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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 25 OF 2025

DATE ISSUED 18 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.

AMENDMENTS

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION: Kindly note that the following post was advertised in Public Service Vacancy Circular 23 dated 04 July 2025. The following amendments have been made to the salary level: (Level 14) amended to (Level 13).

PROVINCIAL ADMINISTRATION: GAUTENG: DEPARTMENT OF EDUCATION: Please note that the below posts which were advertised in Public Service Vacancy Circular 22 dated 27 June 2025 were withdrawn. Senior Admin Officer: Transport in the Financial Administration sub-directorate, Unit: Auxiliary Services and Fleet Management within Ekurhuleni North District with Ref No: REFS/022782 and Senior Admin Officer: Transport in the Financial Administration sub-directorate, Unit: Auxiliary Services and Fleet Management within Ekurhuleni South District with Ref No: REFS/022790.

PROVINCIAL ADMINISTRATION: NORTH-WEST: DEPARTMENT OF COMMUNITY SAFETY AND TRANSPORT MANAGEMENT- Kindly note that the positions of Chief Director: District Coordination and Government Fleet and Chief Director: Transport Operations: Reference numbers: 08/2025/2026 and 09/2025/2025, respectively, advertised in the Public Service Vacancy Circular 23 of 2025 issued on 04 July 2025 with the closing date of 18 July 2025 are amended. The amendments are as follows: OCJPOST: Chief Director – District Coordination And Government Fleet: The note indicating that Male candidates are encouraged to apply should be ignored. Post: Chief Director – Transport Operations: The note indicating that Female candidates are encouraged to apply should be ignored. Closing Date: 25 July 2025.

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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>	:	01 August 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 25/01</u>	:	<u>DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS REF NO: HR4/4/10/830</u>
<u>SALARY CENTRE</u>	:	R1 059 105 per annum, (all inclusive) Labour Centre: Knysna (Western Cape)

<u>REQUIREMENTS</u>	:	Three (3) years National Diploma (NQF6)/ Undergraduate Degree (NQF7) in Financial Management, Accounting, Human Resource Management, Labour Relations, Social Science (Developmental Studies, Social Work, Nursing Industrial Psychology/Psychology, Qualifications with Research Economics, and Statistics as major subjects), Engineering Science (Civil and/or Construction Engineering, Electrical Engineering, Mechanical Engineering, Environmental Health, Analytical Chemistry, Chemical Engineering, Chemistry, Explosives Management, Explosives Engineering), Management, Public Management/Administration, Business Management/Administration, Operations Management, Project Management, Commerce (General), Administrative Information Management, Administrative Management, LLB/BCOM Law/BA Law/B Proc. Five (5) years' experience of which two (2) at an Assistant Director level and three (3) years' functional experience in labour market operations / services delivery environment. Valid Driver's Licence. Knowledge: Public Finance Management Act, Treasury Regulations, Supply Chain Management processes, Asset Management, All Labour Legislations, Departmental policies and Procedures, Public Service Regulations, Batho Pele Principles, Service Delivery Plan. Skills: Management, Communication (both verbal and written), Computer Literacy, Conflict Management, Presentation, Interpersonal, Conflict Management, Change Management, Diversity Management, Monitoring and Evaluation, Leadership and Project Management.
<u>DUTIES</u>	:	Manage the service delivery objectives as per the mandate of Department of Employment and Labour. Represent the Department in key stakeholder forums including interdepartmental structures of government and municipalities including those dictated by the District Development Model (DDM) (Intermediate). Implement and manage service delivery improvement plan. Manage all the resources of the Labour Centre.
<u>ENQUIRIES</u>	:	Mr. Q Bowman Tel No: (021) 441 8120
<u>APPLICATIONS</u>	:	WCJobs-KNS@labour.gov.za Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Western Cape
<u>POST 25/02</u>	:	<u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: HR4/4/08/139</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Provincial Office: Kimberley
<u>REQUIREMENTS</u>	:	Three (3) years' National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF 7) in Financial Management / Supply Chain Management / Purchasing / Logistics / Public Administration / Finance / Accounting / economics / Internal Audit. Four (4) year experience of which two (2) years must be at supervisory level and two (2) years functional experience in Supply Chain Management environment. A Valid driver's license. Knowledge: Public Service Transformation and management issues. Departmental Policy and Procedures. White Paper on transformation of Public Service. Public Service Act. Public Service Regulations and relevant prescripts. Batho Pele principles. Labour relations and collective bargaining systems. Minimum Information security standards. Skills: Administration and Financial Management. Problem solving. Self-Management. Budgeting and Financial Management. Customer Focus and responsiveness. Developing Others. Verbal and written communication. Planning and Organising, Problem Solving Decision-Making, Project management. Team Leadership. Managing Interpersonal Conflict, Impact and Influence, Computer Literacy, Diversity Management, Networking and building bonds, Driving.
<u>DUTIES</u>	:	Manage demand of goods and services in the Province, Provide and monitor acquisition/procurement services in the province, manage logistics in the Province, Manage and monitor the assets in accordance with the relevant policy and procedure, Render and monitor contract administration support services and compliance, Manage all resources of the Section.
<u>ENQUIRIES</u>	:	Ms M Mogongoa Tel No: (053) 8381610
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 OR hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley Email: Jobs-NCKIM@labour.gov.za

<u>POST 25/03</u>	:	<u>ASSISTANT DIRECTOR: COMMUNICATIONS REF NO: HR4/4/10/832</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Provincial Office: Western Cape
<u>REQUIREMENTS</u>	:	Three (3) year National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF7) in Communications Science/ Marketing/ Public Relations/ Media Studies and Journalism. Two (2) years supervisory experience. Two (2) years functional experience in Media/ Public Relations/ Marketing/ Communication Services. Valid Driver's Licence. Knowledge: Departmental Policies and Procedures, Public Finance Management Act (PFMA), Basic knowledge of all legislations, Project Management, Batho Pele Principles. Skills: Planning and organizing, Interpersonal, Computer Literacy, Communication skills, Problem Solving, Listening and observation, Negotiation, Event Management.
<u>DUTIES</u>	:	Provide public relations and media liaison services at Provincial level including performing duties and responsibilities as spokesperson of DEL in the Province. Organise stakeholder briefings and exhibitions for the whole Province (Bi-weekly). Market the services of the DEL at Provincial level. Manage DEL internal communications such as notice boards, posting of information on intranet, updating staff on issues affecting the department in the media, production of internal newsletter, etc. Coordinate and facilitate all internal and external events in the province, such as Imbizo outreach, Programmes, outside broadcasts, national commemorative days, etc.
<u>ENQUIRIES</u>	:	Mr. Q Bowman Tel No: (021) 441 8120
<u>APPLICATIONS</u>	:	Jobs-WC3@LABOUR.gov.za Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Western Cape
<u>POST 25/04</u>	:	<u>ASSISTANT DIRECTOR: LABOUR MARKET INFORMATION STATISTICS REF NO: HR4/4/10/834</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Provincial Office: Western Cape
<u>REQUIREMENTS</u>	:	Three (3) year National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF7) in Social Science/Economics/Statistics. Two (2) years supervisory experience. Two (2) years functional experience in labour market data processing/statistics. Valid Driver's Licence. Knowledge: Public Service Act, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Batho Pele Principles, Statistics and Data software packages, Functioning of DEL Labour Centres and Business Units, Labour market dynamics, Labour legislation. Skills: General management, Project management, Communication, Computer Literacy, Research, Interpersonal Relations, Leadership, Data analysis, Analytical, Innovative.
<u>DUTIES</u>	:	Manage performance information of the provinces in the Department of Employment and Labour, in order to ensure that the pre-determined plans and objectives of the organisation are provincially monitored and successfully achieved in line with the applicable government prescripts. Promote accountability and transparency by providing Government and the public with timely, accessible, accurate and quality assured provincial performance system; Monitor and evaluate implementation of Service Delivery Improvement Plans. Assist in consolidating and analysing trends recorded through quarterly performance reports against targets. Manage all the resources of the division.
<u>ENQUIRIES</u>	:	Mr. Q Bowman Tel No: (021) 441 8120
<u>APPLICATIONS</u>	:	Jobs-WC4@LABOUR.gov.za Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Western Cape
<u>POST 25/05</u>	:	<u>ASSISTANT DIRECTOR: FRAUD INVESTIGATIONS AND ANTI-CORRUPTION REF NO: HR4/4/10/835</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Provincial Office: Western Cape
<u>REQUIREMENTS</u>	:	Three (3) year qualifications National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF7) in Risk Management/ Internal Audit/ Accounting/ Forensic Investigations. Two (2) years supervisory experience. Two (2) years functional experience in anti-fraud/ corruption environment. Valid Driver's

		Licence. Knowledge: Investigative Principles and Practices, Departmental and Fund's Policies and Procedures, All Labour legislations, Anti-Fraud and Corruption Policies, Legal environment: Court and Criminal Procedures, Fraud related administration and operations, Batho Pele Principles, Public Service Regulations, Public Financial Management Act (PFMA), Unemployment Insurance and Unemployment Insurance Contributions Act, Basic Conditions of Employment Act, Labour Relations Act, Public Service Act. COIDA. Skills: Planning and organizing, Time Management, Conflict Management, Analytical. Investigation, Communications (Verbal & Written), Computer Literacy, Presentation.
<u>DUTIES</u>	:	Implement Fraud detections and Anti-Corruption Strategies for Provincial Office. Conduct investigations on reported cases and Fraud and Corruption. Assist in recovery of all assets acquired fraudulently from the Provincial Office. Analyse systems capabilities to anti-fraud and corruption management programmes.
<u>ENQUIRIES</u>	:	Mr. Q Bowman Tel No: (021) 441 8120
<u>APPLICATIONS</u>	:	Jobs-WC4@LABOUR.gov.za Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Western Cape
<u>POST 25/06</u>	:	<u>INSPECTOR BCEA REF NO: HR4/4/10/836 (X2 POSTS)</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Cape Town Labour Centre (Western Cape)
<u>REQUIREMENTS</u>	:	Three (3) year tertiary qualification National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF7) in Labour Relations/ BCOM Law/ LLB. Two (2) years functional experience in inspection and enforcement services. Valid driving license. Knowledge: Departmental policies and procedures, Labour Relations Act, Compensation for Occupational Injuries and Diseases Act, Occupational Health and Safety Act, UI Contributions, Employment Equity Act. Immigration Act, Basic Conditions of Employment Act. Skills: Facilitation, Planning organising, Leadership, Computer literacy, Interpersonal, Problem solving, Interviewing, Presentation, Innovation, Analytical.
<u>DUTIES</u>	:	To plan and independently conduct substantive inspections with the aim of ensuring compliance with the Basic Conditions of Employment Act (BCEA). Sectoral Determination and the National Minimum Wage Act. Plan and execute investigations independently on reported cases pertaining to contravention of BCEA, SD and NMWA & Regulations and enforce as and when necessary. Plan and conduct structured advocacy on BCEA, SD and NMWA independently, and analyse impact thereof consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans execution.
<u>ENQUIRIES</u>	:	Mr. Q Bowman Tel No: (021) 441 8120
<u>APPLICATIONS</u>	:	WCJobs-CTN@labour.gov.za Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Western Cape
<u>POST 25/07</u>	:	<u>OHS INSPECTOR REF NO: HR4/4/10/837 (X2 POSTS)</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Bellville Labour Centre (Western Cape)
<u>REQUIREMENTS</u>	:	Senior Certificate plus a three (3) year tertiary qualification National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF7) in Environmental Health, Mechanical Engineering, Mechatronic Engineering, Electrical Engineering, Chemical Engineering, Chemistry, Construction, Biology, Microbiology, Biomedical Sciences, Biotechnology, Biochemistry. A valid driver's licence. Two (2) years functional experience in inspections and enforcement of labour legislations or in the relevant environment. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, OHS Regulations, South African National Standards (Codes)- incorporated Codes become regulations, Compensation for Occupational injuries and Diseases Act, Unemployed Insurance Act, Employment Equity Act – relevant key elements, Basic Conditions of Employment Act –relevant key elements, Relevant guidelines of aforementioned legislation Skills: Planning and organizing, Communication skills, Computer Literacy, Facilitation skills,

		Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.
<u>DUTIES</u>	:	To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and other relevant regulations and enforce as and when necessary, appear in Court as a State witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the OHS and other relevant labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.
<u>ENQUIRIES</u>	:	Mr. Q. Bowman Tel No: (021) 441 8120
<u>APPLICATIONS</u>	:	WCJobs-BELL@labour.gov.za Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Western Cape
<u>POST 25/08</u>	:	<u>TEAM LEADER REF NO: HR4/4/10/838</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Labour Centre Beaufort West (Western Cape)
<u>REQUIREMENTS</u>	:	Three (3) year tertiary qualification National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF7) in Labour Relations/ Labour Law/ LLB/BCOM LAW. Valid driver's license. Two (2) years functional experience in Inspection and Enforcement Services. Knowledge: Extensive knowledge of the following Departmental Policies and procedures Skills Development Act, Labour Relations Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act, Immigration Act. Skills: Facilitation skills, Planning and Organizing, Computer literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovative, Analytical, Verbal and written communication skills.
<u>DUTIES</u>	:	Plan and independently conduct substantive inspections with the aim of ensuring compliance with all Labour legislations, namely, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Unemployment Insurance Act (UIA), Compensation for Occupational Injuries and Diseases Act (COIDA), Occupational Health and Safety (OHS), and UI Contribution Act (UCA) ,Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary including making preparations for and appearing in Court as a State witness ,Plan and conduct allocated proactive (Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections ,Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report ,Manage the finalisation of files of cases received and investigations conducted by the Inspectors ,Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases ,Ensure that non-compliant employers are referred for prosecution within the relevant time frames.
<u>ENQUIRIES</u>	:	Mr. Q. Bowman Tel No: (021) 441 8120
<u>APPLICATIONS</u>	:	WCJobs-BEA@labour.gov.za Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Western Cape
<u>POST 25/09</u>	:	<u>CLAIMS ASSESSOR REF NO: HR 4/4/8/941</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Labour Centre: Welkom, Free State

<u>REQUIREMENTS</u>	:	Undergraduate qualification (NQF level 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. 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, procedures and business processes, Public Service Act and Regulations, COIDA Tariffs, Public Service Charter, Approved COIDA Delegation, Promotion of Access to Information Act, Road Accident Fund (RAF) Act, Occupational Health and Safety Act (OHS), The Constitution of RSA. Skills: Claims registration, Tariffs Administration, Communication verbal and writing, Analysing & Interpreting Information (Data Analytics), Claims Assessment/ Settlement, Post claims management and settlement, Claims handling, Claims verification and validation, Monitoring & Evaluation, Data gathering Analysis.
<u>DUTIES</u>	:	Adjudicate registered customer claims as per the delegation's requirements. Prepare complex claims. Coordinate, capture and approve Compensation Benefits. Handle claims enquiries and advocacy sessions. Supervision of staff.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr E Qhalane Tel No: (057) 391 0200
	:	Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: Jobs-fs11@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Free State
<u>POST 25/10</u>	:	<u>INSPECTOR REF NO: HR 4/4/4/05/14</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum
	:	Labour Centre: Kempton Park, Gauteng
	:	Three (3) year relevant tertiary qualification Labour Relations/ BCOM Law/ LLB. A valid driver's license. One (1) year functional experience in Inspection and Enforcement Services. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relations Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act. Skills: Facilitation skills, Planning and Organizing (Mainly for own), Computer literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem Solving skills, Interviewing, listening and observation skills.
<u>DUTIES</u>	:	Plan and independently conduct inspections with the aim of ensuring compliance with the Basic Conditions of Employment Act (BCEA). Execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary. Plan and conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaign on all Labour Legislation independently. Draft and maintain inspection plans and reports including analysis and compilation of consolidated statistical reports on only allocated cases.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms P Ralane Tel No: (010) 061 107
	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 47 Empire Road, Parktown. For online applications email: Jobs-GP7@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resource Management, Provincial Office: Gauteng
<u>POST 25/11</u>	:	<u>INSPECTOR: INSPECTION AND ENFORCEMENT SERVICES REF NO: HR4/4/10/842</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R269 499 per annum
	:	Labour Centre: Mossel Bay (Western Cape)
	:	Three (3) year relevant qualification National Diploma (NQF6)/ in Labour Relations/ BCOM Law/ LLB. Valid driver's license. Knowledge: Departmental Policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act. Unemployment Insurance Contribution Act. Skills: Facilitation, Planning and Organising (Own work), Computer (Spread sheets, Power Point and word processing), Interpersonal, Problem Solving, Interviewing, Analytical, Verbal and written communication, Employment Equity Act.

<u>DUTIES</u>	:	Conduct occupational inspections with the aim of ensuring compliance with all labour legislations. Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.
<u>ENQUIRIES</u>	:	Mr. Q Bowman Tel No: (021) 441 8120
<u>APPLICATIONS</u>	:	WCJobs-MBY@labour.gov.za Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Western Cape
<u>POST 25/12</u>	:	<u>UI CLAIMS OFFICER REF NO: HR4/4/10/843 (X10 POSTS)</u>
<u>SALARY</u>	:	R269 499 per annum
<u>CENTRE</u>	:	Provincial Office: Western Cape
<u>REQUIREMENTS</u>	:	Grade 12/Senior Certificate. 0 to 6 months' experience. 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 and written), Listening, Computer Literacy, Customer Relations, Decision Making.
<u>DUTIES</u>	:	Receive and assess all the UI Claims on the relevant systems in line with the Standard Operating Procedure (SOP). Register all employers and verify the declaration of employees as per the relevant prescripts. Execute the payment of approved claims as per the set time frames. Attend to enquiries relating to all processed claims or any other matter relating to the processing of claims. Perform administrative duties in the section.
<u>ENQUIRIES</u>	:	Mr. Q Bowman Tel No: (021) 441 8120
<u>APPLICATIONS</u>	:	Jobs-WC6@LABOUR.gov.za Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Western Cape

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.

- APPLICATIONS** : The Director-General, National Department of Health, Private Bag X399, Pretoria, 0001. Hand-delivered applications 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.
- FOR ATTENTION** : Ms M Shitiba
- CLOSING DATE** : 04 August 2025
- NOTE** : 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 Qualifications 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.

OTHER POST

- POST 25/13** : **ASSISTANT DIRECTOR: CLINICAL TB CARE REF NO: NDOH 72/2025**
Directorate: DOTS Strategy Coordination
This is a re-advertisement. Applicants who have previously applied need to re-apply
- SALARY** : R468 459 per annum, (plus competitive benefits)
- CENTRE** : Pretoria
- REQUIREMENTS** : 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).

DUTIES

: 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.

ENQUIRIES

: Dr L Mvusi Tel No: (012) 395 8816

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(Central Johannesburg TVET College)
(COASTAL KZN TVET College)
(Maluti TVET College)

OTHER POSTS

<u>POST 25/14</u>	:	<u>ASSISTANT DIRECTOR: CURRICULUM IMPLEMENTATION SERVICES</u> <u>(MINISTERIAL PROGRAMMES) REF NO: CAO 07/2025</u>
<u>SALARY</u>	:	R582 444 per annum (Level 10), plus benefits
<u>CENTRE</u>	:	Coastal KZN TVET College
<u>REQUIREMENTS</u>	:	Matric or equivalent qualification plus undergraduate National Diploma (NQF Level 6) in Education or relevant qualification as recognized by SAQA. 3-5 years relevant experience in Education Teaching and Learning environment or related field. Knowledge of PSET and CET. Knowledge of teaching and learning. Knowledge of Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act. Knowledge of the Public TVET sector and its regulatory and legislative framework. Knowledge and understanding of the Higher Education sector. Knowledge of Education Act. Skills: Administrative, planning and organizing, financial management, report writing, communication and interpersonal, problem solving, computer literacy, analytical, client oriented, project management, team leadership, people management. Values and Attitudes: Client service focus, integrity, committed, proactive, loyal and ethical.
<u>DUTIES</u>	:	Oversee Curriculum Management and Administration. Develop, implement, monitor academic and curriculum policies. Support the implementation of new programmes. Support the implementation of new programmes, qualifications and revised National Curriculum (Vocational). Update NC(V) qualifications policy with SAQA. Coordinate review of the ICASS guidelines for report 191 and NC(V). Develop policy/guidelines for management of curriculum (classroom management policy). Monitoring the conduct of assessments on all programmes. Provide required report to college executive and oversight bodies. Oversee coordinated curriculum delivery at all the college's delivery site. Ensure the implementation of best practice teaching in collaboration with the campus manager. Oversee Academic Management Services. Provide academic support to lecturing staff. Plan for delivery of quality teaching and learning. Ensure that enrolment targets are set and achieved. Assist with admission processes. Assist students to have and receive the necessary career guidance to enable them to make informed programme choices. Ensure the provision of guidance for the improvement curriculum content and delivery based on engagement with public and private industry stakeholders. Analyse results and plan for intervention of critical subjects (Action Plan). Plan for delivery quality teaching and staff. Provide Learning Materials. Coordinate activities for the development of learning materials. Identify learner material, equipment and other resource requirements. Dissemination of overall learning materials. Management of all humans. Financial and other resources of the unit.
<u>ENQUIRIES</u>	:	NF Xaba Tel No: (031) 905 7000
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Acting Principal, Coastal KZN TVET College, P O Box 1795, Amanzimtoti, 4126, email address: recruitment@coastalkzn.edu.za or hand deliver to 50051 Mfundi Mngadi Drive, KwaMakhutha, (Mon-Fri 07:30 – 16:00)
<u>NOTE</u>	:	Direction To Candidates Applications must be submitted on the new prescribed Z83 form obtainable from any Public Service department and must be fully completed, dated and signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83 form as well as a recent, comprehensive Curriculum Vitae. 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 detailed curriculum vitae. Communication regarding certified copies of Qualifications and other relevant documents will be limited to only shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following a communication from the College Human Resources Management Administration Unit. Should you be in

possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Late (received after closing date and time) and incomplete applications will not be considered. The employer 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) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer Reserves The Right Not To Make An Appointment. Where applicable, candidates may be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification, criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful

<u>CLOSING DATE</u>	:	01 August 2025
<u>POST 25/15</u>	:	<u>ASSISTANT DIRECTOR: STUDENT SUPPORT SERVICES REF NO: CJC/SSS/08/2025</u>
<u>SALARY</u>	:	R582 444 per annum (Level 10), plus benefits as applicable in the Public Sector
<u>CENTRE</u>	:	Central Johannesburg TVET College, Central Office
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent. An appropriate Diploma/ Bachelor's Degree (NQF 7) in Psychology or BA. Social Work (Major in Psychology) or equivalent qualification. 3-5 years' supervisory experience at a salary level of 7 or 8 in an education/teaching and learning environment or a related field. Sound knowledge of career guidance, including the disability of students. Computer literate and competent in Word/Excel/PowerPoint/Outlook/Teams. Good verbal and written communication skills, presentation and report writing skills. A valid driver's licence. Strong interpersonal, communication, analytical, client-oriented, motivational, negotiation and problem-solving skills. Good administrative, planning and organising, financial management, report writing, project management, team leadership and people management skills. Ability to work under pressure and willingness to work extended hours when required. A proven record in working successfully with diverse populations. A positive attitude and ability to plan and adapt to change. Ability to collaborate effectively with college departments and cross-functional teams. An expert understanding of student academic support services. Ability to design and implement internal administration systems and controls to ensure sound student support. Tactical decision-making skills. Ability to manage sports, art and culture activities. Knowledge of PSET and CET Act. Knowledge of Teaching and Learning. Knowledge of Skills Development Act, Public Service Regulations, Public Service Act and Labour Relations Act. Knowledge of the National Student Financial Aid Scheme and related legislation. Knowledge of the Public TVET sector and its regulatory and legislative framework. Knowledge of the ethical, regulatory and legislative framework. Knowledge and understanding of the Higher Education sector.
<u>DUTIES</u>	:	Oversee the administration of the student support services unit. Overall management and coordination of the student support services unit. Develop the annual student support services operational plan. Management and provision of student counselling services. Develop and monitor implementation of career guidance plans. Develop and monitor the induction and orientation programme. Manage the implementation of academic support referral systems. Develop and manage annual student support services budget. Management and facilitation of student governance and student leadership development. Manage mainstreaming of gender and disability within students. Develop and manage implementation of student health and wellness programmes. Develop and monitor alumni services as well as tracking systems of previous college students. Management and implementation of sports, recreation, arts, and culture programs in the college. Prepare and provide regular reports to the academic board, management and college council. Provide relevant and timely management information to all other relevant stakeholders. Management of human, financial, and other resources of the unit.
<u>ENQUIRIES</u>	:	Mr. B KhakhuTel No: (011) 351 6000

<u>APPLICATIONS</u>	:	All applications are to be sent via online application link to https://cjc83.ngnscan.co.za/apply
<u>NOTE</u>	:	Scanned Applications must consist of: (a) a duly completed and signed online version of Z83 form, stating the title and reference number of the post you are applying for and (b) a recently updated CV. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). No emailed, faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will be entered into with the shortlisted and successful candidates only. Shortlisted candidates may be subjected to qualification and citizen verification, etc. If you are not contacted after 60 days of the closing date of the applications, please consider your application unsuccessful. Central Johannesburg TVET College is an equal opportunity employer.
<u>CLOSING DATE</u>	:	01 August 2025 at 16:00
<u>POST 25/16</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: CJC/FA/09/2025</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09), plus benefits as applicable in the Public Sector
<u>CENTRE</u>	:	Central Johannesburg TVET College, Central Office
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent. A recognised Bachelor's Degree / National Diploma in Financial Accounting / Cost & Management Accounting / Internal Auditing. Preference will be given to candidates with five (5) years of financial experience, who have in-depth knowledge of expenditure, fixed assets, inventory, revenue functions, clearing of accounts and reconciliations. A minimum of three (3) years of supervisory experience. Knowledge of Basic Accounting Systems (BAS). In-depth knowledge of the requirements of the CET Act, PFMA and Treasury Regulations; experience in management of accounts and financial reporting requirements, good interpersonal, communication and managerial skills; ability to work under pressure with strict deadlines and good computer literacy skills (MS Office, SAGE and ITS). A valid driver's license. Registration with a professional body will be an added advantage.
<u>DUTIES</u>	:	Formulate and regularly review financial management policies. Monitor the effectiveness of financial operations through the assessment of key financial performance indicators. Facilitate and coordinate the annual budgeting process. Perform monthly budgetary and expenditure analysis. Coordinate, manage and monitor cash flows. Analyse, manage and monitor monthly reconciliation of bank, debtors, creditors, suspense and general ledger accounts. Authorise and monitor employee salaries, deductions and allowances and ensure annual reconciliation of employee tax. Authorise supplier and creditor payments in line with treasury regulations and college policies. Manage college assets, inventory and consumables registers. Ensure maintenance of detailed records of fixed assets. Ensure accurate calculation and recording of depreciation for all college fixed assets. Prepare inventory, fixed assets and expenditure reports for management on a monthly basis. Plan and manage regular audits and stock-taking of assets and consumables. Ensure accurate and proper recording, utilisation and classification of financial transactions including allocated funds. Establish systems to maintain and safeguard all financial records. Compile and submit all reports and information as may be required by Management, College Council, Department of Higher Education and Training and/or Auditor General. Manage the issuing of College claims and confirmation of balances. Compile financial statements for each financial year. Liaise with auditors to ensure a smooth audit process and positive audit reports. Manage staff. Liaise with all internal and external stakeholders relevant to the KRAs of the Financial Accounting Unit.
<u>ENQUIRIES</u>	:	Mr. B KhakhuTel No: (011) 351 6000
<u>APPLICATIONS</u>	:	All applications are to be sent via online application link to https://cjc83.ngnscan.co.za/apply
<u>NOTE</u>	:	Scanned Applications must consist of: (a) a duly completed and signed online version of Z83 form, stating the title and reference number of the post you are applying for and (b) a recently updated CV. Incomplete applications or applications received after the closing date will not be considered. A complete

set of application documents should be submitted separately for every post you wish to apply for. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). No emailed, faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will be entered into with the shortlisted and successful candidates only. Shortlisted candidates may be subjected to qualification and citizen verification, etc. If you are not contacted after 60 days of the closing date of the applications, please consider your application unsuccessful. Central Johannesburg TVET College is an equal opportunity employer.

<u>CLOSING DATE</u>	:	01 August 2025 at 16:00
<u>POST 25/17</u>	:	<u>ASSISTANT DIRECTOR: (OFFICE MANAGER) OFFICE OF THE PRINCIPAL REF NO: CJC/OP/10/2025</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09), plus benefits as applicable in the Public Sector
<u>CENTRE REQUIREMENTS</u>	:	Central Johannesburg TVET College, Central Office
	:	Grade 12 certificate or equivalent. A recognised National Diploma in Office Management and Technology / Public Management or related qualification. Practical experience in Office Management and Technology / Public Management. A post graduate qualification in the relevant field/s will be an advantage. Relevant experience in strategic planning and administration environment. Knowledge of Public Service legislations and policies. Knowledge of PSET. Knowledge and understanding of the TVET/ CET Administration. Understanding of the Higher Education sector will be an added advantage. A clear demonstrated knowledge of Principal's statutory, governance and management responsibilities to ensure that they are met. Ability to coordinate and execute all activities pertaining to College Council and its Sub-Committees, Academic Board and Management. An understanding of corporate governance to effectively support the College Council. An understanding of cost centre budgetary, expenditure, cash flow and supply chain management. Employment Equity Act, Public Service Regulations and Public Service Act, Labour Relations Act and any other related legislation. Excellent administrative skills and a track record in the preparation of strategic documents, presentations and databases. Proven ability to perform difficult, complex and detailed clerical and administrative work with accuracy and speed. Advanced computer literacy, including MSWord, Excel and PowerPoint.
<u>DUTIES</u>	:	Render administrative/executive support services in the office of the Principal. Provide secretariat support to College Council, Council Committees, Academic Board, Senior Management and other external stakeholders. Provide strategic management, monitoring and evaluation services. Oversee and maintain logistics within the office of the principal. Arrange all meetings (Sub-committee, Council, EXCO and other external stakeholders). Arrange all academic board and academic board committee. Arrange and support for training interventions. Coordinate the décor layout, food service, invitation and media protocol requirements for college-hosted functions. Maintain stock of standard forms and stationery. Establish and maintain an effective records management system. Management of all human, financial and other resources of the unit.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. B KhakhuTel No: (011) 351 6000
	:	All applications are to be sent via online application link to https://cjc283.ngnscan.co.za/apply
<u>NOTE</u>	:	Scanned Applications must consist of: (a) a duly completed and signed on line version of Z83 form, stating the title and reference number of the post you are applying for and (b) a recently updated CV. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). No emailed, faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will be entered into with the shortlisted and successful candidates only. Shortlisted candidates may be subjected to qualification and citizen verification, etc. If you are not contacted after 60 days of the closing date of the applications, please consider your application unsuccessful. Central Johannesburg TVET College is an equal opportunity employer.
<u>CLOSING DATE</u>	:	01 August 2025 at 16:00

<u>POST 25/18</u>	:	<u>ASSISTANT DIRECTOR: MARKETING AND COMMUNICATION REF NO: CJC/11/2021</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09), plus benefits as applicable in the Public Service
<u>CENTRE</u>	:	Central Office
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent. A recognised National Diploma or Bachelor's Degree in Communication or Marketing or equivalent qualification. Valid driver's licence. 5 years experience in marketing and/or communication environment of which three must be at supervisory level. Knowledge of policies and governance environment of TVET Colleges including knowledge of the annual reporting requirements by the Higher Education Institutions. Knowledge and understanding of the monitoring of performance management and development system. Knowledge and understanding of the TVET Administration. Knowledge and understanding of the Higher Education sector, especially the policies relevant to legislation. Strong administrative, planning and organising, financial management, report writing, communication and interpersonal, problem solving, computer literacy, analytical, client oriented, project management, team leadership and people management skills.
<u>DUTIES</u>	:	Develop, update and maintain communication and marketing strategies, policies and procedures. Constantly identify and align information sharing and communication practices/platforms to adapt to the changing communication environment and to maximise target market reach. Oversee and monitor implementation of the college branding strategy. Provide guidelines to management and staff on college branding related matters. Manage and coordinate high level college events including annual graduation ceremony and special functions such as launches. Manage public relations and media liaison services. Nourish existing client relations and partnerships by ensuring that client satisfaction levels are maintained and by promoting sound client relations across all sites. Oversee the development and production of college publications, including but not limited to the annual report, college newsletter, prospectus and profile. Regularly communicate College campaigns on social media and on online communication. Regularly maintain the content, design and layout of the college website. Provide photographic services and write articles for the college. Manage human, financial and other resources of the unit.
<u>ENQUIRIES</u>	:	Mr. B KhakhuTel No: (011) 351 6000
<u>APPLICATIONS</u>	:	All applications are to be sent via online application link to https://cjc283.ngnscan.co.za/apply
<u>NOTE</u>	:	Scanned Applications must consist of: (a) a duly completed and signed online version of Z83 form, stating the title and reference number of the post you are applying for and (b) a recently updated CV. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). No emailed, faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will be entered into with the shortlisted and successful candidates only. Shortlisted candidates may be subjected to qualification and citizen verification, etc. If you are not contacted after 60 days of the closing date of the applications, please consider your application unsuccessful. Central Johannesburg TVET College is an equal opportunity employer.
<u>CLOSING DATE</u>	:	01 August 2025 at 16:00
<u>POST 25/19</u>	:	<u>ASSISTANT DIRECTOR: FACILITIES MANAGEMENT REF NO: CJC/FAMA/12/2025</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09), plus benefits as applicable in the Public Sector
<u>CENTRE</u>	:	Central Johannesburg TVET College Central Office
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent. A recognised three (3) years National Diploma/ Degree (NQF level 6) in Building Management / Safety Management / Construction Management / Property Management / Civil Engineering or relevant qualification. A post graduate qualification in the relevant field/s will be an advantage. At least 5 years' relevant experience in the Facilities

	Management, SHERQ and OHS environment. Knowledge of Public Service Act and Regulations, Occupational Health and Safety Act, Immovable Asset Management Act, ISO accreditation, CET Act, Basic Conditions of Employment Act, Labour Relations Act, PFMA and Treasury Regulations, telephone management system, fire control system and facilities management system. Advanced computer skills including Excel. Strong planning and organizing, financial management, project management, resource mobilisation, communication and interpersonal, problem solving, analytical, client orientation, leadership, people management, negotiations, written and verbal communication, presentation and report writing skills.
<u>DUTIES</u>	: Oversee the construction and maintenance of buildings and premises. Ensure compliance to SHERQ and OHS Act. Develop and implement fleet management policies and procedure. Maintain the physical security function including key control, personnel, document and surveillance security. Ensure proper handling of College records, documents and archiving. Manage all infrastructural projects in liaison with the Principal Agent. Assist in identifying, collating, recommending and tracking college infrastructural projects. Assess ad-hoc projects proposals and motivate relevant project work. Ensure that work is correctly scoped. Coordinate and develop the strategic infrastructural and/or maintenance plan of the college. Where directed manage the required tasks borne of the College Infrastructural Efficiency Grant CIEG) of the project, and ensure that work is aligned to the DHET's requirements thereof. Ensure projects are managed through their phases, from project initiation, to delivery to close-out. Work / Liaise with relevant stakeholders to manage projects. Maintain a risk register for all projects undertaken. Maintain sound relationships between internal and external stakeholders. Compile and submit comprehensive reports and ensure adherence to reporting standards. Ensure there is complete close out report before the rest of the project costs are paid out. Management of all human, financial and other resources of the unit
<u>ENQUIRIES</u>	: Mr. B KhakhuTel No: (011) 351 6000
<u>APPLICATIONS</u>	: All applications are to be sent via online application link to https://cjc283.ngnscan.co.za/apply
<u>NOTE</u>	: Scanned Applications must consist of: (a) a duly completed and signed on line version of Z83 form, stating the title and reference number of the post you are applying for and (b) a recently updated CV. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). No emailed, faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will be entered into with the shortlisted and successful candidates only. Shortlisted candidates may be subjected to qualification and citizen verification, etc. If you are not contacted after 60 days of the closing date of the applications, please consider your application unsuccessful. Central Johannesburg TVET College is an equal opportunity employer.
<u>CLOSING DATE</u>	: 01 August 2025 at 16:00
<u>POST 25/20</u>	: <u>SENIOR STATE ACCOUNTANT REF NO: CJC/SSA/13/2025</u>
<u>SALARY</u>	: R397 116 per annum (Level 08), plus benefits as applicable in the Public Sector
<u>CENTRE</u>	: Central Johannesburg TVET College, Central Office
<u>REQUIREMENTS</u>	: Grade 12 or equivalent. A recognized three-year Degree / Diploma in Accounting / Financial Management or equivalent qualification. 5 years' experience in a relevant financial environment. computer literate. At least three years of experience working with ITS payroll will be an added advantage. Knowledge of financial functions and practices practices as well as the ability to capture data and collate financial statistics. Knowledge of financial accounting procedures, methods and principles established for the processing of salaries and financial transactions. Transactional experience of accounting systems specifically relating to posting of accounting entries. Knowledge of the public sector financial management compliance and reporting requirements. Proven computer literacy, including MSWord and Excel. Planning and organizing, Good verbal and written communication skills. Flexibility and interpersonal relations skills. Ability to pay attention to detail. Valid drivers' licence.

<u>DUTIES</u>	:	Ensure the implementation of budget and expenditure control systems. Draw and analyse monthly accounting reports and supervise corrections, where necessary. Manage income and expenditure. Administer payroll control and salary administration. Review all payroll reconciliations and ensure salary control accounts are balanced. Ensure overall supervision and provision of the salary administration service. Any Ad Hoc requests from the AD – Financial Accounting and CFO. Oversee verification of information for payroll certification. Ensure the correct classification of payroll costs in line with GRAP requirements. Quality assure all payroll transactions. Conduct reconciliation of transactions on the college payroll system with the accounting records. Ensure distribution of pay slip to all staff are open on the electronic system. Manage annual SARS reconciliation submission EMP50. Ensure distribution of IRP5's to all staff are open on of the electronics system. Safeguard all financial records. Assist in the compilation of financial statements for each financial year. Prepare the unit for the financial audit and respond to queries raised by internal and external auditors. Manage human, physical and financial resources of the unit. Perform ad-hoc assignments from the ASD Financial Accounting and Deputy Principal Finance.
<u>ENQUIRIES</u>	:	Mr. B KhakhuTel No: (011) 351 6000
<u>APPLICATIONS</u>	:	All applications are to be sent via online application link to https://cjc283.ngnscan.co.za/apply
<u>NOTE</u>	:	Scanned Applications must consist of: (a) a duly completed and signed on line version of Z83 form, stating the title and reference number of the post you are applying for, (b) a recently updated CV. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). No emailed, faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will be entered into with the shortlisted and successful candidates only. Shortlisted candidates may be subjected to qualification and citizen verification, etc. If you are not contacted after 60 days of the closing date of the applications, please consider your application unsuccessful. Central Johannesburg TVET College is an equal opportunity employer.
<u>CLOSING DATE</u>	:	01 August 2025 at 16:00
<u>POST 25/21</u>	:	<u>SENIOR PRACTITIONER: HUMAN RESOURCE DEVELOPMENT REF NO: MALUTITVET/SPHRD001/2025</u>
<u>SALARY</u>	:	R397 116 per annum (Level 08)
<u>CENTRE</u>	:	Corporate Office (Bethlehem)
<u>REQUIREMENTS</u>	:	National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. National Diploma/Degree in Human Resource/Development. Minimum of three (3) years relevant experience. Minimum of two (2) years experience at supervisory level. Computer literacy (MS Word, MS Excel, and MS Power point). PERSAL introduction certificate. Valid driver's license (except for persons with disabilities), Competencies and attributes: Knowledge and understanding of PMDS and IQMS. Knowledge and understanding of coordination and facilitation of training. Understanding of legislative framework governing the Public Services. Storage and retrieval procedures in terms of the working environment.
<u>DUTIES</u>	:	Ensure the implementation of training and development programmes. Facilitate the development of Work Skills Plan. Administer bursaries in the College. Administer Internship and learnership programmes. Administer Performance Management Development System, Integrated Quality Management System and coordinate Training for College. Facilitate the development of job descriptions. Formulate the Employment Equity Plan for the College. Manage human, financial and other resources in the unit. Perform any other duty related to the post.
<u>Enquiries</u>	:	Mr GD Mokoena Tel No: (058) 303 1732
<u>APPLICATIONS</u>	:	All applications should be posted, hand delivered or emailed to: Human Resource Management, Maluti TVET College: Corporate Office, Private Bag X33, Bethlehem, 9700 OR Human Resource Management, Maluti TVET College: Corporate Office, Corner High & Broster Street, Bethlehem, 9700. Email applications can be forwarded to this email address: hrrcruitment@malutitvet.co.za

NOTE

: Applications quoting the relevant reference number must be submitted on a new Z83 form (effective from 01 January 2021) obtainable from any Public Service department as well as Maluti TVET College Corporate Office or from Maluti TVET College Official website www.malutitvet.co.za. The Z83 form must be signed, initialed and dated. With regards to completion of the Z83 form, Part A, C and D must be fully completed. Part B, all fields must be completed in full except Passport number: South African applicants need not provide passport numbers, an applicant has responded "no" to the question "Are you conducting business with the state? If yes, (provide the details)", then it is acceptable for an applicant to indicate not applicable or leave blank to the question, "In the event that you are employed in the Public Service, will you immediately relinquish such business interests?". "If your profession or occupation requires official registration, provide date and particulars of registration" – May be completed if your profession requires registration. The questions related to conditions that prevent re-appointment under part F must be answered. Applicants are not required to submit copies of qualifications and other relevant documents on application but submit a completed Z83 Form and a detailed curriculum vitae. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews following communication from HR. Applications received after the closing date will not be accepted. Shortlisted candidates will be subjected to a vetting process: criminal record, citizenship, credit record checks, and qualifications. Shortlisted candidates will be subjected to a skills/knowledge/competence test. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. Maluti TVET College is an equal opportunity affirmative action employer. Preference will be given to Indians and Coloured as per the EE targets of the College. People with disability are encouraged to apply. It is the College's intention to promote equity (race, gender and disability) through the filling of this post. NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. Correspondence will be limited to shortlisted candidates only. Successful candidate may be required to work at other places as may reasonably be required by the Department and the College. Maluti TVET College reserves the right to withdraw the mentioned advert.

CLOSING DATE

: 11 August 2025

POST 25/22

: **EXAMINATION OFFICERS (X7 POSTS)**

SALARY CENTRE

: R325 101 per annum (Level 07)
: Bethlehem campus Ref No: MALUTITVET/Bhm001/2025
: Bonamelo Campus Ref No: MALUTITVET/Bon002/2025
: Harrismith Campus Ref No: MALUTITVET/Harr003/2025
: Itemoheleng Campus Ref No: MALUTITVET/Item004/2025
: Lere La Tshepe Campus Ref No: MALUTITVET/Lere005/2025
: Sefikeng Campus Ref No: MALUTITVET/Sef006/2025
: Main Campus Ref No: MALUTITVET/Main007/2025

REQUIREMENTS

: Recognised National Diploma (NQF 6) in Education/ Administration or equivalent qualification). 2-3 years in the examination services / Teaching and Learning environment/ related field. Competencies and attributes: Knowledge of White Paper on PSET Act, Knowledge of the Public TVET sector and its regulatory and legislative framework. Knowledge and understanding of the Higher Education sector. Knowledge and understanding of COLTECH system, TVETMIS, and ITS Knowledge of practice notes, national, provincial policy frameworks relevant to Education, Training and Development. Knowledge of Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act.

DUTIES

: Coordinate internal and external examination assessment services. Coordinate and conduct training of Invigilators, Markers and Data Capturers. Facilitate examination and Irregularity Committee for the campus and serve as a Secretariat. Process application and issuing of certificate services. Provide administration support for the examination unit. Supervise staff. Perform any other duty related to the post.

ENQUIRIES APPLICATIONS

: Ms NJ Ntsela Tel No: (058) 303 1732
: All applications should be posted, hand delivered or emailed to: Human Resource Management, Maluti TVET College: Corporate Office, Private Bag

X33, Bethlehem, 9700 OR Human Resource Management, Maluti TVET College: Corporate Office, Corner High & Broster Street, Bethlehem, 9700. Email applications can be forwarded to this email address: hrrecruitment@malutitvet.co.za

NOTE

: Applications quoting the relevant reference number must be submitted on a new Z83 form (effective from 01 January 2021) obtainable from any Public Service department as well as Maluti TVET College Corporate Office or from Maluti TVET College Official website www.malutitvet.co.za. The Z83 form must be signed, initialed and dated. With regards to completion of the Z83 form, Part A, C and D must be fully completed. Part B, all fields must be completed in full except Passport number: South African applicants need not provide passport numbers, an applicant has responded "no" to the question "Are you conducting business with the state? If yes, (provide the details)", then it is acceptable for an applicant to indicate not applicable or leave blank to the question, "In the event that you are employed in the Public Service, will you immediately relinquish such business interests?". "If your profession or occupation requires official registration, provide date and particulars of registration" – May be completed if your profession requires registration. The questions related to conditions that prevent re-appointment under part F must be answered. Applicants are not required to submit copies of qualifications and other relevant documents on application but submit a completed Z83 Form and a detailed curriculum vitae. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews following communication from HR. Applications received after the closing date will not be accepted. Shortlisted candidates will be subjected to a vetting process: criminal record, citizenship, credit record checks, and qualifications. Shortlisted candidates will be subjected to a skills/knowledge/competence test. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. Maluti TVET College is an equal opportunity affirmative action employer. Preference will be given to Indians and Coloured as per the EE targets of the College. People with disability are encouraged to apply. It is the College's intention to promote equity (race, gender and disability) through the filling of this post. NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. Correspondence will be limited to shortlisted candidates only. Successful candidate may be required to work at other places as may reasonably be required by the Department and the College. Maluti TVET College reserves the right to withdraw the mentioned advert.

CLOSING DATE

: 11 August 2025

POST 25/23

: **PRACTITIONER: HUMAN RESOURCE DEVELOPMENT REF NO: MALUTITVET/HRD002/2025**

SALARY
CENTRE
REQUIREMENTS

: R325 101 per annum (Level 07)
: Corporate Office (Bethlehem)
: National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. Recognized National Diploma in Human Resource Management/Development (NQF level 6) or relevant qualification. Introduction to PERSAL certificate. 2-3 years' relevant experience in Human Resource development environment. Competencies and attributes: Knowledge: Knowledge and understating of the application of Public Service legislative framework (PSA, PFMA, PSR etc.). Knowledge and understanding of coordination and facilitation of training. Knowledge and understanding of application of Employment Equity Act. Knowledge and understanding of PMDS and IQMS. Skills: Coordination and facilitation of training programmes. Planning and organizing. Communication (Good verbal and written). Computer Literacy. Flexibility. Customer care services. Report writing. Teamwork. A Certificate in facilitation/ Assessor/ Moderator will be an added advantage.

DUTIES

: Implement all training and development programmes in line with approved plans. Facilitate the development and implementation of Work Skills Plan. Process bursaries in line with the departmental policy. Coordinate the implementation of Internship and Learnership Programmes. Coordinate the implementation of Performance Management Development System, Integrated Quality Management System and coordinate training for College staff. Facilitate the development of job descriptions. Provide assistance on the

	development, review and implementation of Employment Equity Plan for the College. Supervise human resources/employees.
<u>ENQUIRIES APPLICATIONS</u>	<p>Mr GD Mokoena Tel No: (058) 303 1732</p> <p>All applications should be posted, hand delivered or emailed to: Human Resource Management, Maluti TVET College: Corporate Office, Private Bag X33, Bethlehem, 9700 OR Human Resource Management, Maluti TVET College: Corporate Office, Corner High & Broster Street, Bethlehem, 9700. Email applications can be forwarded to this email address: hrrecruitment@malutitvet.co.za</p>
<u>NOTE</u>	<p>Applications quoting the relevant reference number must be submitted on a new Z83 form (effective from 01 January 2021) obtainable from any Public Service department as well as Maluti TVET College Corporate Office or from Maluti TVET College Official website www.malutitvet.co.za. The Z83 form must be signed, initialed and dated. With regards to completion of the Z83 form, Part A, C and D must be fully completed. Part B, all fields must be completed in full except Passport number: South African applicants need not provide passport numbers, an applicant has responded "no" to the question "Are you conducting business with the state? If yes, (provide the details)", then it is acceptable for an applicant to indicate not applicable or leave blank to the question, "In the event that you are employed in the Public Service, will you immediately relinquish such business interests?". "If your profession or occupation requires official registration, provide date and particulars of registration" – May be completed if your profession requires registration. The questions related to conditions that prevent re-appointment under part F must be answered. Applicants are not required to submit copies of qualifications and other relevant documents on application but submit a completed Z83 Form and a detailed curriculum vitae. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews following communication from HR. Applications received after the closing date will not be accepted. Shortlisted candidates will be subjected to a vetting process: criminal record, citizenship, credit record checks, and qualifications. Shortlisted candidates will be subjected to a skills/knowledge/competence test. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. Maluti TVET College is an equal opportunity affirmative action employer. Preference will be given to Indians and Coloured as per the EE targets of the College. People with disability are encouraged to apply. It is the College's intention to promote equity (race, gender and disability) through the filling of this post. NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. Correspondence will be limited to shortlisted candidates only. Successful candidate may be required to work at other places as may reasonably be required by the Department and the College. Maluti TVET College reserves the right to withdraw the mentioned advert.</p>
<u>CLOSING DATE</u>	11 August 2025
<u>POST 25/24</u>	<u>CAMPUS ADMINISTRATORS (X2 POSTS)</u>
<u>SALARY CENTRE</u>	<p>R352 101 per annum (Level 07)</p> <p>Bonamelo Campus Ref No: MALUTITVET/CA001/2025</p> <p>Itemoheleng Campus Ref No: MALUTITVET/CA002/2025</p>
<u>REQUIREMENTS</u>	<p>Recognised National Diploma (NQF 6) in Office Management and Technology/Public Management or equivalent qualification. 2-3 years relevant experience in Administration environment. Competencies and Attributes: Knowledge of office administration. Knowledge of Public Service legislations and policies. Knowledge of Public Service legislations and policies. Knowledge of PSET. Knowledge and understanding of the TVET/ CET Administration. Understanding of the Higher Education sector. Understanding of corporate governance. Understanding Cost center budgetary, expenditure and cash flow management. Employment Equity Act, Public Service Regulations and Public Service Act, Labour Relations Act and any other related legislation.</p>
<u>DUTIES</u>	<p>Render administrative support services. Draw up a campus enrolment plan for both NCV and report 191. Gather departmental information and compile a report for A-TEAM and Campus Management. Prepare reports, presentations, and other correspondence. Arrange meetings, conferences, workshops and other gatherings as required. Provide other secretarial support services to</p>

campus management. Administer and coordinate human resource services. Coordinate Leave forms and submit to central office. Coordinate PMDS documents and submit to central office. Coordinate all relevant documentation pertaining to disciplinary cases and grievances. Follow up and resolve all human resource administration queries and issues emanating from campus staff. Maintain human resource records administration. Monitor the attendance register for staff. Coordinate the compilation of duty registers and payment for part-time lectures. Support the implementation college staff wellness programme at campus level. Provide procurement services. Recommend purchase requisitions to Campus Manager. Draft procurement memo. Draft procurement memo. Complete requisition form. Receive goods and services. Coordinate and submit invoices to central office for processing. Verify the correctness of goods and services supplied against the appropriate documentation. Follow-up on campus requisitions made. Maintain a proper filing system. Maintain files for all campus staff. Filing of all relevant documentation according to QMS requirements and National Achieve Act. Keep record of postage received from central office and ensure that the distribution is done accordingly and register is kept by the relevant official. Administer student registration and examination process. Assist in the registration of students. Store student portfolios of evidence and student records. Scan documents of students. Capture and reconcile information for students. Ensure data exceptions and corrections. Process the details of applications for programmes and credits. Coordinate the student registration process. Coordinate the examination process.

ENQUIRIES
APPLICATIONS

: Ms NJ Ntsela Tel No: (058) 303 1732
: All applications should be posted, hand delivered or emailed to: Human Resource Management, Maluti TVET College: Corporate Office, Private Bag X33, Bethlehem, 9700 OR Human Resource Management, Maluti TVET College: Corporate Office, Corner High & Broster Street, Bethlehem, 9700. Email applications can be forwarded to this email address: hrrecruitment@malutitvet.co.za

NOTE

: Applications quoting the relevant reference number must be submitted on a new Z83 form (effective from 01 January 2021) obtainable from any Public Service department as well as Maluti TVET College Corporate Office or from Maluti TVET College Official website www.malutitvet.co.za. The Z83 form must be signed, initialed and dated. With regards to completion of the Z83 form, Part A, C and D must be fully completed. Part B, all fields must be completed in full except Passport number: South African applicants need not provide passport numbers, an applicant has responded "no" to the question "Are you conducting business with the state? If yes, (provide the details)", then it is acceptable for an applicant to indicate not applicable or leave blank to the question, "In the event that you are employed in the Public Service, will you immediately relinquish such business interests?". "If your profession or occupation requires official registration, provide date and particulars of registration" – May be completed if your profession requires registration. The questions related to conditions that prevent re-appointment under part F must be answered. Applicants are not required to submit copies of qualifications and other relevant documents on application but submit a completed Z83 Form and a detailed curriculum vitae. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews following communication from HR. Applications received after the closing date will not be accepted. Shortlisted candidates will be subjected to a vetting process: criminal record, citizenship, credit record checks, and qualifications. Shortlisted candidates will be subjected to a skills/knowledge/competence test. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. Maluti TVET College is an equal opportunity affirmative action employer. Preference will be given to Indians and Coloured as per the EE targets of the College. People with disability are encouraged to apply. It is the College's intention to promote equity (race, gender and disability) through the filling of this post. NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. Correspondence will be limited to shortlisted candidates only. Successful candidate may be required to work at other places as may reasonably be required by the Department and the College. Maluti TVET College reserves the right to withdraw the mentioned advert.

<u>CLOSING DATE</u>	:	11 August 2025
<u>POST 25/25</u>	:	<u>IT TECHNICIAN REF NO: MALUTITVET/IT004/2025</u>
<u>SALARY</u>	:	R352 101 per annum (Level 07)
<u>CENTRE</u>	:	Sefikeng Campus
<u>REQUIREMENTS</u>	:	Recognized National Diploma in Information Technology (IT)/ Computer Science or equivalent A+, ITIL v3 Foundation, Valid code B driver's licence, at least 1-2 years' experience in IT environment. Software and hardware support (Windows Microsoft). Competencies and attributes: IT Hardware and Software. Understanding of Desktop, Networking and Voice communication infrastructure. Program Installations. Understanding of IT Help Desk operation. Full comprehension of IT first and second line of IT support. Effective customer relations. BAS (Desktop). PERSAL(Desktop). MIS Systems and any related Systems (Desktop). COLTECH(Desktop).
<u>DUTIES</u>	:	Assist in management of Service Desk and Desktop support function services. Setup user account on desktop and laptop (mailbox and windows). Unlocking of password using Admin Pack. Setting up desktop, printers and data projectors. Assist in maintaining a service catalogue and standard operating procedures. Implementation of IT services Desk policies. Perform backups information and anti-virus support and offsite storage. perform trouble shooting and diagnosis Support the availability of emails services, internet services, application services on workstation and availability of connection to transversal mainframe system. Install, maintain, support telephone system and network. Perform installation, configuration, testing and upgrade tasks that may require some research and analysis. Provide telephonic support. Prove network cabling. Perform PC installations and software installations. Provide technical support of the configuration, installation, repair and replacement of computers, printers and telephones Configuring mainframe applications (BAS, LOGIS & PERSAL) Troubleshooting of all issues reported Provide support of data migration during computer setup Rendering of IT information management services: Plan, develop and improve computer based information systems. Maintain information management systems such as database to ensure integrity and security of data Gather and analyses users' issues in ICT and provide solutions. Provide assistance on ICT related project activities.
<u>ENQUIRIES</u>	:	Ms NJ Ntsela Tel No: (058) 303 1732
<u>APPLICATIONS</u>	:	All applications should be posted, hand delivered or emailed to: Human Resource Management, Maluti TVET College: Corporate Office, Private Bag X33, Bethlehem, 9700 OR Human Resource Management, Maluti TVET College: Corporate Office, Corner High & Broster Street, Bethlehem, 9700. Email applications can be forwarded to this email address: hrrecruitment@malutitvet.co.za
<u>NOTE</u>	:	Applications quoting the relevant reference number must be submitted on a new Z83 form (effective from 01 January 2021) obtainable from any Public Service department as well as Maluti TVET College Corporate Office or from Maluti TVET College Official website www.malutitvet.co.za . The Z83 form must be signed, initialed and dated. With regards to completion of the Z83 form, Part A, C and D must be fully completed. Part B, all fields must be completed in full except Passport number: South African applicants need not provide passport numbers, an applicant has responded "no" to the question "Are you conducting business with the state? If yes, (provide the details)", then it is acceptable for an applicant to indicate not applicable or leave blank to the question, "In the event that you are employed in the Public Service, will you immediately relinquish such business interests?". "If your profession or occupation requires official registration, provide date and particulars of registration" – May be completed if your profession requires registration. The questions related to conditions that prevent re-appointment under part F must be answered. Applicants are not required to submit copies of qualifications and other relevant documents on application but submit a completed Z83 Form and a detailed curriculum vitae. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews following communication from HR. Applications received after the closing date will not be accepted. Shortlisted candidates will be subjected to a vetting process: criminal record, citizenship, credit record checks, and qualifications. Shortlisted candidates will be subjected to a skills/knowledge/competence test. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply

for work permits before assumption of duty. Maluti TVET College is an equal opportunity affirmative action employer. Preference will be given to Indians and Coloured as per the EE targets of the College. People with disability are encouraged to apply. It is the College's intention to promote equity (race, gender and disability) through the filling of this post. NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. Correspondence will be limited to shortlisted candidates only. Successful candidate may be required to work at other places as may reasonably be required by the Department and the College. Maluti TVET College reserves the right to withdraw the mentioned advert.

<u>CLOSING DATE</u>	:	11 August 2025
<u>POST 25/26</u>	:	<u>FINANCIAL AID OFFICER REF NO: CJC/FAO/14/2025</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07), plus benefits as applicable in the Public Sector
<u>CENTRE</u>	:	Central Johannesburg TVET College Central Office
<u>REQUIREMENTS</u>	:	Senior Certificate or equivalent plus a National Diploma / Degree in Financial Accounting or equivalent qualification. 2 years' experience working in the bursary administration environment. A good understanding of the TVET College Bursary Scheme requirements and regulations of the National Students Financial Aid Scheme (NSFAS). Basic knowledge of financial functions, practices as well as the ability to capture data. Computer literacy (Ms Words and Excel) and ability to collate and handle qualitative and quantitative data. Good communication skills (verbal and written) and interpersonal relations. Ability to operate office equipment and perform routine tasks. Ability to pay attention to detail, work under pressure and meet deadlines. Extensive working A driver's licence.
<u>DUTIES</u>	:	Provide student financial assistance support at all registration times. Provide advocacy on all financial aid support to new students during registration and orientation period. Provide advocacy on all financial aid support to progressing and gap year students. Support students and facilitate smooth registration and application of financial assistance to both new and progressing applicants. Provide support and facilitate NSFAS online system. Capture campus NSFAS applicants on the registration template for submission to NSFAS. Assist students with private accommodation and travel allowance applications. Administer student attendance report requisitions. Verify student accommodation with property owners. Be responsible for verbal and written enquiries from students, parents and other relevant stakeholders. Coordinate student bursary schemes and financial aid administrative support services. Administer the bursary and financial aid schemes application processes in line with NSFAS guidelines, funder MOU/SLA and policies. Create bursary fund on the ITS system. Create bursary applications and estimates on ITS system. Coordinate the authorization of disbursement funds. Facilitate other financial aid schemes and options where possible. Allocate bursary remittances on the ITS System. Maintain effective record keeping systems to facilitate smooth external audits and positive audit outcomes. Liaise with the finance department and ensure that financial aid accounts are updated and reconciled on a continuous basis. Provide guidance to bursary clerks.
<u>ENQUIRIES</u>	:	Mr. B KhakhuTel No: (011) 351 6000
<u>APPLICATIONS</u>	:	All applications are to be sent via online application link to https://cjc283.ngnscan.co.za/apply
<u>NOTE</u>	:	Scanned Applications must consist of: (a) a duly completed and signed on line version of Z83 form, stating the title and reference number of the post you are applying for and (b) a recently updated CV. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). No emailed, faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will be entered into with the shortlisted and successful candidates only. Shortlisted candidates may be subjected to qualification and citizen verification, etc. If you are not contacted after 60 days of the closing date of the applications, please consider your application unsuccessful. Central Johannesburg TVET College is an equal opportunity employer.

<u>CLOSING DATE</u>	:	01 August 2025 at 16:00
<u>POST 25/27</u>	:	<u>SUPPLY CHAIN CLERK NO: CJC/SCMC/15/2025 (X2 POSTS)</u>
<u>SALARY</u>	:	R228 321 per annum (Level 05), plus benefits as applicable in the Public Sector
<u>CENTRE</u>	:	Central Johannesburg TVET College Central Office
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent. A recognised National Diploma in Supply Chain Management / Logistics / Public Management) equivalent/related qualification. Basic knowledge of supply management duties, practices as well as the ability to capture data. Knowledge of assets disposal procedure. Knowledge and understating of legislative framework governing Public Services. Knowledge of procedures in terms of the working environment. Knowledge of assets management. Knowledge of PFMA, PPPFA, Treasury Regulations and the CET Act. Planning and organizing, Communication (verbal and written), computer literacy, flexibility, customer care orientation. Flexibility and teamwork.
<u>DUTIES</u>	:	Render demand and acquisition clerical support by performing the following tasks: - update and maintain supplier (Including contractors) database; register suppliers on business management system; request and receive quotations; capture specification on the electronic purchasing system; place orders; Issue and receive quotations; provide secretariat or logistical support during the bid consideration and contracts conclusion process and compile draft documents as required. Render logistical services by placing orders; receive and verify goods from suppliers; capture goods in registers database; receive request for goods from end users and issue goods to end users. Conduct spot checks and stock counts. Maintain records and filing system.
<u>ENQUIRIES</u>	:	Mr. B KhakhuTel No: (011) 351 6000
<u>APPLICATIONS</u>	:	All applications are to be sent via online application link to https://cjc283.ngnscan.co.za/apply
<u>NOTE</u>	:	Scanned Applications must consist of: (a) a duly completed and signed online version of Z83 form, stating the title and reference number of the post you are applying for and (b) a recently updated CV. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). No emailed, faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will be entered into with the shortlisted and successful candidates only. Shortlisted candidates may be subjected to qualification and citizen verification, etc. If you are not contacted after 60 days of the closing date of the applications, please consider your application unsuccessful. Central Johannesburg TVET College is an equal opportunity employer.
<u>CLOSING DATE</u>	:	01 August 2025 at 16:00

DEPARTMENT OF HUMAN SETTLEMENTS

The Department of Human Settlements is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender & disability). The candidature of persons whose transfer/promotion/appointment will promote representativity will receive preference.

<u>APPLICATIONS</u>	:	Applications can be forwarded to dhs@tttrecruitment.co.za
<u>CLOSING DATE</u>	:	01 August 2025 at 16h00
<u>NOTE</u>	:	Please note that your personal information will be collected for the purposes of the recruitment process only. By populating the Z83 form you are consenting to the processing of your personal information. It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Human Settlements. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal records. If you apply for more than one position in the Department, please submit separate application forms for each post. Applications must be submitted on a new Z83 form, obtainable from the Department of Public Service and Administration's website or any Public Service department and must be accompanied by a detailed CV. Shortlisted candidates will be required to submit certified documents on or before the day of interview/s as directed by the Human Resources representative. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the required documents will result in your application not being considered. Correspondence will be limited to short-listed candidates only. Please note that the all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employee's Fund and a flexible portion in terms of applicable rules. As of 1st July 2006, all new appointments in the public service must be part of the Government Employee Medical Scheme (GEMS) to qualify for a Government Medical Subsidy. SMS posts: All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment: The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. 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. The course is available on the NSG website 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 . If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Human Settlements reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment process.

MANAGEMENT ECHELON

<u>POST 25/28</u>	:	<u>CHIEF DIRECTOR: COMMUNICATIONS REF NO: DOHS/29/2025</u> Branch: Corporate Services Chief Directorate: Communications
<u>SALARY</u>	:	R1 494 900 per annum (Level 14), (all-inclusive salary package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	The successful candidate must have Matric/Grade 12 or equivalent; Relevant Undergraduate qualification or equivalent (NQF level 7) as recognised by SAQA in Communications, Multi-Media studies or Journalism. A postgraduate degree will be an added advantage. The candidate must have a minimum of five (5) years relevant experience at Senior Management level in Communications, Multi-Media and Journalism environment in the Public or Private Sector. Skills And Competencies: Advance knowledge of relevant government, legislations, policies and regulations particularly the Public Finance Management Act and Regulations (PFMA); Public Service Act and

Regulations, Independent Communication Authority of South Africa Act (ICASA), Electronic Communications and Transactions Act (ECTA), Government Communications Policy, Government Communications Information Systems (GCIS) policies and protocols and Parliamentary Protocols and linkages with government clusters. Must have skills in strategic management, annual performance planning, operational planning, performance management and the ability for effective performance planning, implementation, reporting, monitoring and evaluation. Strategic capability and leadership, programme and project management skills, financial management, service delivery and innovation, problem solving and analysis, conflict management, change management skills and the ability to work for extended hours and under pressure. Must have excellent communication skills (both written and verbal), public relations, client relations, multi-media digital communications and deep understanding of web culture, social media platforms and channels, knowledge management, people management, client orientation, customer focus, diversity management, financial management, risk management and good corporate governance. Must have a valid driver's licence.

DUTIES

: The successful candidate will be expected to provide internal and external communication services to the Department, build communication networks and inter-sectoral communication and stakeholder management platforms for National, Provincial and Local Government within the Human Settlement Sector. Oversee the Strategic, Annual and Operational Plans of the Communications Unit and the Communications and Marketing Plan of the Department and ensure effective performance management against pre-determined objectives, reporting and implementation, monitoring and evaluation, including multi-media communication analytics. Provide media liaison and communication through various multi-media services, digital and electronic web-based multi-media and social platforms in the communication, promotion and marketing the Department. Oversee the image of the Department in the digital and social media space against all applicable legislations. Provide support to the Executive Authority's communications, multi-media strategy, and service delivery programmes, media events and campaigns, from design through to delivery.

ENQUIRIES **NOTE**

: Ms M Tshokolo Tel No: (012) 444-1473
: Female candidates and people with disabilities are encouraged to apply

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

<u>APPLICATIONS</u>	:	Interested applicants must submit their applications for employment to https://forms.office.com/r/X2XaVPasWu or alternatively the address specified in each post.
<u>CLOSING DATE</u>	:	04 August 2025
<u>NOTE</u>	:	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.

OTHER POSTS

<u>POST 25/29</u>	:	<u>SENIOR FAMILY ADVOCATE (LP9) REF NO: 25/VA12/NW</u>
<u>SALARY</u>	:	R1 195 110 – R1 859 814 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Office of the Family Advocate NW- Mahikeng
<u>REQUIREMENTS</u>	:	An LLB Degree or recognised 4 year legal qualification; At least eight (8) years appropriate post qualification litigation experience; Admission as an Advocate; A valid driver's licence; Knowledge of applicable Standard Operation Procedures (SOP's); Proven track record of previous managerial experience in a legal environment; Skills and competencies: Good communication skills, both verbal and writing; Litigation technique (both High Court and Lower Court); Research and investigation; Presentation; Monitoring and evaluation; Attention to details; Diversity Management; Dispute and Conflict resolution skills; Operational management skills; People management; Financial management.
<u>DUTIES</u>	:	Key Performance Areas: Perform all functions and duties of the Senior Family Advocate (Head of Office) in accordance with relevant legislation; Monitor improvement in the organizational performance of the office and its saterlite service point; Manage performance information; Manage and ensure effective and efficient service delivery at the various points within the jurisdiction Head of Office; Conduct complex enquiries; Provide effective people Management in the office; Implement risk management plan and ensure audit compliance.

<u>ENQUIRIES APPLICATIONS</u>	:	Ms. PM Seletedi Tel No: (018) 397 7088/7106 Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mahikeng, or https://forms.office.com/r/X2XaVPasWu .
<u>POST 25/30</u>	:	<u>FAMILY ADVOCATE (LP7-LP8) REF NO: 25/VA13/NW</u>
<u>SALARY</u>	:	R932 904 – R1 539 321 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>	:	Office of the Family Advocate NW- Mahikeng An LLB Degree or recognized 4-year legal qualification; At least 5 years appropriate post qualification litigation experience; Admittance as an Advocate; Fluency in Afrikaans will be added as an advantage; A valid driver's license. Skills and competencies: Good communication skills (verbal and writing); Research and investigation; Monitoring and evaluation; Report writing skills; Diversity management; Dispute and Conflict Resolution skills.
<u>DUTIES</u>	:	Key Performance Areas: Perform all functions and duties of the Family Advocate in accordance with relevant legislation; Attend to Hague matters when delegated to do so; Endorse settlement agreements or commenting thereon; Institute and conduct enquiries to ascertain the best interests of the minor child through alternative dispute resolution (ADR) procedures and evaluation; Attend to relevant circuit courts within the province.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. PM Seletedi Tel No: (018) 397 7088/7106 Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mahikeng, or https://forms.office.com/r/X2XaVPasWu .
<u>POST 25/31</u>	:	<u>SENIOR ASSISTANT STATE ATTORNEY (LP5-LP6) REF NO: 25/VA11/NW</u>
<u>SALARY</u>	:	R630 630 – R1 450 323 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>	:	Office of the State Attorney NW: Mahikeng An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 4 years' appropriate post qualification legal/ litigation experience; A thorough knowledge of legal practice, Office management, accounting systems and trust accounts; The right of appearance in the High Court of South Africa; Knowledge of the government prescripts and transformation objective as well as the Constitution of South Africa; A valid driver's license. Skills and competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case flow management; Accuracy and attention to details; Good communication (written and verbal); Interpersonal relations.
<u>DUTIES</u>	:	Key Performance Areas: Represent the State in Litigation and Appeal in the High Court, Magistrates Courts, Labour Courts, Land Courts, Land Claims, Commission for Conciliation, Mediation and Arbitration, Tax and Tax tribunals; Furnish legal advice and opinions; Draft and/or settle all types of arrangements on behalf of various clients; Attend to liquidation and insolvency, queries, conveyancing and notarial services; Deal with all forms of arbitration, including inter-departmental arbitration; Register trust and debt collection; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. PM Seletedi Tel No: (018) 397 7088/7106 Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mahikeng OR https://forms.office.com/r/X2XaVPasWu .
<u>NOTE</u>	:	Shortlisted candidates will be required to submit a current certificate of good standing from the relevant law Society, along with a service record.
<u>POST 25/32</u>	:	<u>DEPUTY MASTER (MR-6) REF NO: 25/40/FS</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</u>	:	Master of The High Court: Bloemfontein

<u>REQUIREMENTS</u>	:	LLB degree or a four-year recognized legal qualification; 8 years appropriate post qualification legal experience; Knowledge of the Administration of Estates Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislations; Experience in the functional fields of the services provided by the Masters of the High Court and Masters environment including Guardian's Fund; Understanding of Administration of Deceased & Insolvent Estates, Curatorship's and Trusts. Skills and competencies: Legal research and drafting; Dispute resolution; Planning, organizing and analytical skills; People development and empowerment; Strategic and conceptual orientation; Problem solving and decision-making skills; Good communication skills (verbal and written); Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Monitor and review all legal and administrative operations at the Office of the Master of the High Court; Monitor all the functions within the office and contribute towards the strategic objectives of both the Masters Branch as well as the Department; Provide effective and efficient delivery of services, financial and human resource management within the Office of the Master; Draft legal documents that provide clear justification; Mediate and conciliate disputes by advising on the outcome of its resolution.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms N Dywili at (073) 775 0709
	:	Direct your application to: The Director: HR, Private Bag X20578; Bloemfontein, 9300 or hand delivered at 108 St Andrew Street, Bloemfontein, 9300 OR https://forms.office.com/r/X2XaVPasWu .
<u>POST 25/33</u>	:	<u>COURT MANAGER (X3 POSTS)</u>
<u>SALARY</u>	:	R582 444 – R686 091 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Kimberley Magistrate Office Ref No: 09/25/NC/KIM Kuruman Magistrate Office Ref No: 10/25/NC/KUR Mothibistad Magistrate Office Ref No: 11/25/NC/MOT
<u>REQUIREMENTS</u>	:	An undergraduate National Diploma/Degree qualification (NQF level 6) as recognized by SAQA in Public Administration /Management/Law/Legal studies or field of study or equivalent legal qualification; A minimum of 3 years experience in court management environment of which 2 years should be as a supervisor or team leader; Knowledge and experience in office and district administration; Knowledge of the Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Accounts; A valid driver's license. Skills and competencies: Applied strategic thinking; Computer literacy; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Planning and organizing; Problem solving; Project management.
<u>DUTIES</u>	:	Key Performance Areas: Coordinate and manage the financial, human resource, risk and security in the court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Lead and manage the transformation of the office; Compile and analyse court statistics to show performance and trends; Support case flow management at the court; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvements strategies; Manage service level agreements.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms S. Segopa Tel No: (053) 802 1300
	:	Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Note: Applicants who wish to post their application forms are encouraged to utilize courier services in light of the current postal service challenges. Interested applicants must submit their applications for employment to https://forms.office.com/r/X2XaVPasWu or alternatively the address specified in each post.
<u>NOTE</u>	:	Separate application must be made per centre and quoting the relevant reference number.

<u>POST 25/34</u>	:	<u>ASSISTANT DIRECTOR: LABOUR RELATIONS (X2 POSTS)</u>
<u>SALARY</u>	:	R468 459 – R551 823 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Provincial Office: Bloemfontein Ref No: 25/10/FS Provincial Office: Mahikeng Ref No: 25/VA19/NW
<u>REQUIREMENTS</u>	:	An NQF level 6 qualification in Human Resource Management / Industrial and Organisational Psychology / Labour Relations / Law as recognized by SAQA. A minimum of 3 years' experience in human resource management with a specific emphasis on a labour relations work environment at a supervisory level; Knowledge of Labour Relations legislative frameworks, methodologies and strategies in the Public Service; Knowledge and understanding of the Public Service statutory frameworks: Financial Management and regulatory framework/guidelines, the Public Service Act, the Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, the Public Finance Management Act, Government initiatives and decisions, etc. Skills and competencies: Applied strategic thinking; Planning and organizing; Problem solving and decision making; Project management; Managing Interpersonal relationship; Communication and information Management; Developing others; Diversity Management; Conflict management; Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Facilitate the implementation of collective bargaining proceedings; Facilitate the implementation of dispute resolution processes and procedures; Facilitate disciplinary and grievance processes and procedures; Coordinate and facilitate capacity building and advocacy relating to Labour Relations matters; Coordinate and facilitate stakeholder relations; Manage human, finance and other resources.
<u>ENQUIRIES</u>	:	Free State: Ms N Dywili Tel No: (051) 407 1800 North West: Ms. PM Seletedi at Tel No: (018) 397 7088/7106
<u>APPLICATIONS</u>	:	Free State: Direct your application to: The Director: HR, Private Bag X20578; Bloemfontein, 9300 or hand delivered at 108 St Andrew Street, Bloemfontein, 9300 OR https://forms.office.com/r/X2XaVPasWu . North West: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mahikeng OR https://forms.office.com/r/X2XaVPasWu .
<u>NOTE</u>	:	Separate application must be made per centre and quoting the relevant reference number.
<u>POST 25/35</u>	:	<u>ADMINISTRATIVE OFFICER (X10 POSTS)</u>
<u>SALARY</u>	:	R397 116 - R467 790 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate's Office: Smithfield Ref No: 25/11/FS (X1 Post) Magistrate's Office: Jacobsdal Ref No: 25/12/FS (X1 Post) Magistrate's Office: Theunissen Ref No: 25/13/FS (X1 Post) Magistrate Office: Kimberley Ref No: 15/25/NC/KIM (X1 Post) Magistrate office Britstown Ref No: 16/25/NC/BRI (X1 Post) Magistrate Office: Griekwastad Ref No: 17/25/NC/GRI (X1 Post) Magistrate Office: Noupoot Ref No: 18/25/NC/NOU (X1 Post) Magistrate Office Garies, Ref No: 19/25/NC/GAR (X1 Post) Magistrate Office Springbok, Ref No: 20/25/NC/SPR (X1 Post) Schwizer Reneke Magistrate court (Incumbent to be place in Kgomotso Magistrate Court Ref No: 25/VA18/NW (X1 Post)
<u>REQUIREMENTS</u>	:	Three-year National Diploma/ Bachelor Degree in Public Administration / Public Management or equivalent; 3 years administration experience; Knowledge of Human Resource Management, Supply Chain Management and Risk Management; Knowledge of Public Finance Management Act, Knowledge of Financial Management (Vote and Trust Account); Departmental Financial Instructions, BAS and Justice Yellow Pages. Skills and competencies: People Management; Computer Literacy (Microsoft packages); Good communication skills (written and verbal); Organizing and problem-solving skills; Sound leadership and management skills; Good interpersonal relations.
<u>DUTIES</u>	:	Key Performance Areas: Co-ordinate and manage the financial and human resources of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning process; Manage the Criminal and Civil Court Administration Section and other sections related to Family Court and Supply Chain; Manage Third Party Funds and Vote Accounts for the office;

		Co-ordinate, Manage and administer support services to Case Flow Management and other court users.
<u>ENQUIRIES</u>	:	Free State: Ms NM Dywili at 073 775 0709
		Northern Cape: Ms S. Segopa Tel No: (053) 8021300
		North West: Ms. PM Seletedi at Tel No: (018) 397 7088/7106
<u>APPLICATIONS</u>	:	Free State: Direct your application to: The Director: HR, Private Bag X20578; Bloemfontein, 9300 or hand delivered at 108 St Andrew Street, Bloemfontein, 9300 OR https://forms.office.com/r/X2XaVPasWu .
		North West: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mahikeng OR https://forms.office.com/r/X2XaVPasWu .
		Northern Cape: Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Note: Applicants who wish to post their application forms are encouraged to utilize courier services in light of the current postal service challenges. Interested applicants must submit their applications for employment to https://forms.office.com/r/X2XaVPasWu or alternatively the address specified in each post.
<u>NOTE</u>	:	Separate application must be made per centre and quoting the relevant reference number
<u>POST 25/36</u>	:	<u>PRINCIPAL COURT INTERPRETER REF NO: 22/25/NC/UPT</u>
<u>SALARY</u>	:	R397 116 - R467 790 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Magistrate Office: Upington
	:	NQF level 4/ Grade 12; National Diploma: Legal Interpreting (NQF level 5) or any other relevant tertiary qualification at NQF level 5; 5 years of practical experience as a Court Interpreter with minimum two (2) years supervisory experience; Proficiency English; Proficiency in two (2) or more indigenous languages (Afrikaans, SeTswana and IsiXhosa); A valid driver's licence. Skills and competencies: Communication skills; Listening skills; Interpersonal skills; Time management; Computer literacy; Analytical thinking; Problem solving; Planning and organizing; Confidentiality; Ability to work under pressure; Art of interpreting.
<u>DUTIES</u>	:	Key Performance Areas: Manage and supervise interpreters; Render interpreting services; Translate legal documents and exhibits; Develop terminology; Assist with the reconstruction of court records; Attend to personnel administrative aspects; Provide effective people management; Procure Foreign Language Interpreters and Casual Interpreters.
<u>ENQUIRIES</u>	:	Northern Cape: Mr. O. Oliphant Tel No: (054) 3375301
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Provincial Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Note: Applicants who wish to post their application forms are encouraged to utilize courier services in light of the current postal service challenges. Interested applicants must submit their applications for employment to https://forms.office.com/r/X2XaVPasWu or alternatively the address specified.
<u>POST 25/37</u>	:	<u>COURT INTERMEDIARY REF NO: 25/VA17/NW (X2 POSTS)</u>
<u>SALARY</u>	:	R397 116 - R467 790 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Taung and Potchefstroom Magistrate
<u>REQUIREMENTS</u>	:	A three year Bachelor Degree/ National Diploma academic qualification in one of the following fields; Teaching, Social Work/ Family Counselling, Child Care and youth development, Paediatrics, Psychiatry, Clinical counselling, Educational Psychologist; Applicants must be duly registered with the relevant professional/ scientific organization/body in their field of specialization; Minimum of three years working experience in the applicable field; Experience in working with different types of disabilities, exposure to court procedure, court etiquette, legal terms and terminology and functions of courts will be added advantages; Knowledge of the relevant legal and regulatory framework

		(Constitution of RSA, 1996; Criminal Procedure Act, 1977 (Act No 51 of 1977), particularly sections 153, 158 and 170A of the Act; Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007); Children's Act, 2005 (Act No 38 of 2005); Domestic Violence Act (Act No 116 of 1998). A valid driver's license. Proficiency in the following languages: Setswana, Afrikaans, English, isiZulu, isiXhosa, Sepedi, Sesotho, Tsonga and Venda; Knowledge of any foreign languages will be an added advantage. Skills and competencies: Communication and empathetic listening skills (with children, persons with mental disabilities and other traumatized witnesses), Trauma and basic counselling skills; Interpersonal skills; Customer focus and responsiveness; Administrative skills; Computer literacy (Ms Word, PowerPoint, Outlook, Excel); problem-solving and decision-making skills.
<u>DUTIES</u>	:	Key Performance Areas: Provide intermediary services to children, persons with mental disabilities and other traumatized witnesses; Provide specialized child language and disability services; Maintain intermediary room by ensuring that the equipment of the private testifying room is always in good order; Provide support services to witnesses and make appropriate referrals, where necessary; Render administration support services in court; Assist children to testify with the aid of anatomically-detailed dolls.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. PM Seletedi Tel No: (018) 397 7088/7106
	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mahikeng OR https://forms.office.com/r/X2XaVPasWu .
<u>POST 25/38</u>	:	<u>ASSISTANT STATE ATTORNEY (LP3-LP4) REF NO: 25/VA10/NW (X2 POSTS)</u>
<u>SALARY</u>	:	R377 523 – R1 032 906 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>	:	Office of the State Attorney NW: Mahikeng
	:	LLB degree or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post qualification Admission/litigation experience; A valid driver's license. Skills and competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case flow management; Strategic and conceptual orientation; Communication skills (written and verbal).
<u>DUTIES</u>	:	Key Performance Areas: Handle litigation and appeals in the High Courts, Magistrate Courts, Labour Courts, Land Claims Courts and CCMA; Draft and/or settle all types of agreements on behalf of the various clients; Render legal opinions and advice; Handle all forms of arbitration, including inter-departmental arbitration and debt collection.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. PM Seletedi Tel No: (018) 397 7088/7106
	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mahikeng, or https://forms.office.com/r/X2XaVPasWu .
<u>NOTE</u>	:	Shortlisted candidates will be required to submit a current certificate of good standing from the relevant law Society, along with a service record.
<u>POST 25/39</u>	:	<u>SENIOR COURT INTERPRETER; REF NO: 25/15/FS</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Magistrate Office: Bloemfontein
	:	NQF Level 4/ Grade 12 and ten-years practical experience in court interpreting or National Diploma: Legal Interpreting at NQF 5 or any other relevant tertiary qualification at NQF 5 and Minimum of three years practical experience in court interpreting; Language Proficiency: English, IsiXhosa, Afrikaans and Sesotho. A valid driver's license will be an added advantage. Skills and competences: Good communication skills, Listening, Interpersonal relation Problem solving; Planning and organising; Analytical thinking skills; Time management, Confidentiality, Ability to work under pressure.
<u>DUTIES</u>	:	Key Performance Areas: Interpret in Criminal Court, Civil Court, Labour Court and Quasi Proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of Magistrate /Prosecutors; Make arrangements for foreign

		language interpreters in consultation with the prosecutors; Perform specific line and administrative support functions; Assist with capturing on ICMS; Supervise Court Interpreters.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms NM Dywili Tel No: (051) 407 1800/073 775 0709
	:	Please direct your applications to: The Director: Human Resource, Private Bag X20578, Bloemfontein, 9300 or hand deliver to: No 108 St Andrew Street, Bloemfontein, or https://forms.office.com/r/X2XaVPasWu .
<u>POST 25/40</u>	:	<u>MAINTENANCE INVESTIGATOR REF NO: 25/VA14/NW</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Kgomotso Magistrate Court (Incumbent will be stationed in Christiana Magistrate Court)
<u>REQUIREMENTS</u>	:	A Grade 12 certificate or equivalent qualification; relevant administrative experience and in family law matters; Knowledge of the Maintenance Act (Act 99 of 1998); A valid driver's license. Skills and competences: Computer literacy (MS Office); Numeracy skills; Communication skills (verbal and written); Ability to work with the public in a professional and empathetic manner; Explain legal terminology and processes in simple language; Time management; Facilitation skills; Innovation and ability to work under pressure.
<u>DUTIES</u>	:	Key Performance Areas: Serve maintenance summons, subpoenas, warrants and garnishee orders for District in terms of the Maintenance Act; Locate whereabouts of persons; Give testimony in Court under oath; Render administrative support to the Office.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. PM Seletedi Tel No: (018) 397 7088/7106
	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mahikeng, or https://forms.office.com/r/X2XaVPasWu .
<u>POST 25/41</u>	:	<u>CHIEF ADMINISTRATION CLERK (X2 POSTS)</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Family Advocate: Welkom Ref No: 25/35/FS Magistrate's Office, Welkom Ref No: 25/14/FS
<u>REQUIREMENTS</u>	:	A grade 12 certificate or equivalent; Three (3) years' experience in Administration; Understanding of the legislative framework governing the Public Service; knowledge of Public Finance Management Act, Treasury Regulations; Departmental Financial Instructions (DFI), Public Service Act and other relevant Legislation. Skills and competences: Computer literacy (MS Word, Excel, PowerPoint and outlook); Communication skills (verbal and written); Interpersonal relations; Problem solving skills. Ability to work under pressure and work dependently; Planning and organizing.
<u>DUTIES</u>	:	Key Performance Areas: Supervision and render general clerical support services; Supervise and provide Supply Chain clerical support within the component; Supervise and provide personnel administration clerical support services within the component; Supervise and provide financial administration support services in the component; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms NM Dywili Tel No: (051) 407 1800/073 775 0709
	:	Please direct your applications to: The Director: Human Resource, Private Bag X 20578, Bloemfontein, 9300 or hand deliver it at 108 St Andrew Street, Bloemfontein, or https://forms.office.com/r/X2XaVPasWu .
<u>NOTE</u>	:	Separate application must be made per centre and quoting the relevant reference number
<u>POST 25/42</u>	:	<u>FAMILY LAW ASSISTANT (X2 POSTS)</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Family Advocate: Welkom Ref No: 25/34/FS (X1 Post) Magistrate's Office: Bloemfontein Ref No: 25/37/FS (X1 Post)
<u>REQUIREMENTS</u>	:	A three (3) years qualification in a Legal field and/or equivalent legal qualification; knowledge in the functions of the Office of the Family Advocate, knowledge and application of Family Law, including Mediation in certain Divorce Matters Act, Children's act, Maintenance Act and Domestic Violence

		Act, (inclusive of Hague Convention on International Child Abduction). Skills and Competences: Communication skills (written and verbal); Computer literacy (MS Office); Mediation skills; Attention to detail; Conduct legal research; Good interpersonal relations.
<u>DUTIES</u>	:	Key Performance Areas: Conduct screening interviews and parental responsibilities and rights information sessions, Assist members of the public with the completion of forms and queries, Assist the Family Advocate in conducting customer satisfaction surveys and community outreach projects; Support the Family Advocate with regards to matters on the court roll; Receive and screen correspondence and draft responses on behalf of the Family Advocate; Conduct mediations in disputes regarding Parental Responsibilities and Rights.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms NM Dywili Tel No: (051) 407 1800/073 775 0709
	:	Please direct your applications to: The Director: Human Resource, Private Bag X 20578, Bloemfontein, 9300 or hand deliver it at No 108 St Andrew Street, Bloemfontein, or https://forms.office.com/r/X2XaVPasWu .
<u>NOTE</u>	:	Separate application must be made per centre and quoting the relevant reference number
<u>POST 25/43</u>	:	<u>MAINTENANCE OFFICER (MR3-MR5) REF NO: 25/VA16/NW</u>
<u>SALARY</u>	:	R324 579 – 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 REQUIREMENTS</u>	:	Taung Magistrate Court
	:	LLB Degree or a four 4 year recognised legal qualification; At least 2 years' post qualification legal experience; Extensive knowledge of the maintenance system and family law matters; Knowledge of Maintenance Act (Act 99/1998); Understanding of all services and procedure in the area of Maintenance and other areas; Proficiency in the following languages; Setswana and Afrikaans; A valid driver's licence. Skills and competencies: Good communication skills (verbal and written); Computer literacy (MS Office); Numeracy skills; Facilitation and mediation skills; Litigation skills; Legal terminology and process in simple language skills; Good interpersonal relations; Innovative and work under pressurized environment.
<u>DUTIES</u>	:	Key Performance Areas: Manage duties or functions of a Maintenance Officer in terms of the Maintenance Act; Obtain financial information for the purposes of maintenance enquiries; Guide maintenance investigators in the performance of their functions; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench Orders. Provide effective people management to the Family Law Section and Maintenance Investigator.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. PM Seletedi Tel No: (018) 397 7088/7106
	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mahikeng OR https://forms.office.com/r/X2XaVPasWu .
<u>POST 25/44</u>	:	<u>MAINTENANCE OFFICER (MR1-MR5) REF NO: 21/25/NC/GAL</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 REQUIREMENTS</u>	:	Galeshewe Magistrate Office
	:	An LLB Degree or a four (4) year recognized legal qualification; Appropriate post qualification legal experience. Knowledge of maintenance system, Maintenance Act and family law matters; Understanding of all services and procedures in the area of Maintenance; Proficiency in at least two official languages; A valid driver's licence. Skills and competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Numeracy skills; Good interpersonal relations; Problem solving skills; Report writing and time management skills; Accuracy and attention to details.
<u>DUTIES</u>	:	Key Performance Areas: Perform the powers, duties or functions of a Maintenance Officer in terms of the Maintenance Act; Obtain financial information for Maintenance enquiries; Guide Maintenance investigators in the performance of their functions; Implement Bench orders; Provide reports and compile statistics.
<u>ENQUIRIES</u>	:	Mr R. Motlekar Tel No: (053) 802 1300

<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Note: Applicants who wish to post their application forms are encouraged to utilize courier services in light of the current postal service challenges. Interested applicants must submit their applications for employment to https://forms.office.com/r/X2XaVPasWu or alternatively the address specified in each post.
<u>POST 25/45</u>	:	<u>ESTATE CONTROLLER (EC 1 – 4) REF NO: 25/39/FS</u>
<u>SALARY</u>	:	R252 855 – R586 956 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>	:	Master of The High Court, Bloemfontein
	:	An LLB degree or recognized four-year legal qualification. Skills and competencies: Legal research and drafting; Case flow management; Estate duties; Trust; Dispute resolution; Communication skills (verbal and written); Problem solving; Customer focus; Attention to detail; Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Administer deceased and Insolvent Estates, Curatorship, Trusts and all aspects related to the administration thereof; Determine and assess estate duties in terms of the Estate Duties Act; Conduct research and draft legal documents; Render administrative function of the office.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms N Dywili at (073) 775 0709
	:	Direct your application to: The Director: HR, Private Bag X20578; Bloemfontein, 9300 or hand delivered at 108 St Andrew Street, Bloemfontein, 9300 OR https://forms.office.com/r/X2XaVPasWu .
<u>POST 25/46</u>	:	<u>ADMINISTRATION CLERK-CRT REF NO: 25/26/FS</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Magistrate's Office, Frankfort
	:	Grade 12 or equivalent qualification. Skills and competencies: Computer literacy; Knowledge of document management and filing; Good communication skills (written and verbal); Good interpersonal skills; Ability to work under pressure and to solve problems; Customer service.
<u>DUTIES</u>	:	Key Performance Areas: Prepare recordings of court proceedings; Render clerical and administrative functions; file/store and ensure safekeeping of court documents.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms N Dywili at 073 775 0709
	:	Direct your application to: The Director: HR, Private Bag X20578; Bloemfontein, 9300 or hand delivered at 108 St Andrew Street, Bloemfontein, 9300 OR https://forms.office.com/r/X2XaVPasWu .
<u>POST 25/47</u>	:	<u>COURT INTERPRETER (X4 POSTS)</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate's Office: Bloemfontein Ref No: 25/ 17/FS (X2 Posts)
	:	Magistrate's Office: Winburg Ref No: 25/ 16 /FS (X1 Post)
	:	Magistrate's Office: Koffiefontein Ref No: 25/18/FS (X1 Post)
<u>REQUIREMENTS</u>	:	NQF level 4/ Grade 12 or equivalent qualification; Proficiency in English and one or more indigenous languages; Language Proficiency: Bloemfontein: English, Sesotho, IsiXhosa and Afrikaans; Winburg: English, Sesotho, IsiXhosa and Afrikaans; Koffiefontein: English, Sesotho, IsiXhosa and Afrikaans. Skills and competences: Good communication skills; Listening; Interpersonal relations; Problem solving; Planning and organising; Analytical thinking skills; Time management. Confidentiality and ability to work under pressure.
<u>DUTIES</u>	:	Key Performance Areas: Interpret in Criminal Court, Civil Court, Labour Court, quasi-judicial proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of the Magistrate and Prosecutors; Keep records of statistics.

<u>ENQUIRIES</u>	:	Ms NM Dywili Tel No: (051) 407 1800/ 073 775 0709
<u>APPLICATIONS</u>	:	Please direct your applications to: The Director: Human Resource, Private Bag X20578, Bloemfontein, 9300 or hand deliver at No 108 St Andrew Street, Bloemfontein, OR https://forms.office.com/r/X2XaVPasWu .
<u>NOTE</u>	:	Separate application must be made per centre and quoting the relevant reference number
<u>POST 25/48</u>	:	<u>COURT INTERPRETER (X3 POSTS)</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Hopetown Magistrate Office Ref No: 12/25/NC/HPT Kudumane Magistrate Office Ref No: 13/25/NC/KUD Fraserburg Magistrate Office Ref No: 14/25/NC/FRA
<u>REQUIREMENTS</u>	:	NQF level 4/ Grade 12 or equivalent qualification; Proficiency in English and one or more indigenous languages; Skills and Competencies: Good communication skills; Listening skills; Interpersonal skills; Time management; Computer literacy; Analytical thinking; Problem solving; Planning and organizing; Confidentiality; Ability to work under pressure.
<u>DUTIES</u>	:	Key Performance Areas: Interpret in Criminal Court, Civil Court, Labour Court, quasi-judicial proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of the Magistrate and Prosecutors; Keep records of statistics.
<u>ENQUIRIES</u>	:	Ms K. Fritz Tel No: (053) 802 1300
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Note: Applicants who wish to post their application forms are encouraged to utilize courier services in light of the current postal service challenges. Interested applicants must submit their applications for employment to https://forms.office.com/r/X2XaVPasWu or alternatively the address specified in each post.
<u>NOTE</u>	:	Separate application must be made per centre and quoting the relevant reference number
<u>POST 25/49</u>	:	<u>ADMINISTRATION CLERK (X27 POSTS)</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate's Office: Odendaalsrus Ref No: 25/20/FS (X3 Posts) Magistrate's Office: Bloemfontein Ref No: 25/ 21/FS (X2 Posta) Magistrate's Office: Kroonstad Ref No: 25/22/FS (X4 Posts) Magistrate's Office: Parys Ref No: 25/23/FS (X2 Posts) Magistrate's Office: Jacobsdal Ref No: 25/24/FS (X2 Posts) Magistrate's Office: Smithfield Ref No: 25/27/FS (X1 Post) Magistrate's Office: Botshabelo Ref No: 25/28 /FS (X1 Post) Magistrate's Office: Bothaville Ref No: 25/29/FS (X1 Post) Magistrate's Office: Fauresmith Ref No: 25/ 30/FS (X1 Post) Magistrate's Office: Boshof Ref No: 25/31/FS (X1 Post) Magistrate's Office: Petrusburg Ref No: 25/32/FS (X1 Post) Hartswater Magistrate Office Ref No: 03/25/NC/HAR (X1 Post) Phillipstown Magistrate Office Ref No: 04/25/NC/PHIL (X1 Post) Upington Magistrate Office Ref No: 05/25/NC/UPT (X1 Post) Calvinia Magistrate Office Ref No: 06/25/NC/CAL (X1 Post) Port Nolloth Magistrate Office Ref No: 07/25/NC/PORT (X1 Post) Galeshewe Magistrate Office Ref No: 08/25/NC/GAL (X1 Post) Kimberley Magistrate Office Ref No: 23/25/NC/KIM (X1 Post) Ditsobotla Magistrate Court Ref No: 25/VA15/NW (X1 Post)
<u>REQUIREMENTS</u>	:	Grade12 or equivalent qualification. Skills and competencies: Good communication skills (verbal and written); Computer literacy (MS Office); Administrative and Organizational skills; Ability to work under pressure; Good interpersonal relations; Customer service; Document management and filing
<u>DUTIES</u>	:	Key Performance Areas: Render clerical support services; Provide supply chain clerical support services within the component; Provide personnel

ENQUIRIES

administration support within the component; Provide financial administration support services in the component; Provide various administrative duties.

- : Free State: Ms N Dywili Tel No: (051) 407 1800
- : Northern Cape: Mr N.Leshage Tel No: (053) 802 1300
- : North West: Ms. PM Seletedi at Tel No: (018) 397 7088/7106

APPLICATIONS

- : **Free State:** Please direct your applications to: The Director: Human Resource, Private Bag X20578, Bloemfontein, 9300 or hand deliver at No 108 St Andrew Street, Bloemfontein OR <https://forms.office.com/r/X2XaVPasWu>.
- : **Northern Cape:** Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Note: Applicants who wish to post their application forms are encouraged to utilize courier services in light of the current postal service challenges. Interested applicants must submit their applications for employment to <https://forms.office.com/r/X2XaVPasWu> or alternatively the address specified in each post.
- : **North West:** Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng OR <https://forms.office.com/r/X2XaVPasWu>.

NOTE

- : Separate application must be made per centre and quoting the relevant reference number

NATIONAL PROSECUTING AUTHORITY

The NPA is an equal opportunity employer. People with disabilities will be given preference and are encouraged to apply. In the filling of vacancies, the objectives of Section 195(1)(i) of the Constitution of the Republic of South Africa, 1996, and in particular the Employment Equity Act, 1998 (Act 55 of 1998) and the NPA Employment Equity Strategy 2022-2026, will take highest preference in the selection of suitable candidates.

APPLICATIONS

: All applications must be submitted to the relevant Recruitment Response e-mail addresses Applications: Vaal (Benoni) e mail: APTVAL26@npa.gov.za
 Johannesburg e mail: APTJHB26@npa.gov.za
 Randburg e mail: APTRAN26@npa.gov.za
 Bloemfontein e mail: APTBFN26@npa.gov.za
 Welkom e mail: APTWEL26@npa.gov.za
 Ntuzuma e mail: APTNTU26@npa.gov.za
 Kimberley e mail: APTKIM26@npa.gov.za
 Klerksdorp e mail: APTKLE26@npa.gov.za
 Mthatha e mail: APTMTH26@npa.gov.za
 Bellville e mail: PTBEL26@npa.gov.za
 Polokwane e mail: APTPLK26@npa.gov.za
 West Rand (Protea) e mail: APTWRP26@npa.gov.za
 Modimolle e mail: APTMOD26@npa.gov.za
 Witbank (Evander) e mail: APTWIT26@npa.gov.za

CLOSING DATE

: 04 August 2025

NOTE

: Applicants must submit applications on the most recent Z83 form, which can be obtained on the website of any Public Service Department or on the DPSA website link: <https://www.dpsa.gov.za/newsroom/psvc/>. The Z83 must be accompanied by a comprehensive CV (describe details of previous legal experience). Failure to submit applications in the prescribed manner, will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents inclusive of a copy of Academic Record for final year LLB students on or before the day of the interview, following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA. If a handwritten Z83 is submitted it must be completed in BLOCK LETTERS. Where the Z83 is not completed as prescribed your application will be disqualified. Applicants must apply to only one (1) centre. Should an application be submitted to more than one (1) centre the applicant will be disqualified from the process. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. The NPA cannot be held responsible for server delays. Applicant's attention is drawn to the fact that the NPA uses an Electronic Response Handling System. Applications submitted in any other way other than the published e-mail address will be treated as invalid. Please do not contact the NPA directly after you have e-mailed your application to enquire if your application has been received. If you have not received an acknowledgement of receipt within one week after the closing date, only then may you contact the NPA through the enquiries person listed in the advert. The NPA reserves the right not to fill any particular position. If you do not hear from us within six (6) months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed as part of the verification process. Applicants are advised that as from 1 January 2021 a new Z83 application form is in use. The new application for employment form (Z83) can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using the incorrect (old) application for employment (Z83), it will not be considered. NB! Applicants who are successful must please note that the NPA is not in a position to pay resettlement costs.

TRAINING PROGRAM 2026/2027

OTHER POST

<u>POST 25/50</u>	:	<u>ASPIRANT PROSECUTOR TRAINING</u> National Prosecutions Service (12 months training program)
<u>SALARY CENTRE</u>	:	R252 855 – R292 596 per annum (LP-1 to LP-2)
	:	Aspirants are to be appointed Vaal (Benoni) Ref No: APTVAL26 Johannesburg Ref No: APTJHB26 Randburg Ref No: APTRAN26 Bloemfontein Ref No: APTBFN26 Welkom Ref No: APTWEL26 Ntuzuma Ref No: APTNTU26 Kimberley Ref No: APTKIM26 Klerksdorp Ref No: APTKLE26 Mthatha Ref No: APTMTH26 Bellville Ref No: APTBEL26 Polokwane Ref No: APTPLK26 West Rand (Protea) Ref No: APTWRP26 Modimolle Ref No: APTMOD26 Witbank (Evander) Ref No: APTWIT26
<u>REQUIREMENTS</u>	:	Complete LLB degree or equivalent foreign qualification supported by proof of accreditation of qualifications from SAQA. Final year LLB students may apply, provided that the LLB degree will be completed before the start date of the programme. Preference will be given to applicants who have not participated in any form of Practical Vocational Training for legal practitioners. Permanent employees of the Department (DOJ&CD) and the NPA meeting the requirements may also apply. Applicants must be South African. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility.
<u>DUTIES</u>	:	Successful candidates once appointed will undergo a 12-month training programme. There will be formal assessments throughout the 12 months of the training programme. All activities and assessments must be completed. Continuous assessment will be conducted to determine competency for appointment as a prosecutor. Conditions: When carrying out their duties, Prosecutors are always required to comply with the Code of Conduct and observe Policy Directives as determined and issued by the National Director of Public Prosecutions. A written contract between the National Prosecuting Authority and the Aspirant Prosecutor outlining the conditions of service shall be entered into and such a contract will be valid and binding between the parties. An entry examination will be written which will form part of the selection process and only candidates successful in the examination based on the criteria decided will be allowed to the next level of the selection process. Aspirant Prosecutors who successfully completed the programme may not be placed permanently or on contract as District Court Prosecutors within the centre/cluster or division where they were trained. Placement is at the discretion of the NPA at any office in the country. Where an offer of permanent placement against a vacant post is made after the training and is declined, it will be regarded as a termination of contract employment.
<u>ENQUIRIES</u>	:	Pfanani Malova Tel No: (012) 845 6953 Gija Maswanganyi Tel No: (012) 845 6944 Sharon Ntseo Tel No: (012) 845 6664
<u>NOTE</u>	:	It is anticipated that the program will commence on 1 March 2026. All successful candidates must be available to accept the offer to commence with the training programme at the start of the programme. No request to start later than the commencement date will be entertained. A maximum of 100 Aspirants will be appointed. An updated entry examination study guide is available on the NPA Website.

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**

: **National Office (Midrand):** Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.

Gauteng: Johannesburg/Pretoria: 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.

Mthatha: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag X13012, Cambridge 5206, East London. Applications can also be hand delivered to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London

Free State: 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.

CLOSING DATE

: 01 August 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 possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications 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 25/51</u>	:	<u>ASSISTANT DIRECTOR: JUDICIAL SERVICE COMMISSION (JSC) REF NO: 2025/181/OCJ</u> (One-Year Contract)
<u>SALARY</u>	:	R468 459 - R551 823 per annum (Level 09), plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Midrand Matric certificate. An LLB degree or a four-year recognized legal qualification. A valid driver's license. A minimum three (3) years' relevant legal experience in the judicial environment. An understanding of the functioning of Commissions or Tribunals would be an added advantage. Skills and Competencies: Report writing and editing skills, legal research and analytical skills, Project Management, Planning and organizing, Accuracy and paying attention to detail, Communication skills, Computer literacy, Excellent interpersonal skills, Ability to work under pressure and independently. Problem solving skills, Administration skills. Willingness to travel. 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 support to the Judicial Service Commission and its Committees, Receiving and attending to complaints against Judges, maintaining a register of complaints lodged against Judges, Consulting with the State Attorney and Advocates on Litigation matters Maintaining of stakeholder relations with referral institutions Provide research and legal assistance to the Unit, Perform any ad hoc tasks within the Unit.
<u>ENQUIRIES</u>	:	Technical enquiries: Ms M Songca Tel No: (010) 493 2575 HR enquiries: Mr K Mphela Tel No: (010) 493 2500
<u>APPLICATIONS NOTE</u>	:	Applications can be sent via email at 2025/181/OCJ@judiciary.org.za The Organisation will give preference to candidates in line with the Employment Equity goals
<u>POST 25/52</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER REF NO: 2025/182/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 REQUIREMENTS</u>	:	Mthatha High Court Grade 12. National Diploma in Public Administration/ Administrative Management/ Public Management/ equivalent qualification at (NQF level 6). A minimum of two (2) years' experience/supervisory level. A Valid driver's license. Skills and Competencies: Computer literacy (MS Word, Power Point, Excel and Outlook), Good communication skills (written and verbal), Problem solving skills, Report writing skills, Analytical skills, Administration skills, Planning and organizing skills; Confidentiality, Team player, Flexible, Accuracy, attention to detail and ability to work under pressure and independently.
<u>DUTIES</u>	:	Provide administrative support to the Court; Administer travel accommodation arrangements; Provide support to Facilities Management function; Provide support to Fleet Management function; Supervise and develop staff.
<u>ENQUIRIES</u>	:	Technical / HR Enquiries: Mr S Mponzo Tel No: (043) 726 5217
<u>APPLICATIONS NOTE</u>	:	Applications can be via email to: 2025/182/OCJ@judiciary.org.za The Organisation will give preference to candidates in line with the Employment Equity goals

<u>POST 25/53</u>	:	<u>DATA CAPTURER REF NO: 2025/184/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 REQUIREMENTS</u>	:	Labour And Labour Appeals Court: Johannesburg Grade twelve (12) or NQF Level 4 qualification, Computer literacy knowledge of clerical duties and understanding of legal framework governing the public service. Skills and competencies. Good communication skills (written and verbal) Good interpersonal relations, customer service, interpersonal skills, Problem solving skills. Customer service and attention to detail. 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 administration support services Capture and update data from available records into the required formats e.g. databases, table and spreadsheet. Verify missing data and errors observed during data entry. Review and validate all data from the records. Submit data and make regular backups of data. Update registers and statistics. Keep and maintain records and files. Record and file documents Provide support the verification personnel with availing data sources required and files Collect applications for default judgment and taxation from General Office. Provide information to responsible components. Keep and maintain records and files in an organized manner. Sort and distribute incoming data to be captured equally.
<u>ENQUIRIES</u>	:	Technical enquiries: Ms T Nzimande Tel No: (010) 494 9238 HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<u>APPLICATIONS NOTE</u>	:	Applications can be sent via email at 2025/184/OCJ@judiciary.org.za The Organisation will give preference to candidates in line with the Employment Equity goals
<u>POST 25/54</u>	:	<u>USHER MESSENGER REF NO: 2025/185/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 REQUIREMENTS</u>	:	Free State Division of the High Court: Bloemfontein Grade 10/ABET (NQF level 2). No experience required. A valid driver's license. A minimum of one (1) year relevant exposure to a court environment will be an added advantage. Skills and Competencies: Knowledge of relevant legislations. Planning and organizing skills, Good interpersonal skills, Time management skills, Client orientation and customer focus, Communication skills; Attention to detail, Flexible, Accuracy, Confidence and Ability to work under pressure.
<u>DUTIES</u>	:	Escorting of Judges' to the Court rooms. Rendering of administrative support functions to the Judges' and the Court room crew. Maintenance of Courtrooms' and court room records. Facilitation of the smooth- running of the Court rooms and the collection and distribution of post/parcels, files and other documents and photocopying of official documents. Be present in Court during the session. Making copies of Court rolls and circulate according to distribution list. General messenger duties. Assist in general office when required.
<u>ENQUIRIES</u>	:	Technical/HR related enquiries: Ms DSJ Peters Tel No: (051) 492 4573
<u>APPLICATIONS NOTE</u>	:	Applications can be sent via email at 2025/185/OCJ@judiciary.org.za The Organisation will give preference to candidates in line with the Employment Equity goals

DEPARTMENT OF SOCIAL DEVELOPMENT

It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of this post and candidates whose transfer/promotion/appointment will promote representivity will receive preference.

- APPLICATIONS** : Please forward your application, quoting the relevant reference number, to the Director-General, Department of Social Development, Private Bag X901, Pretoria, 0001. Physical Address: HSRC Building, 134 Pretorius Street. In the event of hand delivery of applications, applicants must sign an application register book as proof of submission. Applicants may also email their applications to the following email addresses:
For: Deputy Director-General: Community Development- e-recruit.DDGCD@dsd.gov.za
Graphic Designer Specialist- e-recruit.GDS@dsd.gov.za
Occupational Health and Safety Officer- e-recruit.OHSO@dsd.gov.za
NPO Help Desk- e-recruit.NHD@dsd.gov.za
Finance Clerk- e-recruit.FC@dsd.gov.za
- FOR ATTENTION** : Mr S Boshelo
- CLOSING DATE** : 01 August 2025
- NOTE** : Curriculum vitae with a detailed description of duties and the names of two referees must accompany your signed application for employment (Z83). If applying for more than one position, applicants must submit separate applications for each position. Shortlisted candidates for a post will be required to submit certified copies of qualifications and identity documents on the date of the interview. Applicants are advised that from 1 January 2021, a new application for employment (Z83) form is effective and must be completed in full, failure to use the new Z83 will result in disqualification. The new form can be downloaded online at www.dpsa.gov.za-vacancies. Applicants applying for SMS posts are required to successfully complete the Certificate for entry into the SMS (submitted prior to appointment) and full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Applicants are expected to pay for the course and may enroll for it at a cost of R400.00. The duration of the course is 120 hours. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will sign an annual performance agreement, complete a financial discloser form and will also be required to undergo a security clearance. Candidates nominated for posts on salary levels 2 - 12 may be subjected to a competency assessment during the selection process. If the candidate is applying for an OSD post, certificates of service must be submitted on the date of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. Personnel suitability checks will be conducted on shortlisted candidates, and the appointment is subject to positive outcomes of the checks. Correspondence will be limited to shortlisted candidates only. The selection of candidates will be done with due regard to the relevant aspects of the selection process as set out in the Public Service Amendment Regulations, 2023, Regulation 67. Applications received after the closing date will not be taken into consideration. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. Candidates requiring additional information regarding the advertised post may direct their enquiries to the person as indicated above. Internal applicants must submit and register their employment applications at the register book in the DSD reception area for the attention of Mr S Boshelo. DSD reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment process.

MANAGEMENT ECHELON

<u>POST 24/55</u>	:	<u>DEPUTY DIRECTOR-GENERAL: COMMUNITY DEVELOPMENT REF NO: E1/2025</u> Branch: Community Development
<u>SALARY</u>	:	R1 813 182 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.
<u>CENTRE REQUIREMENTS</u>	:	HSRC Building, Pretoria An appropriate post graduate qualification (NQF level 8) in Developmental Studies or Social Sciences or Economic Development or Community Development as recognized by SAQA PLUS a minimum of 8 years' experience at senior management level. Knowledge of the Constitution of South Africa. Knowledge of i) Reconstruction and Development Programme, ii) the Growth Path, iii) Municipal System Act, iv) Rural Development Act, v) Population and Development Policy, vi) the relevant Public Service Legislative frameworks, vii) PFMA and Treasury Regulations, public management and administration principles. Knowledge and understanding of policy development. Knowledge and understanding of the NPO framework, and other NPO related Bills and Policies. White Paper on Transformation of Public Service. Knowledge of Social Service Professions Act, 110 of 1978, as amended. Understanding of the management of strategic plans, business plans and budgeting. Knowledge of the Acts that governing the implementation of social development services and programmes. Understanding and knowledge of community development related Legislations, Policies, Frameworks and norms and standards. Knowledge and understanding of involvement in the international structures/ stakeholders (UN Convention and AU). Knowledge of Kings IV Report for Corporate Governance. Knowledge of National Development Plan (NDP). Knowledge of National Development Agency Act. Competencies needed: Strategic capability and leadership. Programme and project management. Financial Management. Policy Analysis and Development. Information and Knowledge Management. Communication. Service Delivery Innovations. Problem Solving and Change Management. People management and empowerment. Client Orientation and Customer Focus. Stakeholder Management. Presentation, Facilitation and Coordination. Attributes: Good interpersonal relations. Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Adaptability. Independent thinking. Cost consciousness. Honesty and integrity.
<u>DUTIES</u>	:	Oversee, manage and report on the development of sustainable community development legislative frameworks, policies, strategies, operational frameworks, guidelines and effective programmes. Oversee, manage and report on the implementation of sustainable community programmes aimed at community mobilization, sustainable livelihood, poverty alleviation and reduction programmes to empower poor communities, families and individuals. Oversee, manage and report on coordination, effective and efficient non-profit organization (NPOs) registration, compliance, operations, coordination and monitoring systems, processes and application. Oversee, manage and report on the budget, human resources and performance of the branch in line with the set regulations and prescripts.
<u>ENQUIRIES NOTE</u>	:	Mr FP Netshipale Tel No: (012) 312-7662/7556 In terms of the Department's employment equity targets, Coloured and White males and African, Coloured and White females as well as persons with disabilities are encouraged to apply.

OTHER POSTS

<u>POST 25/56</u>	:	<u>GRAPHIC DESIGNER SPECIALIST REF NO: D1/B/2025)</u> Chief Directorate: Communications
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	HSRC Building, Pretoria
<u>REQUIREMENTS</u>	:	A relevant qualification at NQF level 6 in Graphic Design with a minimum of 3-5 years' experience in Graphic Design. Knowledge and understanding of Multimedia will be an added advantage. Knowledge of departmental

		communication policies and processes. Knowledge of Public Service Regulations. Knowledge of Treasury Regulations and PFMA. Knowledge of Government branding guidelines. Knowledge of production management. Knowledge of design software and photo edit. Knowledge and understanding of creatives. Knowledge of the printing environment. Understanding application processes for International Standard Book Number (ISBN) and Annual Report Number (RP). Competencies needed: Creative. Research engines. Report writing skills. Computer literacy. Advanced Communication (verbal and written) skills. Decision making skills. Motivational skills. Project management skills. Self-management. Progress monitoring and reporting skills. Analytical and critical thinking skills. Problem solving and analysis skills. Attributes: Good Interpersonal relationships. Friendly and assertive. Work ethics. Time management. Ability to work under pressure. Reliable. Independent thinker. Integrity. Adaptability. Trustworthiness.
<u>DUTIES</u>	:	Conduct research, design concepts, and graphics for communication and marking products. Design promotional and publicity materials in line with Government Branding Guidelines. Provide advice on the application of government corporate identity and branding. Administer effective and efficient storage of creatives.
<u>ENQUIRIES</u>	:	Mr S Tang Tel No: (012) 312-7939
<u>POST 25/57</u>	:	<u>OCCUPATIONAL HEALTH AND SAFETY OFFICER REF NO: D1/C/2025</u> Chief Directorate: Security Management
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	HSRC Building, Pretoria
<u>REQUIREMENTS</u>	:	A relevant qualification at NQF level 6 in Safety Management or Environment Health plus 2-3 years relevant experience in Occupational Health and Safety related field. Knowledge of the Constitution of South African as well as the relevant Public Service Acts and Regulations. Knowledge of PFMA and Treasury Regulations. Knowledge of Occupational Health and Safety Act 85 of 1993 and regulations. Knowledge of Disaster Management Act. Knowledge of SHERQ Management Policy for Public Service. Knowledge of Compensation for Occupational Diseases and Injuries Act, 1993. Knowledge of National Health Act. Knowledge of Hazardous Substances Act. Knowledge of National Building Regulations and Building Standards Act. Knowledge of National Environment Management Act. Competencies needed: Financial planning skills. Problem solving skills. Communication (written and verbal) skills. Computer literacy. Planning and organizing skills. Analytical skills. Interpersonal relations skills. Attributes: Ability to work in a team and independently. Ability to work under pressure. Diplomatic. Assertive. Integrity. Initiative. Consistent. Compliant. Honesty. Adaptive. Good interpersonal relationship. Accuracy and thoroughness commitment.
<u>DUTIES</u>	:	Develop, maintain and review Occupational Health and Safety policies, programmes and guidelines in line with the legislation. Conduct Occupational Health and Safety risk assessment in the department. Identify, control and monitor environmental hazards in the workplace.
<u>ENQUIRIES</u>	:	Ms A Nxumalo Tel No: (012) 312 7604
<u>POST 25/58</u>	:	<u>NPO HELP DESK REF NO: D1/D/2025 (X5 POSTS)</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	HSRC Building, Pretoria
<u>REQUIREMENTS</u>	:	A grade 12 certificate or equivalent. Knowledge of the Public Service Act and Regulations. Knowledge of the NPO services provision. Knowledge of relevant NPO Act, Regulations, Policies and Guidelines. Knowledge of Companies Act and Trust Properties Controls Act. Knowledge and understanding of Batho Pele Principles. Knowledge and understanding of POPIA and PAIA. Knowledge of NPO Codes of Good Practices. Competencies needed: Understanding and ability to speak at least two official languages. Computer literacy. Time management skills. Communication skills (verbal and written) skills. Problem-solving skills. Listening skills. Client orientation and customer focus. Report writing skills. Attributes: Patience. Empathy. Accuracy. Ability to work under pressure. Ability to work in a team and independently. Friendly and trustworthy. Confidentiality.

<u>DUTIES</u>	:	Provide Non-Profit Organisations information, guidance, feedback and support. Handle Non-Profit Organisations queries and complaints. Provide off-site Non-Profit Organisations services during outreach programmes.
<u>ENQUIRIES</u>	:	Mr R Nemutanzhela Tel No: (012) 312 7692
<u>POST 25/59</u>	:	<u>FINANCE CLERK REF NO: D1/E/2025</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	HSRC Building, Pretoria
<u>REQUIREMENTS</u>	:	A Senior Certificate or equivalent qualification. Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc). Competencies needed: Job knowledge. Problem-solving skills. Communication (verbal and written) skills. Computer literacy. Planning and organizing skills. Aptitude of figures. Basic numeracy skills. Analytical skills. Coordination skills. Attributes: Ability to work independently and as part of a team. Ability to work under pressure. Systematic. Diplomatic. Assertive. Integrity. Initiative. Consistent. Compliant. Honesty. Adaptive. Good interpersonal relationship. Accuracy and thoroughness. Commitment.
<u>DUTIES</u>	:	Maintain logical pre-numbered system according to batch numbers to facilitate efficient retrieval and disposal of records. Maintain the filing system in the storeroom in line with the National Archives and Records Service Act. Receive and record payment and journal batches for safekeeping. Maintain proper registers of incoming and outgoing documentation and make follow-ups on missing batches. Perform monthly reconciliations of batches processed for payments against payment batches received and follow-up. Perform other administrative duties within the sub-directorate.
<u>ENQUIRIES</u>	:	Mr B Segakweng Tel No: (012) 312 7246

DEPARTMENT OF TRADE INDUSTRY AND COMPETITION

- APPLICATIONS** : can be submitted: Via e-mail to applications@thedtic.gov.za (Ref no. must appear in subject-line – if no reference no. is provided the application may not be considered), by post to The Director: Human Resources Management, Private Bag X84, Pretoria, 0001; Hand-delivered to the dtic Campus, corner of Meintjies and Robert Sobukwe Streets, Sunnyside, Pretoria.
- CLOSING DATE** : 04 August 2025
- NOTE** : The application must include a completed and signed new Z83 Form, obtainable from any Public Service Department, the dtic website or on the internet at www.gov.za, and a detailed Curriculum Vitae. Applications received that do not comply with this requirement will not be considered. Certified copies of qualifications and Identity Document or any other relevant documents are to be submitted by only shortlisted candidates to HR on or before the day of the interview date. Shortlisted candidates will be subjected to a technical exercise. Background verification, social media checks and security vetting will form part of the selection process and successful candidates will be subjected to security vetting. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications received after the closing date will not be considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. the dtic reserves the right not to fill any advertised position(s). The dtic is an equal opportunity and affirmative action employer, and candidates whose appointment will promote representivity, will be given preference.

OTHER POSTS

- POST 25/60** : **DEPUTY DIRECTOR: ASIA BILATERAL RELATIONS REF NO: TRADE-034**
Overview: To conduct research and provide advice on the preparation and execution of trade and investment negotiations and policies in Asia region.
- SALARY** : R1 059 105 per annum (Level 12), (all-inclusive remuneration package)
- CENTRE** : Sunnyside, Pretoria
- REQUIREMENTS** : A qualification at NQF Level 7, as recognized by SAQA, in Economics/ International Relations or International Law with an Economics focus. 3 to 5 years of relevant managerial experience in international Relations or International Law in a public or private sector environment. Key Requirements: Proven ability to carry out economic research and analysis, including compilation of basic trade data and trends. Experience developing and reviewing international trade strategies and policies. Track record in negotiating bilateral trade agreements and preparing negotiation briefs. Strong stakeholder management skills, including liaison with foreign missions and interdepartmental forums. Programme management experience, with the ability to develop action plans and monitor the implementation of the Bi-national Commission programmes. Supervisory and financial management experience, including budget monitoring and performance management of staff. Excellent written and verbal communication skills, with the ability to draft technical reports, position papers, and speeches. Proficiency in project management and the Microsoft Office Package. Knowledge of Public Service Regulations, the Public Finance Management Act, PFMA, and Treasury Regulations.
- DUTIES** : Policy Foreign Trade Research & Analysis: Facilitate the compilation and analysis of basic economic data, trends and developments in the Asia region. Provide detailed technical and legal recommendations based on solid research and analysis. Develop and review international trade strategies and policies. Monitor the implementation of policies and strategies. Identify trade and investment opportunities and finalise country briefings to quality standards. Stakeholder Management: Liaise with foreign trade missions and internal stakeholders on bilateral trade and investment issues. Advise on negotiation agreements and their potential impact on South Africa's economic interests. Serve as a conduit between South Africa and negotiating partners, ensuring follow-up on intergovernmental meeting outcomes. Negotiations: Develop and recommend negotiating positions through data and information analysis. Conduct consultations to assess the costs and benefits of proposed Free Trade

		<p>Agreements. Compile briefs on regional business developments, legal, and regulatory changes. Monitor developments in law and regulation to assess implications for South Africa. Bi-national Commission Programme: Facilitate the development of the Bi-national Commission programme and associated action plans. Monitor and report on the implementation of the programme. Participate in interdepartmental meetings and prepare progress reports ahead of Commission sessions. Communicate the bilateral trade strategy to relevant partners. Sub-Directorate Management: Manage collation of inputs for quarterly and annual reports, business plans, and targets. Monitor financial resources and assets of the unit. Supervise and develop sub-directorate staff, ensuring performance management processes are completed on time. Oversee reporting on financial and operational risk</p>
<u>ENQUIRIES</u>	:	<p>L Mdashe Tel No: (012) 394 3103/ L Mabokela Tel No: (012) 394 1809 / D Mathavha Tel No: (012) 394 3864 / K Xaluva Tel No: (012) 394 1563</p>
<u>POST 25/61</u>	:	<p><u>ASSISTANT DIRECTOR: ASIA BILATERAL RELATIONS REF NO: TRADE-036</u> Overview: To conduct research and provide advice on the preparation and execution of trade and investment negotiations and policies in Asia region</p>
<u>SALARY CENTRE REQUIREMENTS</u>	:	<p>R582 444 per annum (Level 10) Sunnyside, Pretoria A qualification at NQF Level 6, as recognized by SAQA, in Economics/ International Relations or International Law with an Economics focus. 3 to 5 years of relevant experience in International Relations or International Law in a public or private sector environment. Key requirements: Project Management, Strategic Management and Computer Literacy (Microsoft Office Package). Experience compiling and analysing economic data, trends and developments in Asia. Experience drafting country briefings, position papers and technical reports. Experience liaising with foreign trade missions and government departments. Experience coordinating stakeholder forums and interdepartmental meetings. Experience providing inputs to trade negotiations through research and analysis. Experience identifying trade and investment opportunities and monitoring policy implementation. Experience compiling progress and statistical reports.</p>
<u>DUTIES</u>	:	<p>Foreign Trade Research & Analysis: Provide inputs on compilation and analysis of basic economic data and trends. Provide input to the development and review of international trade strategies and policies. Update economic statistics quarterly and identify trade opportunities. Draft and update country briefings and respond to ad-hoc research enquiries. Stakeholder Management: Liaise with foreign trade missions and government departments. Maintain relations with foreign governments and internal stakeholders. Participate in stakeholder meetings and prepare meeting reports. Follow up on intergovernmental meeting outcomes. Negotiations: Provide inputs to negotiating positions through research and analysis. Convene consultation meetings for trade negotiations. Provide inputs on briefs and bulletins on regional business and regulatory developments. Bi-national Commission Programme: Identify and coordinate stakeholders for the Bi-national Commission working group. Provide inputs to action plans and progress reports. Convene and attend working group meetings and implement project plans.</p>
<u>ENQUIRIES</u>	:	<p>L Mdashe Tel No: (012) 394 3103/ L Mabokela Tel No: (012) 394 1809 / D Mathavha Tel No: (012) 394 3864 / K Xaluva Tel No: (012) 394 1563</p>
<u>POST 25/62</u>	:	<p><u>ASSISTANT DIRECTOR: CORPORATE SECRETARIAT REF NO: ODG-022</u> Overview: To provide corporate secretariat and administrative support to the Department's Executive Board (Exbo) and its sub-committees, ensuring compliance with good governance and King IV principles.</p>
<u>SALARY CENTRE REQUIREMENTS</u>	:	<p>R468 459 per annum (Level 09) Sunnyside, Pretoria A qualification at NQF Level 6, as recognized by SAQA, in Law / Public Administration / Secretariat. 3 to 5 years of relevant experience in providing secretariat functions in the public/private sectors. Key Requirements: Chartered Institute of Secretaries (CIS) certification. A Chartered Institute of Secretaries (CIS) certification will serve as an added advantage. In-depth knowledge of Computer Literacy (Microsoft Office Package). Excellent</p>

DUTIES

Planning and organising skills. Excellent verbal and written communication skills. Understanding of PFMA, Public Service Act, and Regulations, Treasury Regulations. Excellent interpersonal skills. Attention to detail.

: Meeting Preparation and Logistics: Coordinate venues, documentation, presenters, and scheduling for Exbo and subcommittee meetings. Draft and circulate agendas, collate and distribute document packs. Secretariat Services during and after meetings: Provide in-meeting support including attendance registers, disclosures, agenda and presentation management. Take minutes and circulate minutes to members and submit them for approval within the required timelines. Maintain contact lists, develop a corporate calendar and manage digital record keeping. Provide extracts of minutes and update SOPs for secretariat processes. Governance Monitoring and Reporting: Conduct annual assessments and reviews of TORs and workplans. Compile self-assessment reports and implement improvements.

ENQUIRIES

: L Mdashe Tel No: (012) 394 3103/ L Mabokela Tel No: (012) 394 1809 / D Mathavha Tel No: (012) 394 3864 / K Xaluva Tel No: (012) 394 1563

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE
NOTE

- : 01 August 2025
- : Interested applicants must submit their applications via the online link <https://erecruitment.dws.gov.za/> 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**POST 25/63**

- : **CHIEF EXECUTIVE OFFICER: LIMPOPO-OLIFANTS CATCHMENT MANAGEMENT AGENCY (LOCMA) REF NO: LOCMA 04**
- : Five-year performance-based contract
- : Re-advertisement, applicants who have previously applied must re-apply.

SALARY
CENTRE
REQUIREMENTS

- : R1 494 900 per annum (Level 14), (all-inclusive salary package)
- : Polokwane
- : A four (4) year Degree at NQF 7 in Science/Engineering or equivalent relevant qualification. Qualification/certificate in leadership or Executive Development Programme will be an added advantage. Member of any relevant professional body either in administration/science/engineering or any related profession. Facilitation, communication, senior management program, stakeholder engagement/ public participation process courses, water resources management. A minimum of 5 years relevant experience in the Water Sector at a Senior Management level. Knowledge of Integrated Water Resources Management, National Water Management Act, Public service administration processes, High-level Financial Management and Corporate Governance. Skills required Organisational Management, Conflict Resolution, Strategic View, People Management & Leadership, Financial Management and Planning. Attitudes required, openness and transparency. Open to take advice and to learn from colleagues. Objectivity in the management of the Agency's affairs. May be required to travel extensively. May be required to plan and travel at short notice. May be subjected to extended working hours. May be required to provide information to the Governing Board and respond to Ministerial queries at any given time.

DUTIES

- : Facilitate and ensure the development/review of the Limpopo-Olifants Catchment Management Agency (LOCMA). Oversee the development and implementation of a 5-year strategic plan of the LOCMA. Oversee the

development and implementation of the LOCMA's Annual Performance Plan. Oversee the submission and reporting of Annual Reports and Quarterly Reports. Prepare and present the LOCMA reports to the Department of Water and Sanitation, Parliamentary Committees, and the Governing Board. Coordinate the development of a comprehensive Corporate Plan. Oversee the performance and service delivery of the LOCMA. Oversee the coordination of the Governing Board, Risk-, EXCO- and Audit Committee sittings. Approval of agendas, minutes, and reports of the committees before distribution. Oversee the work of the committees. Recommendation of internal & external policies & procedures documentation to the Governing Board and LOCMA committees for approval. Oversee the effective coordination of stakeholder participation and empowerment strategies. Signing and approval of Memoranda of Agreement (MOA's) and Memoranda of Understanding (MOU's) related to external parties. Approval of the LOCMA contract of employment for candidates. Oversee the championing of transformation of water resource management within the Limpopo-Olifants Water Management Area. Will be responsible for the appointment of bid committees, approval of bid specifications, review recommendations from the bid adjudication committees and approve for the appointment of successful bidders in line with the LOCMA delegation of authority. Oversee the effective implementation and maintenance of all administrative, financial, and technical support systems for the delivery of water resource management services. Establish and maintain sound project management systems. Ensure that the LOCMA finance and procurement processes are managed in line with the PFMA, PPPFA, National Treasury and other relevant regulations. Oversee the proper management of the LOCMA assets and physical resources. Supervise and manage executives and all direct reporting employees. Sign performance agreements and review performance of the executives and all the direct reporting employees.

**ENQUIRIES
APPLICATIONS**

: Mr Conrad Greve Tel No: (012) 336 8402
: All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>

NOTE

: The Limpopo-Olifants 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.

POST 25/64

: **DIRECTOR: CENTRAL OPERATIONS REF NO: 010825/01**
Branch: Infrastructure Management: Central Operations
Chief Directorate: Water Resources Infrastructure Operations and Maintenance
Directorate: Operations Central

**SALARY
CENTRE
REQUIREMENTS**

: R1 266 714 per annum (Level 13), (all-inclusive salary package)
: Pretoria
: A Bachelor's degree at NQF level 7 qualification in the Engineering field of Mechanical / Civil / Electrical Engineering or relevant. Five (5) years managerial experience in engineering. Five (5) years' experience at a middle / senior managerial level. The disclosure of a valid unexpired driver's license. Knowledge of technical, civil, mechanical or electrical engineering. Knowledge of the water sector. Understanding and application of human resource components. Understanding and application of engineering principles. Strategic capability and leadership. Understanding finance, change and knowledge management. Service delivery and innovation. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Excellent communication skills both (verbal and written). Accountability and ethical conduct.

DUTIES

: The development and implementation of policies and strategic objectives for the cluster. Develop progress reports on the achievement of objectives and expenditure. Manage the operations of water resource infrastructure for the cluster. Develops, reviewed and updated bulk water supply agreements. Rehabilitation and refurbishment of water resource infrastructure. Manages the canals and civil engineering rehabilitation of infrastructure. Ensure that risk for the operations in the cluster is managed. Manage asset management for both movable and non-moveable assets. Ensure that the bulk supply of raw water

to institutions is in accordance with the agreement signed by relevant parties. Resource accountability and human resource management. Transformation, financial management and accountability. Accounting to departmental bargaining adjudication committee.

**ENQUIRIES
APPLICATIONS**

: Ms ND Ndumo Tel No: (012) 741 7220
: All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>

OTHER POST

POST 25/65

: **CHIEF DEVELOPMENT EXPERT: CONSUMER PROTECTION REF NO:
010825/02**
Branch: Regulation Compliance and Enforcement
Cd: Economic and Social Regulation

**SALARY
CENTRE
REQUIREMENTS**

: R582 444 per annum (Level 10)
: Pretoria Head Office
: A National Diploma or Degree in Social Science / Law / Financial Management / Economic Sciences. A minimum of 3 years relevant experience in Financial Management / Economic Sciences/ Social Sciences / Basic understanding of law. The disclosure of a valid unexpired driver's licence. Knowledge and understanding of water sector legislations, policies, practices, and procedures. Practical knowledge of financial models. Knowledge of Public Finance Management Act (PFMA), Municipal Finance Management Act (MFMA), Treasury Regulations, GRAP guidelines and policies. Knowledge of accounting practice. Problem solving and analysis. Good people management, environment and change management interventions. Knowledge management skills. Service delivery analysis. Client orientation and customer focus skills. Good communication skills both verbal and written. Conflict management, accountability, and good ethical conduct.

DUTIES

: Ensure that stakeholders are empowered, and ensure functional relationships between stakeholders in the water sector. Ensure adequate consultation of stakeholders in tariff consultation processes. Ensure affordable tariffs determination in the value chain. Perform any other task delegated by Management and rendering of general management of the sub-directorate.

**ENQUIRIES
APPLICATIONS**

: Ms S Moshidi Tel No: (012) 336 6614
: All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF ROADS AND TRANSPORT**

<u>APPLICATIONS</u>	:	To apply for the positions below, please apply online at http://jobs.gauteng.gov.za
<u>CLOSING DATE</u>	:	01 August 2025
<u>NOTE</u>	:	In line with the Department's Employment Equity Plan, Females and People with Disabilities are encouraged to apply. For general enquiries please contact Human Resources on 0833240044/ 0837924851. Only online applications will be considered. Applicants must utilise the most recent Z83 application form for employment, issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016. All fields in the New Z83 form must be completed, initialled and signed. Furthermore, a comprehensive Curriculum Vitae (CV) must also be attached. Failure to attach the completed Z83 and Comprehensive Curriculum Vitae (CV) will result in disqualification. The New Z83 form is obtainable from any Public Service Department or the DPSA website www.dpsa.gov.za/documents . Only shortlisted candidates will be requested to submit certified copies of qualifications, identity document and valid driver's license (where driving/travelling is an inherent requirement of the job) not older than six (06) months. It is our intention to promote representation (race, gender and disability) in the Public Service through the filling of posts and candidates whose transfer/promotion/appointment will promote representation will receive preference. It is the Department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. If you do not receive any response from us within 3 months, please accept your application was unsuccessful.
OTHER POSTS		
<u>POST 25/66</u>	:	<u>ASSISTANT DIRECTOR: CASHIER COUNTER REF NO: REFS/023028</u> Branch: Operating Licensing
<u>SALARY</u>	:	R468 459 per annum (Level 09), (plus benefits)
<u>CENTRE</u>	:	Ekurhuleni
<u>REQUIREMENTS</u>	:	NQF level 6/7 in Transport Management / Public Management / Administration Management. 3-5 years' proven experience in the public transport licensing or public transport fields. Knowledge and skills: GPG and GPDRT policies and procedures; relevant legislation which include the NLTA, the NLTA Amendment Act and its Regulations, the PFMA and its regulations and Public Service Regulations, understanding of expectations of customers, knowledge of SLAs. Knowledge of GPG political and executive structures. Competency in Customer relations, Stakeholder Relationship Management, Computer utilisation, Financial Management, and Business Performance Management.
<u>DUTIES</u>	:	Manage the receipt and processing of payments/fess which include cheques and electronic payments related to all operating licensing transactions in the region. Manage the issuance of receipts generated by the licensing system for all payments received. Maintain accurate records for all transactions. Verify and account for all applications received by the cashiers from public transport applicants. Ensure that daily reconciliation of payments received is finalised on a daily basis, ensuring that it matches the recorded transactions. Manage the safeguarding of all payments received. Ensure that the debit card merchant copies are stored safely. Receive consolidated balance sheets and consolidated merchant reports from the Senior Administrative Officer. Reconcile and sign off the speed point batch reports with consolidated balance sheets and merchant reports. Assist applicants with requirements and information relating to application fees. Ensure adherence to procedures and regulations for handling payments. Identify and report timeously any irregularities that may occur in the collection of revenue. Ensure compliance to the PFMA and its regulations. Provide accurate information within specified timeframes as requested during auditing cycles. Prepare weekly/monthly

		reports on collected revenue to management. Manage personnel within the cashier counter stream.
<u>ENQUIRIES</u>	:	Mr. E. Mpateni Tel No: (011) 355 7252/ Ms. P Mabasa Tel No: (011) 355 7175
<u>POST 25/67</u>	:	<u>ADMIN OFFICER: ISSUING AND COLLECTIONS COUNTER REF NO: REFS/023029</u> Directorate: Operating Licensing
<u>SALARY</u>	:	R325 101 per annum (Level 07), (plus benefits)
<u>CENTRE</u>	:	Ekurhuleni
<u>REQUIREMENTS</u>	:	NQF level 6/7 in Public Administration / Administration Management / Transport Management. 1-2 years' experience in the Public Transport management environment. Knowledge and skills: GPG and GPDRT policies and procedures; relevant legislation and Public Service Regulations, understanding of expectations of customers, knowledge of SLAs. Knowledge of GPG political and executive structures. Customer management, Innovation / continuous improvement, problem solving, analytical, negotiation, communication, initiative and diversity awareness.
<u>DUTIES</u>	:	Account for all applications received from processing and cashier streams. Verify if all documents are attached to the file. Verify and ensure that applications forms are properly filled. Verify applicants' data on the vehicle documents and validity. Tracking of processed applications. Print Operating Licenses. Account for the verification of applicant details and validate printed operating licenses. Permits. log calls with NLTIS (National Land Transport Information System) for both Minibus Taxi and Non-Minibus Taxi applications for reduction or increasing capacity on the applications prior to issuing. Check and verify applications and submit them to the Senior Admin Officer before being signed off to the Provincial Regulatory Entity for signature of the Operating Licensing. Record operating licenses to be distributed to applications for collections. Provide feedback to applicants for collections. Provide feedback to applicants on processed applications through the SMS system. Consolidate the monthly portfolio of evidence (POE) that is signed copies of permits/ operating licenses. Account for the hand-over of issued operating licenses and documents received for collection. Account for the verification of details by checking Proxy letters or ID copies of each person collecting and proper record keeping of collected operating licenses. Distribute Face Value documents to issues and conduct to issues and conduct stock taking. Manage Human Resources and compile relevant reports for the unit.
<u>ENQUIRIES</u>	:	Mr. E. Mpateni Tel No: (011) 355 7252/ Ms. P Mabasa Tel No: (011) 355 7175
<u>POST 25/68</u>	:	<u>GROUNDSMAN REF NO: REFS/023033 (X1 POST)</u> Directorate: Roads Maintenance and Fleet Services
<u>SALARY</u>	:	R138 486 per annum (Level 02), (plus benefits)
<u>CENTRE</u>	:	Sedibeng
<u>REQUIREMENTS</u>	:	ABET or equivalent qualification. Good communication skills (Verbal and written). An ability to work under pressure and ability to work in a team. Knowledge of work procedures in respect of working environment skills. Basic numeracy and good communication skills.
<u>DUTIES</u>	:	Maintain premises and surroundings: clean premises by providing gardening services of routine nature, watering the garden, prune and trim flowers and trees, mow the grass, remove weeds, and garden refuse, apply insecticides. Cultivate the soil for trees and flowers, monitor and keep gardening equipment and tools in good condition. Detect and report malfunctioning of gardening equipment and tools. Repair minor defects of gardening equipment and tools.
<u>ENQUIRIES</u>	:	Ms. S Ngcobo Tel No: (011) 355 7521/ Ms. P Mabasa Tel No: (011) 355 7175

**PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DEPARTMENT OF TREASURY**

The KwaZulu-Natal Department of Provincial Treasury is an equal opportunity, affirmative action employer and preference will be given to previously disadvantaged groups.

- APPLICATIONS** : KwaZulu-Natal Provincial Treasury, P O Box 3613, Pietermaritzburg, 3200 or 145 Chief Albert Luthuli Road, Pietermaritzburg 3200. Applications can also be submitted via the services system, please assess this site (eservices.gov.za).
- FOR ATTENTION** : Ms N Cele
- CLOSING DATE** : 01 August 2025
- NOTE** : The new Z83 form must be used effective 1st January 2021 and can be downloaded at www.dpsa.gov.za-vacancies. The Z83 must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted applicants will be contacted and requested to submit their supporting documents. The Department will also conduct reference checks with HR of current /previous employer(s) besides the references provided on CV. Candidates will be subjected security screening and a technical assessment. Under no circumstances will be faxed, emailed and late applications be accepted. The Department discourages applications that are registered and will not be held responsible for applications sent via registered mail that are not collected from the post office. It is the responsibility of the applicant to ensure that the application reaches the Department timeously. Should you not hear from the Department within 3 months of the closing date, please regard your application as unsuccessful. Regrettably, due to excessive budget cuts, the department is not in a position to meet any travel and subsistence costs relating to recruitment processes, or relocation and resettlement costs for successful candidates. Preferences: Females and people with disabilities who meet the requirements.

OTHER POSTS

- POST 25/69** : **DEPUTY DIRECTOR: PROVINCIAL FINANCIAL REPORTING REF NO: KZNPT 25/32**
- SALARY** : R896 436 per annum, all-inclusive package
- CENTRE** : KZN Provincial Treasury, Pietermaritzburg
- REQUIREMENTS** : NQF Level 7 Degree in Financial Accounting or Financial Management field. A minimum of 3 years junior management experience in a financial Reporting /accounting/management environment. A valid Driver's License. People with disabilities without valid driver's licenses will be assisted by the department to meet work related travel obligations. Skills, Knowledge and Competencies: Modified Cash Standards (MCS) GRAP – General Recognized Accounting Principles IAS - IFRS PFMA – Public Finance Management Act Treasury Regulations Other enabling legislation Department Accounting Frameworks Computer literacy (Excel, Word, Power Point, email & internet) Communication i.e. written and verbal Supervisory Project planning Financial management Inter-personal relation Problem solving Report writing Presentation Influencing Motivation Policy Analysis Driving Self-disciplined and able to work under pressure with minimum supervision Manage the human resources. Manage the financial resources. Monitor the submission of annual financial statements. Monitor the submission of Provincial Department interim financial statements Monitor the submission of annual reports Monitor the submission of audit reports, and management letters Analyse the audit reports and management reports Monitor the timely submission and review of the month end procedures certification by Provincial Departments Monitor the implementation of National Treasury instruction notes by Departments Monitor and analyse the transfer of Department Revenue and unspent funds to Provincial Revenue Fund Monitor the implementation of National Treasury instruction notes by Departments Monitor and analyse the transfer of Department Revenue and unspent funds to Provincial Revenue Fund Monitor and verify the key accounts for Provincial Departments. Provide on-site and telephonic support for client specific requests. Ensure the provisioning of support in implementation of the Accounting Standards, National Treasury and Provincial Treasury Guidelines, and Accounting Frameworks Ensure the implementation of financial management support programs where clients lack skills and capacity. Preparation of the Revenue Fund annual financial statements and Accounting

		Officer's report. Preparation of consolidated financial statements of the Province and the Accounting Officers Report. Review client's templates for data integrity Conversion of entity templates for consolidation.
<u>DUTIES</u>	:	Consolidate Annual Financial Statements for Provincial Departments. Provide financial management support to Provincial Departments. Monitor the monthly financial management reporting processes for Departments. Ensure the submission of mandatory financial information within the province in terms of submission dates. Manage the resources of the Sub-Directorate.
<u>ENQUIRIES</u>	:	Ms. A Singh Tel No: (033) 897 4421
<u>POST 25/70</u>	:	<u>DEPUTY DIRECTOR: PROVINCIAL FINANCIAL REPORTING REF NO: KZNPT 25/33</u>
<u>SALARY</u>	:	R896 436 per annum, (all-inclusive package)
<u>CENTRE</u>	:	KZN Provincial Treasury, Pietermaritzburg
<u>REQUIREMENTS</u>	:	A National Diploma (NQF6) in Public Administration/Political Science/ Social Science/ Development Studies or related field. A minimum of 3-5 years junior management experience in Public Administration or a Public sector management/ inter-governmental relations environment. A Valid Driver's license. Skills, Knowledge and Competencies: Extensive knowledge of Public Sector, including Local Government and Procedures. Constitution of the Republic of South Africa 1996. Public Finance Management Act and Treasury Regulations. Municipality Finance Management Act. KwaZulu-Natal Internal Audit. KwaZulu-Natal Procurement Act and Regulations. KwaZulu-Natal Direct Charges Act. Income Tax Act. Banking. Provincial Borrowing Powers Act. Division of the Revenues Act. Adjustment Appropriation Act. Public Service Act & Public Service Regulations. Intergovernmental Relations Framework Act. Protocol Manual of South Africa. Labour relations. Employment Equity Act. National Development plan. Protocol Manual of South Africa. Provincial Growth and Development Plan. Community development, Social Facilitation. Strategic Capability and leadership. Programme and Project Management. Organising. Problem-solving and analytical. Research. Computer literacy. Time management. Decision making. Inter-personal relations. Financial Management. Change Management. Policy analysis and development. Diplomacy. Conflict Management. Strategic Planning. Presentation.
<u>DUTIES</u>	:	Coordinate the department's participation in structures and institution to promote inter-governmental relations (IGR). Monitor compliance with the resolutions of cooperative structures i.e. MinMEC, HoDs and Treasury in Cabinet and Cabinet Clusters. Coordinate and maintain the relationships of the various Stakeholders within IGR fora. Provide guidance and advice on international engagement in line with existing protocols. Develop, implement, and review strategies, policies, procedure manuals, guidelines and provide advice and guidance.
<u>ENQUIRIES</u>	:	Ms. R Smith-Peterson Tel No: (033) 897 4556
<u>POST 25/71</u>	:	<u>LEGAL ADMINISTRATION OFFICER REF NO: KZNPT 25/28</u>
<u>SALARY</u>	:	R464 634 – R1 111 323 per annum (MR-5), OSD
<u>CENTRE</u>	:	KZN Provincial Treasury, Pietermaritzburg
<u>REQUIREMENTS</u>	:	A 3-year NQF level 7 or higher qualification in Law (LLB). At least 8 years' post qualification experience in the provision of legal services. Admission as an attorney or advocate with good standing with the Legal Practice Council will be an added advantage. A valid Driver's License. People with disabilities without valid driver's licenses will be assisted by the department to meet work related travel obligations. Skills, Knowledge And Competencies: Sound knowledge of the South African Legal System; In-depth knowledge of Administrative Law and Constitutional Law; Public Service Act; Public Finance Management Act; Municipal Finance Management Act Public Service Regulations; Interpretation of Statutes and Civil Procedure (Magistrate Court Practice & High Court Practice) Legal Administration, Computer literacy, Conflict management, Negotiation skills, Good verbal and written communication skills, Project management, Legal Research Methods Ability to draft legal documents Good interpersonal skills, Problem solving skills, Accuracy and attention to detail; Presentation skills, Policy analysis, Research skills. Self-discipline.
<u>DUTIES</u>	:	Conduct research on specific cases as well as remain abreast with changes in legislation that affect the department. Represent the department in dispute resolution cases to ensure a fair outcome for the department. Draft legal advice

ENQUIRIES

and/or opinions on specific cases to ensure that the department abides by and complies with relevant legislation. Preparation of cases for litigation purposes.
Mr B Gumede Tel No: (033) 897 4544

**PROVINCIAL ADMINISTRATION: LIMPOPO
PROVINCIAL TREASURY**

<u>APPLICATIONS</u>	:	Delivery by hand or courier service to Limpopo Provincial Treasury Registry at 46 Hans Van Rensburg Street, Polokwane, 0699 or by post to Limpopo Provincial Treasury, Private Bag X9486, Polokwane, 0700 or email applications to MogofeME@treasury.limpopo.gov.za
<u>CLOSING DATE</u>	:	01 August 2025 at 16H00.
<u>NOTE</u>	:	The Member of the Executive Council for the Limpopo Provincial Treasury hereby invites applications for candidates to be considered for appointment to the Provincial Administration Audit Committees. The appointment contract covers a continuous period of three years - 01 January 2026 to 31 December 2028, which may be extended at the discretion of the Provincial Treasury. The Audit Committees operate in terms of the Public Finance Management Act (Act 1 of 1999 – PFMA) and applicable Treasury Regulations 3.1. and approved Audit Committee Charter. Please note, as part of the appointment process, qualification Suitability Checks will be conducted on Shortlisted / Recommended Candidates. It is the applicant's responsibility to have their foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Interested candidates are therefore invited to forward applications, clearly indicating the area they are applying for, either as a Cluster Audit Committee member or as the Central Audit Committee Chairperson) accompanied by appropriate Curriculum Vitae (CV) and copies of identification document and qualifications, in a clearly marked envelope. Candidates serving on more than five (5) PFMA Compliant Institutions may not be considered for appointment to serve on the Provincial Government Shared Audit Committee Membership. We will acknowledge receipt of your CV and if you do not receive acknowledgment within 3 working days, please follow-up with us on the contacts provided to determine if your application was received. Kindly Note: Provincial Treasury is an equal opportunity employer and encourages applications from women and persons with disabilities. Provincial Treasury reserves the right to not fill all or some of the Audit Committee posts and / re-advertise a post.

OTHER POST

<u>POST 25/72</u>	:	<u>LIMPOPO SHARED AUDIT COMMITTEE MEMBERS (X17 POSTS)</u> Branch: Financial Governance (Three years from 01 January 2026 to 31 December 2028)
<u>SALARY</u>	:	In line with Treasury Regulations Section 20.2.3.
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	Candidates should have a minimum of three (3) years' experience serving on an oversight / governance structure, preferably in the public sector (Audit and or Risk Committee or Board of Directors). Please note the province reserves the right to appoint candidates without prior experience on oversight / governance structures limited to candidates showing potential in line with the requirement in this advert. Candidates must have a relevant Degree or Equivalent and a Post Graduate qualification or Equivalent in at least one of the following fields: Information Technology; Risk Management, Financial Management, Audit, Internal Control, Health, Education, Agriculture, Economics, Legal, Corporate Governance; Engineering and Built Environment. Registration with the relevant qualification professional body may be required. Candidates applying for the CAC Chairperson must have been a member of the oversight / governance structure for a minimum of 5 years and Chaired an Oversight structure for not less than 3 years. Familiarity with public sector governance environment. A sense of integrity and strong ethical values. An ability to act honestly and in good faith in the public interest. Clear understanding of the mandate of public sector audit committees. Clear understanding of public sector risk management practises. Independence and objectivity. Leadership qualities. Professionalism, and willingness to exercise due diligence and provide sound advice to the various Executive Authorities. Clear understanding of the public sector accounting environment and applicable reporting standards. Applications that are not compliant with the above requirements will not be considered.

DUTIES

: Their role is oversight over the following areas: - Risk management and internal control environment. Effectiveness of internal audit – capacity, activities, plans and reports. Evaluating the work of the Auditor General: Preparation of and compliance with audit plans, Adherence to agreed timetables, Quality of audit reports and management letter, Assess reasonableness of audit fees. Financial reporting: Evaluate the accuracy, adequacy, timeliness, and reliability of financial information. Assess compliance with applicable accounting standards, and Adequacy of disclosed information. Consider and evaluate departments' Annual Performance Plans and progress reports. Review departments' legal and regulatory compliance. Section 77 of the PFMA read in conjunction with paragraph 3 of the Limpopo Provincial Government Audit Committee Charter provides for two-tiered shared audit committees comprising of the Central Audit Committee (CAC) and four Cluster Audit Committees. Each Cluster Audit Committee is comprised of four members of which one would be a Chairperson. The CAC is made up of an independent Chairperson and four Cluster Chairpersons.

ENQUIRIES

: Mr. Emmanuel Mogofe Tel No: (015) 291 8574 / 082 813 8689

DEPARTMENT OF SOCIAL DEVELOPMENT

Limpopo Department of Social Development is an equal opportunity and Affirmative Action Employer. Designed race groups, females and People with disabilities remain our target and are encouraged to apply. Applicants are hereby invited to apply for the funded vacant posts as advertised per the attached "Annexure A".



APPLICATIONS

: Applicants are hereby invited to apply for the funded vacant posts as advertised. Applicants are encouraged to register and submit their applications through the e-Recruitment website at <https://www.dsd.limpopo.gov.za/?q=node/12> however, hand-delivered applications are acceptable and must be submitted on the new Z83 application form obtained from all Government Departments or can be downloaded from www.gov.za / www.dpsa.gov.za / www.labour.gov.za

Applications should be addressed to various institution as per the applicant's need, for Head Office, Seshego Treatment Centre and Mavambe Secure Care Centre: Applications should be directed to Acting Head of Department, Private Bag X9710, Polokwane, 0700 or submitted at: 21 Biccarrd Street, Olympic Towers Building, Ground Floor, Office no 30.

Polokwane Welfare Complex: Applications should be directed Head of Institution, Private Bag X9713, Polokwane, 0700 or hand delivered at Plot 303 Strekloop, Polokwane.

Capricorn District/Sekutupu Old Age Home: The District Director, Private Bag X9709, Polokwane, 0700 or hand delivered at 34 Hans Van Rensburg Polokwane.

Sekhukhune District/Tubatse CYCC: The District Director, Private Bag X80, Lebowakgomo, 0737 or hand delivered at Old Parliament Building Lebowakgomo.

Vhembe/Thohoyandou CYCC/Mtsetweni CYCC: The District Director, Private Bag X5040, Thohoyandou, 0950 or hand delivered at Thohoyandou Child and Youth Care Centre, Thohoyandou Block F Punda Maria Road, Thohoyandou.

Waterberg District: The District Director, Private Bag X1051, Modimolle, 0510 or hand delivered at Cnr Elias Motswaledi & Thabo Mbeki Street, Modimolle.

Mopani District/Irish House: The District Director, Private Bag X9689, Giyani, 0826 or should be hand delivered at Department of Social Development Unigaza Road Giyani Section A, 0826.

CLOSING DATE

: 01 August 2025 at 16h00.

NOTE

: The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D must be completed. In Part B, all fields should be completed in full except the following: South African applicants need not provide passport numbers. If an applicant responded "No" to the question "Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? Then it is acceptable for an applicant to indicate not applicable or leave blank to the question. If yes (provide detail), "In the event that you are employed in the Public Service, will you immediately relinquish such business interest?".

Applicants may leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Noting there is limited space provided for Part E, F & G, applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Applicants are not required to submit certified copies of educational qualifications, academic records, current registration with the relevant statutory body, Identity documents and a valid motor vehicle driver's license (where required) but must submit a duly completed Z83 application for employment form, and a detailed CV. Shortlisted candidates will be required to come for an interview, at which time, certified copies of all relevant qualifications, current registration with the relevant statutory body, copy of ID and a valid motor vehicle driver's license (where required) must be submitted. All shortlisted candidates shall undertake two pre-entry assessments. One shall be a practical exercise and the other shall be an Integrity [Ethical Conduct], an Assessment as per Directive on Human Resource Management and Development for Public Service Professionalization effective from 01 April 2024. The successful candidate will be subjected to security clearance [Vetting] as per the Directive on Human Resource Management and Development for Public Service Professionalization effective from 01 April 2024. NB: Applicants are encouraged to comply with Practice note on the Z83 application for employment DPSA Circular 19 of 2022, Clarification regarding the completion of Z83 application DPSA circular 3 of 2025 and other related matters. The Department reserves the right not to make any appointment to the posts advertised. The employment decision shall among other determination be informed by the Employment Equity Plan of the Department. The Limpopo Department of Social Development is an equal opportunity and Affirmative Action Employer. Designed race groups, females and People with disabilities remain our target and are encouraged to apply. Correspondence will be entered into with short-listed candidates only due to a large number of applications we envisage to receive, if you have not heard from the Department within ninety (90) day from the closing date, consider your application unsuccessful. However, Faxed applications will not be considered. Recognition of experience on appointment will be considered for Social Service Professions in line with Occupational Dispensation prescripts. The contents of this circular will also be posted on the following websites www.dsd.limpopo.gov.za / www.limpopo.gov.za / www.dpsa.gov.za, Provincial Departments website and social media. Please note: Due to austerity measure, the department will not carry any related costs (transport, accommodation, and meals) for candidates attending interviews.

OTHER POSTS

<u>POST 25/73</u>	:	<u>SOCIAL WORK MANAGER: SOCIAL WELFARE SERVICES REF NO: DSD/2025/55 (X1 POST)</u>
<u>SALARY</u>	:	R970 686 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Mopani District
<u>REQUIREMENTS</u>	:	An NQF level 7 qualifications / Bachelor's degree in social work or equivalent qualification as recognized by SAQA. A minimum of ten (10) year's appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions [SACSSP]. Current registration with the South African Council for Social Service Professions [SACSSP]. A valid driver's licence (with the exception of persons with disabilities). Core And Process Competencies: Strategic Capacity and Leadership, Programme and project management, Change Management, Financial management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication. Knowledge and Skills: Knowledge and understanding of the social welfare

services programme legislation and related policies governing services. Expert skills to challenge structural source of poverty, inequality, oppression, discrimination and exclusion. Expert knowledge and understanding of human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being. The ability and competence to assist and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resources effectively in cases where expert knowledge is required. The understanding and ability to provide complex social work service towards protecting people who are vulnerable, at-risk and unable to protect themselves. The ability to compile complex reports.

DUTIES : Provide a social work service of the highest, most advanced and specialised nature within (a) defined area(s) of specialisation with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes in partnership with stakeholders. Attend to any other matters that could result in, or stem from, social instability in any form. Facilitate the development and planning of programmes and interventions to render a social work service through the efficient, economical and effective utilisation of financial resources. Manage of a social work unit to ensure that an efficient and effective social work service is delivered through the efficient and effective utilisation of human resources. Keep up to date with new development in the social work and management field. Plan and ensure that social work research and development are undertaken. Undertaken complex social work research. Perform and/or ensure that all the administrative functions required in the unit are performed.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.

POST 25/74 : **SOCIAL WORK MANAGER: CHILDREN AND FAMILIES REF NO: DSD/2025/56 (X1 POST)**

SALARY : R970 686 per annum, (all-inclusive package)
CENTRE : Mopani District
REQUIREMENTS : An NQF level 7 qualifications / Bachelor's degree in social work or equivalent qualification as recognized by SAQA. A minimum of ten (10) year's appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions [SACSSP]. Current registration with the South African Council for Social Service Professions [SACSSP]. A valid driver's licence (with the exception of persons with disabilities). Core And Process Competencies: Strategic Capacity and Leadership, Programme and project management, Change Management, Financial management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication. Knowledge And Skills: Expert skills to challenge structural source of poverty, inequality, oppression, discrimination and exclusion. Expert knowledge and understanding of human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being. The ability and competence to assist and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resources effectively in cases where expert knowledge is required. The understanding and ability to provide complex social work service towards protecting people who are vulnerable, at-risk and unable to protect themselves. The ability to compile complex reports.

DUTIES : Oversee Social Work Services with regard to care, support, protection and development of children and families through relevant interventions and programmes. Coordinate the implementation of Child Protection services. Facilitate care and support to families. Monitor Child & Youth Care Centre & Community based Services. Monitor Childhood Development and Partial Care. Keep up to date with new development in the social work and management field. Plan and ensure that social work research and development are undertaken. Undertake complex social work research. Perform and/or ensure that all the administrative functions required in the unit are performed.

<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
<u>POST 25/75</u>	:	<u>SOCIAL WORK MANAGER: CHILD AND YOUTH CARE CENTRE GRADE 1 REF NO: DSD/2025/57 (X1 POST)</u>
<u>SALARY</u>	:	R970 686 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Polokwane Welfare Complex
<u>REQUIREMENTS</u>	:	An NQF level 7 qualifications / Bachelor's degree in social work. A minimum of ten (10) years appropriate experience in social work after registration with the South African Council for Social Service Professions [SACSSP]. Current registration with the South African Council for Social Service Professions [SACSSP]. A valid motor driver's license (with the exception of persons with disabilities). Core And Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and customer focus, Communication, Advocacy and collaboration. Knowledge and Skills: Expert knowledge and understanding of the Children's Act 38 of 2005 and related policies governing Child and Youth Care Centre Operations. Knowledge of designing and implementing programmes for children and youth. Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA) White Paper for Social Welfare Services and Social Service Professions Act.
<u>DUTIES</u>	:	Manage social work services regarding care, support, protection and development of children and youth through relevant interventions and programmes. Facilitate implementation of developmental, therapeutic and recreational programmes for children. Manage admission and discharge of children in the centre. Provide holistic child protection services for children in the Child and Youth Care Centre (CYCC). Develop, implement and monitor behaviour management strategies for children. Ensure that each child has a comprehensive care plan tailored to their needs, and that social workers are effectively implementing and reviewing these plans. Ensure reporting and management of child protection contraventions to the relevant authorities in terms of the Children's Act. Ensure capacity building of staff on child protection matters. Facilitate permanency planning of children. Manage allocation of children's cases. Facilitate compliance to Children's Act alternative care provisions. Provide professional supervision to social workers and childcare staff. Manage financial, administrative and other related functions.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
<u>POST 25/76</u>	:	<u>MANAGER SOCIAL WORK POLICY: SUBSTANCE ABUSE REF NO: DSD/2025/58 (X1 POST)</u>
<u>SALARY</u>	:	R970 686 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	An NQF level 7 qualifications / Bachelor's degree in social work. A minimum of ten (10) years appropriate experience in social work after registration with the South African Council for Social Service Professions [SACSSP] of which five (05) years should be appropriate experience in Social Work Policy Development. Current registration with the South African Council for Social Service Professions [SACSSP]. A valid motor driver's license (with the exception of persons with disabilities). Core and Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and customer focus. Communications, Conflict management, analytical thinking, and interpretation skill. Report writing skills. Knowledge And Skills: Knowledge of the Prevention of and Treatment for Substance Abuse Act 70 of 2008 and the National Drug Master Plan. Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Social Service Professions Act. White Paper for Social Welfare Services.

<u>DUTIES</u>	:	Facilitate the development and implementation of policies for rendering of anti-substance abuse programmes. Facilitate the establishment and monitoring of centers to combat substance abuse. Ensure effective co-ordination of Substance Abuse Forum and establishment of local Drug Action Committees. Ensure the development and implementation of programs on substance abuse in communities and in institutions. Facilitate and monitor capacity building of officers and volunteers in the field of anti-substance abuse. Manage financial, administrative and related functions.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
<u>POST 25/77</u>	:	<u>MANAGER COMMUNITY DEVELOPMENT POLICY GRADE 1: POVERTY ALLEVIATION & SUSTAINABLE LIVELIHOOD GRADE 1 REF NO: DSD/2025/59 (X1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R970 686 per annum, (all-inclusive package) Head Office An NQF level 7 qualification / Bachelor's degree in development studies/social science as recognized with SAQA. A minimum of ten (10) years appropriate experience in Community Development. A valid driver's license. Core and Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and customer focus, Communication. Knowledge And Skills: Knowledge and understanding of individual and group behaviour, its inter-relations within community structures, dynamics of the community and current legislation to enable interventions. The ability and competence to manage community development structures and projects. The ability to influence individuals and groups to participate in their own self-empowerment ventures. Presentation skills. Problem solving skills. The ability to undertake complex research. Financial management. Project Management. Computer literacy. Written and verbal communication skills. Staff management. Policy formulation and implementation. Knowledge of the Public Service Management Framework, i.e. PFMA, Labour relations etc.
<u>DUTIES</u>	:	Manage and ensure the implementation of policies, norms and standards for sustainable livelihood services. Draft and implement integrated development programmes that facilitate empowerment of communities towards sustainable livelihood. Develop and implement poor households profile programmes. Conduct need analysis for poor households and implement strategies and policies regarding poor households profiling programmes. Develop links and partnerships with formal and informal sectors. Manage financial, administrative and related functions.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
<u>POST 25/78</u>	:	<u>ASSISTANT MANAGER COMMUNITY DEVELOPMENT GRADE 1: POVERTY ALLEVIATION AND SUSTAINABLE LIVELIHOOD SERVICES (X5 POSTS)</u>
<u>SALARY CENTRE</u>	:	R602 361 per annum (Level 09) Capricorn District Ref No: DSD/2025/60 (X1 Post) Waterberg District Ref No: DSD/2025/61 (X1 Post) Sekhukhune District Ref No: DSD/2025/62 (X1 Post) Vhembe District Ref No: DSD/2025/63 (X1 Post) Mopani District Ref No: DSD/2025/64 (X1 Post)
<u>REQUIREMENTS</u>	:	A Bachelor's Degree in Development Studies/ Social Sciences or equivalent relevant qualification as recognized by SAQA. A minimum of eight (08) years' appropriate experience in Community Development after obtaining the required qualification. A valid motor vehicle driver's licence (with the exception of persons with disabilities). Knowledge and Skills: Knowledge and understanding of individual and group behaviour, its inter-relations within community structures, dynamics of the community and current legislation to enable interventions. Knowledge of community development principles. The ability and competence to manage community development structures and projects. The ability to influence individuals and groups to participate in self-

		empowerment ventures. The ability to undertake complex research. Problem solving and conflict resolution skills. Computer literacy. Written and verbal communication skills. Financial management. Presentation skills. Project management. Human Resource Management. Knowledge of the Public Service Management Framework, e.g. PFMA, Labour Relations Act, etc.
<u>DUTIES</u>	:	Coordinate the identification, facilitation and implementation of integrated development interventions in partnership with other relevant stakeholders through the efficient, effective and economical utilisation of resources by the service delivery area(s). Coordinate and manage community development service delivery area(s) to ensure that an efficient and effective community development service is delivered through the proper utilization of human, financial and physical resources. Keep up to date with new developments in the community development and management fields to enhance service delivery. Plan and ensure that research on community development is undertaken including the facilitation of complex community development research.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
<u>POST 25/79</u>	:	<u>OPERATIONAL MANAGER: NURSING GRADE 1 REF NO: DSD/2025/65 (X1 POST)</u>
<u>SALARY</u>	:	R549 192 per annum
<u>CENTRE</u>	:	Polokwane Welfare Complex
<u>REQUIREMENTS</u>	:	An appropriate bachelor's degree or equivalent qualification at NQF Level 6 registered with SAQA. A minimum of nine (09) years appropriate experience in. Current registration with the South African Nursing Council [SANC]. A valid driver's license Knowledge and Skills: Knowledge of computer Literacy, Interpersonal Skills, Communication Skills, Report writing Skills, Financial Management, Empathy and Counselling skills. Knowledge of relevant acts and regulations in Nursing and People management and empowerment, minimum standards, performance management system, the Child Care Act, and Batho Pele Principles, administrative procedures.
<u>DUTIES</u>	:	Coordinate and Facilitate planning for programmes. Coordinate and monitor the implementation of the MCWH Programme. Monitor the implementation of strategies contained in the health programme plan. Evaluate the delivery of MCWH programme in the Centre. Liaison with Government and non-government organisations on issues relating to programmes. Ensure good working relations with all role players and relevant stakeholders. Analyse emerging health practices care specialists. Overall supervision of all the subordinates. Attend to meetings and report writing as well as performance evaluation of the staff.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
<u>POST 25/80</u>	:	<u>SOCIAL WORK SUPERVISOR GRADE 1 (X15 POSTS)</u>
<u>SALARY</u>	:	R477 564 per annum
<u>CENTRE</u>	:	Capricorn District (X4 Posts) Mankweng Ref No: DSD/2025/66 (X2 Posts) Seshego One Stop Centre Ref No: DSD/2025/67 (X1 Post) Senwabarwana Ref No: DSD/2025/68 (X1 Post) Sekhukhune District (X4 Posts) Tubatse Ref No: DSD/2025/69 (X2 Posts) Elias Motswaledi Ref No: DSD/2025/70 (X1 Post) Makhuduthamaga Ref No: DSD/2025/71 (X1 Post) Vhembe District (X4 Posts) Madimbo Thusong Centre Ref No: DSD/2025/72 (X1 Post) Tshidimbi Welfare Office Ref No: DSD/2025/73 (X1 Post) Thohoyandou SASSA Ref No: DSD/2025/74 (X1 Post) Xigalo Office Ref No: DSD/2025/75 (X1 Post) Mopani District (X3 Posts) Ba-Phalaborwa Ref No: DSD/2025/76 (X1 Post) Maruleng Ref No: DSD/2025/77 (X1 Post) Greater Tzaneen Ref No: DSD/2025/78 (X1 Post)

<u>REQUIREMENTS</u>	:	Recognized Bachelor's degree (NQF 7) in Social Work or equivalent as recognised by SAQA. Current registration with the South African Council for Social Service Professions [SACSSP]. A minimum experience of seven (07) years in social work after registration with the SACSSP. A valid motor vehicle driver's licence. (with exception of persons with disabilities). Knowledge and Skills: Computer Skills. Interpersonal Skills. Communication Skills. Report Writing Skills. Management and Evaluation Skills. Knowledge of supervision model within the sector. Knowledge of relevant programmes in Social Work. In-depth knowledge of social work service delivery model. People management and empowerment. Knowledge of NPO Governance.
<u>DUTIES</u>	:	Ensure that social work services are rendered with regard to the care, support, protection and development of vulnerable individual, groups, families and communities through the relevant programmes. Ensure service compliance to norms and standards. Ensure social worker's compliance with South African Council for Social Service Professions [SACSSP] projects. Supervise and advise social workers and social auxiliary workers. Coordinate and manage all programmes including transformation of social welfare services. Rendering support and mentoring social workers. Rendering counselling to clients. Monitoring and evaluation of non-profit organisations.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
<u>POST 25/81</u>	:	<u>SOCIAL WORK SUPERVISOR GRADE 1: NON-INSTITUTIONALISED HIV/AIDS & SOCIAL RELIEF REF NO: DSD/2025/79 (X1 POST)</u>
<u>SALARY</u>	:	R477 564 per annum
<u>CENTRE</u>	:	Waterberg District: District Office
<u>REQUIREMENTS</u>	:	Recognized Bachelor's degree (NQF 7) in Social Work or equivalent as recognised by SAQA. Current registration with the South African Council for Social Service Professions [SACSSP]. A minimum experience of seven (07) years in social work after registration with the SACSSP. A valid motor vehicle driver's licence. (with exception of persons with disabilities). Knowledge and Skills: Computer Skills. Interpersonal Skills. Communication Skills. Report Writing Skills. Management and Evaluation Skills. Knowledge of supervision model within the sector. Knowledge of relevant programmes in Social Work. In-depth knowledge of social work service delivery model. People management and empowerment. Knowledge of NPO Governance.
<u>DUTIES</u>	:	Facilitate community Home-Based care. Facilitate capacity-building programmes for relevant stakeholders. Facilitate HIV/AIDS programmes. Facilitate social relief of distress.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
<u>POST 25/82</u>	:	<u>SOCIAL WORK SUPERVISOR GRADE 1: CARE & SUPPORT TO FAMILIES REF NO: DSD/2025/80 (X1 POST)</u>
<u>SALARY</u>	:	R477 564 per annum
<u>CENTRE</u>	:	Waterberg District: District Office
<u>REQUIREMENTS</u>	:	Recognized Bachelor's degree (NQF 7) in Social Work or equivalent as recognised by SAQA. Current registration with the South African Council for Social Service Professions [SACSSP]. A minimum experience of seven (07) years in social work after registration with the SACSSP. A valid motor vehicle driver's licence. (with exception of persons with disabilities). Knowledge And Skills: Computer Skills. Interpersonal Skills. Communication Skills. Report Writing Skills. Management and Evaluation Skills. Knowledge of supervision model within the sector. Knowledge of relevant programmes in Social Work. In-depth knowledge of social work service delivery model. People management and empowerment. Knowledge of NPO Governance.
<u>DUTIES</u>	:	Coordinate family preservation services. Monitor and evaluate services to families. Facilitate and assess dysfunctional families.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.

<u>POST 25/83</u>	:	<u>SOCIAL WORK SUPERVISOR GRADE 1: CHILD PROTECTION SERVICES REF NO: DSD/2025/81 (X1 POST)</u>
<u>SALARY</u>	:	R477 564 per annum
<u>CENTRE</u>	:	Waterberg District: District Office
<u>REQUIREMENTS</u>	:	Recognized Bachelor's degree (NQF 7) in Social Work or equivalent as recognised by SAQA. Current registration with the South African Council for Social Service Professions [SACSSP]. A minimum experience of seven (07) years in social work after registration with the SACSSP. A valid motor vehicle driver's licence. (with exception of persons with disabilities). Knowledge and Skills: Computer Skills. Interpersonal Skills. Communication Skills. Report Writing Skills. Management and Evaluation Skills. Knowledge of supervision model within the sector. Knowledge of relevant programmes in Social Work. In-depth knowledge of social work service delivery model. People management and empowerment. Knowledge of NPO Governance.
<u>DUTIES</u>	:	Facilitate childcare and protection services. Facilitate community-based care services for children. Facilitate foster care and adoption services.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
<u>POST 25/84</u>	:	<u>SOCIAL WORK SUPERVISOR GRADE 1: OLDER PERSONS & PERSONS WITH DISABILITIES (X2 POSTS)</u>
<u>SALARY</u>	:	R477 564 per annum
<u>CENTRE</u>	:	Capricorn District: District Office Ref No: DSD/2025/82 (X1 Post) Waterberg District: District Office Ref No: DSD/2025/83 (X1 Post)
<u>REQUIREMENTS</u>	:	Recognized Bachelor's degree (NQF 7) in Social Work or equivalent as recognised by SAQA. Current registration with the South African Council for Social Service Professions [SACSSP]. A minimum experience of seven (07) years in social work after registration with the SACSSP. A valid motor vehicle driver's licence. (with exception of persons with disabilities). Knowledge And Skills: Computer Skills. Interpersonal Skills. Communication Skills. Report Writing Skills. Management and Evaluation Skills. Knowledge of supervision model within the sector. Knowledge of relevant programmes in Social Work. In-depth knowledge of social work service delivery model. People management and empowerment. Knowledge of NPO Governance.
<u>DUTIES</u>	:	Coordinate the implementation of older persons and persons with disability. Facilitate Social Work Services to the elderly. Facilitate integrated disability services.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
<u>POST 25/85</u>	:	<u>SOCIAL WORK SUPERVISOR GRADE 1: SERVICE STANDARDS, QUALITY ASSURANCE & GOVERNANCE REF NO: DSD/2025/84 (X1 POST)</u>
<u>SALARY</u>	:	R477 564 per annum
<u>CENTRE</u>	:	Mopani District: District Office
<u>REQUIREMENTS</u>	:	Recognized Bachelor's degree (NQF 7) in Social Work or equivalent as recognised by SAQA. Current registration with the South African Council for Social Service Professions [SACSSP]. A minimum experience of seven (07) years in social work after registration with the SACSSP. A valid motor vehicle driver's licence. (with exception of persons with disabilities). Knowledge And Skills: Computer Skills. Interpersonal Skills. Communication Skills. Report Writing Skills. Management and Evaluation Skills. Knowledge of supervision model within the sector. Knowledge of relevant programmes in Social Work. In-depth knowledge of social work service delivery model. People management and empowerment. Knowledge of NPO Governance.
<u>DUTIES</u>	:	Manage integrated social work services. Coordinate the implementation of social service norms and standard. Coordinate social welfare institutional services. Ensure compliance with South African Council for Social services Professions.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.

<u>POST 25/86</u>	:	<u>COMMUNITY DEVELOPMENT SUPERVISOR GRADE 1 (X10 POSTS)</u>
<u>SALARY</u>	:	R453 201 per annum
<u>CENTRE</u>	:	Capricorn District: (X2 Posts) Lepelle-Nkumpi Ref No: DSD/2025/85 (X1 Post) Ratshatsha Ref No: DSD/2025/86 (X1 Post) Waterberg District: (X2 Posts) Thabazimbi Ref No: DSD/2025/87 (X1 Post) Bela-Bela Ref No: DSD/2025/88. (X1 Post) Sekhukhune District: (X2 Posts) Fetakgomo Ref No: DSD/2025/89 (X1 Post) Lukau Ref No: DSD/2025/90 (X1 Post) Vhembe District: (X2 Posts) Makhado Ref No: DSD/2025/91 (X1 Post) Collins Chabane Ref No: DSD/2025/92 (X1 Post) Mopani District: (X2 Posts) Lebaka One Stop Centre Ref No: DSD/2025/93 (X1 Post) Dzumeri Ref No: DSD/2025/94 (X1 Post)
<u>REQUIREMENTS</u>	:	An NQF level 7 qualifications / Bachelor's Degree in Development Studies Science or equivalent qualification as recognized by SAQA. A minimum of seven (07) years' appropriate experience in Community Development after obtaining the required qualification. A valid motor vehicle driver's license (with the exception of person with disabilities). Knowledge and Skills: Knowledge and understanding of individual and group behaviour, it inter relations within community structures, dynamics of the community and current legislation to enable interventions. The ability and competence to manage community development structures and projects. The ability to influence individuals and groups to participate in their own self-empowerment ventures. Problem solving and conflict resolution skills. Computer literacy. Written and verbal communication skills. The ability to undertake complex research. Financial management. Presentation skills. Project management. Human resource management. Policy formulation and implementation. Knowledge of the Public Service Management Framework, e.g. PFMA, Labour Relations Act, etc.
<u>DUTIES</u>	:	Manage community development structures and projects. Supervise the identification, facilitation and implementation of integrated community development interventions in partnership with the community and other relevant stakeholders. Supervise and support community development practitioners to ensure that there is communication and coordination with all the relevant role players, internal and external. Perform administrative support on community development and related activities. Keep up to date with the new developments in the community development field to enhance service delivery.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
<u>POST 25/87</u>	:	<u>OCCUPATIONAL THERAPIST GRADE 1 REF NO: DSD/2025/95 (X1 POST)</u>
<u>SALARY</u>	:	R397 233 per annum
<u>CENTRE</u>	:	Polokwane Welfare Complex
<u>REQUIREMENTS</u>	:	An NQF level 7 qualifications / Bachelor's degree in degree in Occupational Therapy, equivalent qualification as recognized by SAQA. Current registration with the Health Professions Council of South Africa [HPCSA] as an Occupational Therapist. A valid motor driver's license (with the exception of persons with disabilities). Knowledge and Skills: Sound knowledge of occupational therapy practice and ethos. Good clinical reasoning and decision-making skills. Knowledge on use and care of equipment. Knowledge on scope of practice, ethical codes and relevant legislation. Good organisation and time management skills. Excellent communication and interpersonal relations. Basic supervisory skills. Experience in a clinical tertiary setting with complex cases would be an advantage.
<u>DUTIES</u>	:	Develop patients treatment plan. Render occupational therapy services in allocated areas of work that comply with the norms and standard as indicated by health policies. To provide optimal and evidence based occupational therapy in individual and group settings for in, out and clinics patients. To administer standardized and clinical assessments to patients requiring FCEs and other

		clinical reports. To perform and complete administrative functions, including record keeping, statistics, and participate in various meetings and awareness campaigns. To plan for and participate in internal and external audits and ensure departmental standards and effective service delivery. To participate in the performance management and training, and development programs within the department. To supervise junior-level staff. To supervise allocated students and learners. Assessment and treatment of patients in allocated work.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
<u>POST 25/88</u>	:	<u>SOCIAL WORKER GRADE 1 (X11 POSTS)</u>
<u>SALARY CENTRE</u>	:	R325 200 per annum
	:	Capricorn District (X4 Posts): Buffelshoek Ref No: DSD/2025/96 (X2 Posts) Lepelle-Nkumpi Ref No: DSD/2025/97 (X1 Post) Ratshatsha Ref No: DSD/2025/98 (X1 Post)
	:	Waterberg District (X3 Posts): Vaalwater (Mabatlane) Ref No: DSD/2025/99 (X1 Post) Modimolle-Mookgophong Ref No: DSD/2025/100 (X1 Post) Thabaleshoba Ref No: DSD/2025/101 (X1 Post)
	:	Sekhukhune District: Sempupuru Ref No: DSD/2025/10 (X1 Post) Makhuduthamaga Ref No: DSD/2025/103 (X1 Post) Praktiseer Ref No: DSD/2025/104 (X1 Post) Leboeng Ref No: DSD/2025/105 (X1 Post)
	:	Vhembe District: Makhado Ref No: DSD/2025/106 (X1 Post)
<u>REQUIREMENTS</u>	:	An NQF level 7 qualification / Bachelor's Degree in Social Work or equivalent qualification as recognised by SAQA. Current registration with the South African Council for Social Service Professions [SACSSP]. A valid motor vehicle driver's license (with exception of persons with disabilities) Knowledge: Skills and Competencies: knowledge and understanding of human behaviour, social system and skills to intervene at a point where people interact with their environment in order to promote their well-being. Knowledge of programme and project management skills. Information and knowledge management skills. People management and empowerment skills. Communication and coordination skills. Computer literacy.
<u>DUTIES</u>	:	Render advanced and specialized social work services with regard to care, protection and development of vulnerable individuals, group, families and communities. Provide individual and group counselling. Conduct advance and specialized assessment aimed at identifying condition and justify relevant intervention. Implement the recommendations on the appropriate intervention required to address the needs and provide continuous support. Produce and maintain records of social work interventions, processes and outcomes. Undertake social work research and development, contribute to and assist with the development of policies. Perform all the administrative functions required of the job.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
<u>POST 25/89</u>	:	<u>CHIEF REGISTRY CLERK: PERSONNEL RECORD (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R325 101 per annum (Level 07)
	:	Sekhukhune District Ref No: DSD/2025/107 (X1 Post) Vhembe District Ref No: DSD/2025/108 (X1 Post)
<u>REQUIREMENTS</u>	:	An appropriate recognized NQF level 4 (Grade 12) or equivalent qualifications as recognised by SAQA. Qualifications/Certificate in Records and Archives will be an added advantage. A minimum of 2-3 years' experience in Records/Registry. A valid motor vehicle driver's licence. (with the exception of persons with disabilities). Knowledge and Skills: Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry.

<u>DUTIES</u>	:	Supervise and provide registry counter services. Supervise the handling of incoming and outgoing correspondence. Supervise and render an effective filing and record management service. Supervise the operation and operate office machines in relation to the registry function. Supervise the processing and process documents for archiving and/disposal. Supervise human resources/staff.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
<u>POST 25/90</u>	:	<u>PERSONAL ASSISTANT (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R325 101 per annum (Level 07)
	:	Head Office: Office of the Chief Director: Social Welfare Services Ref No: DSD/2025/109 (X1 Post)
	:	Polokwane Welfare Complex: Office of the Director: Head of Institution Ref No: DSD/2025/110 (X1 Post)
<u>REQUIREMENTS</u>	:	An appropriate NQF 6 in Management Assistance/ Secretarial/Office Management/Public Administration/Management or equivalent relevant qualification as recognised by SAQA. A minimum of 1-2 years' experience in rendering support to senior management. A valid motor vehicle driver's licence (with the exception of persons with disabilities). Knowledge and Skills: Sound and in-depth knowledge of relevant legislation/policies/prescripts and procedures governing the public service. Basic knowledge on financial administration. Excellent written and verbal skills. Good telephone etiquette. Computer literacy. Sound organisational skills. Interpersonal relations. High level of reliability. Ability to act with tact and discretion. Ability to conduct research, document analysis and situations. Self-management and motivation. Presentation skills.
<u>DUTIES</u>	:	Provide a secretarial/receptionist support service to the Manager. Render administrative support services. Provide support to manager regarding meetings. Support the manager with the administration of the manager's budget. Obtain inputs and compile reports. Respond to enquiries received from internal and external stakeholders. Keep abreast with the procedures and processes applicable in the office of the Manager.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
<u>POST 25/91</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (X5 POSTS)</u>
<u>SALARY CENTRE</u>	:	R324 384 per annum (Level: PN - A4)
	:	Polokwane Welfare Complex Ref No: DSD/2025/111 (X1 Post)
	:	Capricorn District: Sekutupu Old Age Home Ref No: DSD/2025/112 (X1 Post)
	:	Seshego Treatment Centre Ref No: DSD/2025/113 (X3 Posts)
<u>REQUIREMENTS</u>	:	Basic R425 qualification i.e., an NQF level 6 / 7 qualification in Nursing or equivalent qualification as recognised by SAQA. Current registration with the South African Nursing Council as a Professional nurse. Knowledge: Skills and Competencies: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as Nursing Act, OHSA, Patient Rights Charter, etc. Good communication skills. Report writing skills. Facilitation skills. Liaison and networking skills. Supervision skills. Information management. Computer literacy.
<u>DUTIES</u>	:	Provide nursing and occupational therapy services to children and youth / older persons in the centre. Provide direction and supervision of nursing in the centre for the implementation of the Nursing plan [Clinical practice and quality patient care]. Implement standards, practices, criteria and indicators for quality nursing. Practice nursing and health care in accordance with the laws and regulations relevant to the nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilise human, material and physical resources efficiently and effectively. Patient transfer to other health facilities.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake Tel No: (015) 015 230 4422 / 4315 / 4375 / 4434.

<u>POST 25/92</u>	:	<u>COMMUNITY DEVELOPMENT PRACTITIONER GRADE 1 (X2 POSTS)</u>
<u>SALARY</u>	:	R278 169 per annum (Level: Cd- A4)
<u>CENTRE</u>	:	Capricorn District: Lepelle-Nkumpi Ref No: DSD/2025/114 (X1 Post) Sekhukhune District: Tubatse Ref No: DSD/2025/115 (X1 Post)
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's degree in Social Sciences or equivalent qualification as recognised by SAQA. A valid motor vehicle driver's licence (with the exception of persons with disabilities). Knowledge and Skills: Knowledge of community development work, skills, attitudes and values of communities. Knowledge and understanding of human behaviour, social systems and relevant legislations. The ability and competence to coordinate community development structures. The ability to influence individuals and group to participate in self-empowerment ventures. Understanding of social dynamics of communities. Knowledge and understanding of basic financial management. Presentation skills. Computer literacy. Written and verbal communication skills. Facilitation skills. Research skills. Project management.
<u>DUTIES</u>	:	Identify and facilitate the implementation of integrated community development interventions in partnership with the community and other relevant stakeholders. Collaborate and liaise with pertinent role players and stakeholders to establish partnerships to ensure the sustainability of development actions within the community. Support communities and perform administrative support on community development and related activities. Keep abreast of new developments in the community development field to enhance service delivery.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
<u>POST 25/93</u>	:	<u>CHILD & YOUTH CARE SUPERVISOR GRADE 1 REF NO: DSD/2025/116 (X1 POST)</u>
<u>SALARY</u>	:	R255 534 per annum (Level: CYC-A5)
<u>CENTRE</u>	:	Polokwane Welfare Complex
<u>REQUIREMENTS</u>	:	An appropriate recognised NQF level 4 (Grade 12) or equivalent qualification and a FET Certificate in child and youth care equivalent to an NQF Level 4 qualification registered with SAQA. A minimum of ten (10) years appropriate experience in the child and youth care after obtaining the Child & youth care qualification. Current registration with the South African Council for Social Service Professions [SACSSP]. Knowledge and Skills: Knowledge of minimum standards, performance management system, the Child Care Act, Batho Pele Principles, administrative procedures, and new development and methodologies in child and youth care work. Good communication skills. Conflict management and problem-solving skills. The ability to interpret policies and legislation. Planning and organising skills. Basic research and analytical skills. Presentation and facilitation skills. Monitoring and evaluation skills. People management and empowerment skills. Understanding, Non-judgmental, Respectful, Caring, Assertive and Tolerant. The ability to motivate.
<u>DUTIES</u>	:	Facilitate and supervise (secure) the caring for and life space interventions of children and young people. Participate in the multidisciplinary team. Supervise staff to ensure an effective care service. Perform clerical/ administrative function. Keep up to date with new developments in the child and youth care field. Management of Child & Youth Care information management system (CYCA).
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
<u>POST 25/94</u>	:	<u>LEGAL ADMINISTRATION OFFICER REF NO: DSD/2025/117 (X1 POST)</u>
<u>SALARY</u>	:	R252 855 per annum (Level: MR – 4)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's degree in Law (LLB) or equivalent relevant qualification. A minimum of 1-8 years' experience after obtaining the degree. A valid motor vehicle driver's licence (with the exception of persons with disabilities). Knowledge and Skills: Sound knowledge of South African legal system and applicable legislation relevant to social development. Knowledge of Public Finance Management Act. Legal drafting and interpretation skills.

		Strong administrative and organizational skills. Excellent written and verbal communication. Computer literacy (MS Word, Excel, Outlook). Ability to work independently and under pressure. Analytical skills. Dispute resolution. Legal research. Project management skills. Policy analysis and interpretation skills.
<u>DUTIES</u>	:	Draft, edit and/or review legal documents including contracts, memoranda, opinions, and correspondence. Provide legal support in the interpretation and application of relevant legislation, including the Constitution, the Children's Act, the Older Persons Act, and the Social Assistance Act. Assist in the preparation of legal opinions and advice for departmental units. Manage and maintain legal case files and records. Assist in handling of litigation matters involving the Department in liaison with the State Attorney's office. Support labour relations cases and disciplinary hearings by preparing documentation and assisting with procedural compliance. Participate in legislative and policy development processes affecting the department. Conduct legal research to support the functions of the Legal Services Directorate. Ensure compliance with PAIA, POPIA, and other statutory frameworks. Monitor the implementation of legal instructions and advice within the department.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
<u>POST 25/95</u>	:	<u>ARTISAN (PRODUCTION) GRADE A (X5 POSTS)</u>
<u>SALARY CENTRE</u>	:	R243 597 per annum (Level: Grade A)
	:	Polokwane Welfare Complex Ref No: DSD/2025/118 (X1 Post)
	:	Capricorn District: Sekutupu Old Age Home Ref No: DSD/2025/119 (X1 Post)
	:	Waterberg District Ref No: DSD/2025/120 (X1 Post)
	:	Mopani District Ref No: DSD/2025/121 (X1 Post)
	:	Vhembe District (Plumber) Ref No: DSD/2025/122 (X1 Post)
<u>REQUIREMENTS</u>	:	An appropriate recognized Trade Test Certificate as recognised by SAQA. A valid motor vehicle driver's license (with exception of people with disabilities). Knowledge and Skills: Knowledge of relevant Acts and regulations. Electrical Maintenance Manual. Health and safety measures. Technical analysis. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Teamwork. Analytical skills. Creativity. Self-Management. Customer focus and responsiveness. Good Communication Skills. Computer skills. Planning and organizing.
<u>DUTIES</u>	:	Maintain and repair of electrical in the facility. Identification of minor electrical faults. Construction of all minor electrical projects. Attend to job cards. Perform electrical-related duties. Do electrical faults finding.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
<u>POST 25/96</u>	:	<u>HUMAN RESOURCE CLERK (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R228 321 per annum (Level 05)
	:	Seshego Treatment Centre Ref No: DSD/2025/123 (X1 Post)
	:	Capricorn District: Lepelle-Nkumpi Ref No: DSD/2025/124 (X1 Post)
<u>REQUIREMENTS</u>	:	An appropriate recognized NQF level 4 (Grade 12) or equivalent qualifications as recognised by SAQA. A qualification in HRM/D will be an added advantage. Knowledge and Skills: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Good communication and listening skills, Good interpersonal relationship, Ability to handle pressure. Conflict management. Policy analysing and interpretation skills. Report writing skills. Problem analysis and analytical thinking. Honesty and confidentiality, customer care skills. PERSAL literacy.
<u>DUTIES</u>	:	Facilitate Recruitment and Selection of Employees (Appointments, Security Background Checks, verification of qualifications, secretariat functions at interviews/shortlisting, probationary periods, etc.). Administration of condition of service. Administration of Service Benefit. Facilitation of Transfers. Facilitate Human Resource Training & Development. Render Performance Management and Development Services.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.

<u>POST 25/97</u>	:	<u>ADMINISTRATION CLERK: ASSET MANAGEMENT (X2 POSTS)</u>
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Vhembe District: District Office Ref No: DSD/2025/125 (X1 Post) Sekhukhune District: District Office Ref No: DSD/2025/126 (X1 Post)
<u>REQUIREMENTS</u>	:	An appropriate recognized NQF level 4 (Grade 12) or equivalent qualifications as recognised by SAQA. A qualification in Public Management / Administration and/or Finance will be an added advantage. Knowledge and Skills: Computer literacy skills. Good verbal and written communication skills. Interpersonal relations. Planning and organising. Language skills. Teamwork. Aptitude of figures. Basic numeracy skills. Ability to perform routine tasks. Ability to operate office equipment and Accuracy. Basic knowledge of financial functions, practices as well as the ability to capture data. Allocate financial statistics. Basic knowledge and insight of the Public Service financial legislations. Procedures and treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc).
<u>DUTIES</u>	:	Carry out the barcoding of Assets in the District. Registering of Asset. Conduct Asset verification in the district.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
<u>POST 25/98</u>	:	<u>ADMIN CLERK: FINANCIAL MANAGEMENT REF NO: DSD/2025/127 (X1 POST)</u>
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Polokwane Welfare Complex
<u>REQUIREMENTS</u>	:	An appropriate recognized NQF level 4 (Grade 12) or equivalent qualifications as recognised by SAQA. A qualification in Public Management / Administration and/or Finance will be an added advantage. Knowledge And Skills: Computer literacy skills. Good verbal and written communication skills. Interpersonal relations. Planning and organising. Language skills. Teamwork. Aptitude of figures. Basic numeracy skills. Ability to perform routine tasks. Ability to operate office equipment and Accuracy. Basic knowledge of financial functions, practices as well as the ability to capture data. Allocate financial statistics. Basic knowledge and insight of the Public Service financial legislations. Procedures and treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc).
<u>DUTIES</u>	:	Receive invoices, check invoices for correctness, verification and approval (internal control). Process invoices (e.g. capture payments). Filing of all documents. Collection of cash. Receive salary advices. Process advices (e.g. check advice for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). Capture and record transactions on financial systems. Receive, verify and process supplier invoices for payments. Maintain, update and organise financial records and filing systems. Reconcile accounts, payments registers and other financial records. Assist in the preparation of financial reports. Provide documentation and administrative support during audits and financial reviews. Ensure adherence to PFMA, Treasury regulations and internal financial policies. Render asset management and clerical support services. Render logistical support services.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
<u>POST 25/99</u>	:	<u>STAFF NURSE GRADE 1 (X2 POSTS)</u>
<u>SALARY</u>	:	R220 614 per annum (Level: SN 1)
<u>CENTRE</u>	:	Sekutupu Old Age Home Ref No: DSD/2025/128 (X1 Post) Mavambe Secure Care Centre Ref No: DSD/2025/129 (X1 Post)
<u>REQUIREMENTS</u>	:	Qualification that allows registration with the South African Nursing Council [SANC] as Enrolled Nurse. Knowledge And Skills: Computer Literacy. Report writing skill. Basic nursing skill. Knowledge of legal framework governing the public service. Knowledge of law governing the nursing profession. Client orientation and customer focus.

<u>DUTIES</u>	:	Development and implementation of basic patient care plans. Implement nursing care with the scope of practice for enrolled nurse. Report writing and updating client register. provide basic clinical nursing care. provide basic clinical nursing care. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Filling of record.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
<u>POST 25/100</u>	:	<u>OCCUPATIONAL THERAPIST ASSISTANT GRADE 1 REF NO: DSD/2025/130 (X1 POST)</u>
<u>SALARY</u>	:	R217 092 per annum (Level: OTA – Gr 1)
<u>CENTRE</u>	:	Polokwane Welfare Complex
<u>REQUIREMENTS</u>	:	Grade 12/NQF Level 04 or equivalent qualification as recognized by SAQA. Certificate of registration with the Health Professions Council of South Africa [HPCSA]. Current registration with the Health Professions Council of South Africa [HPCSA] as an Occupational Therapist Assistant. Knowledge And Skills: Good communication skills. Knowledge of legal framework governing the public service. Interpersonal skills. Computer literacy. Report writing skills.
<u>DUTIES</u>	:	Render occupational therapy services in accordance with rules and regulations of HPCSA. Treatment of patients under direct supervision of the Occupational Therapist using protocols and procedures are designed by the department's facilitate group therapeutic activity programmes and contributes in patient skills development and training. Organise patients functions and health awareness calendar events, sports and recreational services is allocated units/wards. Implement appropriate rehabilitation intervention under supervision of the Therapist. Execute necessary admin duties related to patient care. Participate in own and other professional development.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
<u>POST 25/101</u>	:	<u>CHILD AND YOUTH CARE TEAM LEADER (X3 POSTS)</u>
<u>SALARY</u>	:	R203 748 per annum (Level: CYC – A3)
<u>CENTRE</u>	:	Polokwane Welfare Complex Ref No: DSD/2025/131 (X1 Post) Sekhukhune District: Tubatse Child & Youth Care Centre Ref No: DSD/2025/132 (X2 Posts)
<u>REQUIREMENTS</u>	:	An appropriate recognized NQF Level 04 (Grade 12) or equivalent qualification and an FET Certificate in child and youth care equivalent to an NQF Level 04 qualification as recognized by SAQA. A minimum of Seven (07) years appropriate experience in child and youth care after obtaining the Child & Youth care qualification. Current registration with the South African Council for Social Service Professions [SACSSP]. Knowledge And Skills: Knowledge and understanding of the legislative framework (Children's Act, Child Care Act, Child Justice Act) governing the secure care centres. Good communication and listening skills, Ability to intervene and resolve conflict, good time keeping, Ability to maintain confidentiality. Experience in secure care environment will be an added advantage.
<u>DUTIES</u>	:	Implementation of planned activities, developmental and therapeutic programmes. Accompany and follow-up on planned and developmental therapeutic programmes. Serves as a team leader for child and youth care workers during shift. Undertake inspections during a shift and report on incidents and problems identified. Perform administrative work relevant to the job.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
<u>POST 25/102</u>	:	<u>LAUNDRY AID SUPERVISOR REF NO: DSD/2025/133 (X1 POST)</u>
<u>SALARY</u>	:	R193 359 per annum (Level 04)
<u>CENTRE</u>	:	Vhembe District: Thohoyandou Child & Youth Care Centre
<u>REQUIREMENTS</u>	:	Grade 10 / ABET / AET Level 04. Three (03) years of related experience required. Knowledge and Skills: Basic computer literacy. Ability to motivate and guide laundry staff, delegate tasks effectively and foster a positive work

		environment. Good verbal and non-verbal communication with staff, management and other departments. Identifying and resolving issues related to equipment malfunctions, staffing shortage or quality control problems. Ability to train new staff on laundry procedures, safety protocols and equipment operation.
<u>DUTIES</u>	:	Check and verify laundry machine functioning. Supervise loading of linen onto the washing machine in line with laundry guidelines or protocols. Identify and send linen for mending. Receive and record collected linen in the linen receiving/depositing area. Record sorted dirty or soiled linen in the linen register. Supervise offloading of the washed linen from the washing machine. Check and monitor condition of laundry machine equipment. Supervise and monitor cleaning of laundry equipment in line with environmental/ health safety standards. Check compliance of laundry. Allocate functions to staff. Supervise provision of laundry services. Develop allocation schedules or duty roster.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
<u>POST 25/103</u>	:	<u>SOCIAL AUXILIARY WORKER GRADE 1 (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R192 972 per annum, (Level: SW – A1)
	:	Capricorn District: Groethoek Ref No: DSD/2025/134 (X1 Post)
	:	Ceres Ref No: DSD/2025/135 (X1 Post)
<u>REQUIREMENTS</u>	:	An appropriate recognized NQF level 4 (Grade 12) or equivalent qualification and Social Auxiliary Certificate. Current registration with the South African Council for Social Service Professions [SACSSP]. Knowledge and Skills: Demonstrate basic understanding of the South African social welfare context, theandlicy and practice of development social welfare services also the role of social auxiliary worker within this context. Define and demonstrate understanding of the purpose of social auxiliary work also with the role and functions of a social auxiliary worker in relation to a social worker within South African context. Consistently reflect the values and principles contained in the Bill of Rights, and social work profession's Code of Ethics in service delivery as a social auxiliary worker. Demonstrate a basic understanding of the South African judicial system, the legislations governing and impacting on social auxiliary work and social work. Demonstrate a basic understanding of human behaviour, relationship system and social issues. Implement appropriate social auxiliary work methods and techniques to address the social needs of client system. Use appropriate resources in service delivery to client systems. Work effectively with social workers and members of multi-sectoral teams in social service delivery. Work effectively as a social auxiliary worker to address the special needs and problems experienced by at least 3 of the priority focus groups in the social welfare. Keep precise records and compile accurate reports on social needs and social auxiliary work activities and file them appropriately. Provide an efficient research and administrative support services to the social worker. Demonstrate basic knowledge of financial matters related to social auxiliary work. Demonstrate self-awareness regarding personal capacities, attitudes skills and willingness to develop them further under the supervision of a social worker.
<u>DUTIES</u>	:	Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes. Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form. Keep abreast with new developments in the social work and social services field. Perform administrative support functions in support of social workers as required of the job.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
<u>POST 25/104</u>	:	<u>CHILD AND YOUTH CARE WORKER GRADE 1 (X14 POSTS)</u>
<u>SALARY CENTRE</u>	:	R184 320 per annum (Level: CYC – A1)
	:	Mavambe Secure Care Centre Ref No: DSD/2025/136 (X1 Post)
	:	Capricorn District: Sekutupu Old Age Home Ref No: DSD/2025/137 (X2 Posts)

		Sekhukhune District: Tubatse Child & Youth Care Centre Ref No: DSD/2025/138 (X3 Posts)
		Vhembe District: Thohoyandou Child & Youth Care Centre Ref No: DSD/2025/139 (X4 Posts)
		Mopani District: Irish House Ref No: DSD/2025/140 (X4 Posts)
<u>REQUIREMENTS</u>	:	An appropriate recognized NQF Level 04 (Grade 12) or equivalent qualification and an FET Certificate in child and youth care equivalent to an NQF Level 04 qualification as recognized by SAQA. Current registration with the South African Council for Social Service Professions [SACSSP]. Knowledge and Skills: Knowledge and understanding of the legislative framework (Children's Act, Child Care Act, Child Justice Act) governing the Secure Care Centres. Good communication skills, Good interpersonal relationships, Ability to handle pressure. Honesty and confidentiality, customer care skills. Experience in secure care environment will be an added advantage.
<u>DUTIES</u>	:	Receive children and youth to the care facility after admission. Provide orientation of the child to the centre. Provide care and development of children and youth where their needs are protected. Ensure that children or youth receive medical services. Facilitate the independent living and recreational programmes. Organise family visits and contacts. Escort children to external services. Assist with implementation of developmental and therapy programmes. Perform administration duties.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
<u>POST 25/105</u>	:	<u>DRIVER REF NO: DSD/2025/141 (X1 POST)</u>
<u>SALARY</u>	:	R163 680 per annum (Level 03)
<u>CENTRE</u>	:	Vhembe District: Mtsetweni Child & Youth Care Centre
<u>REQUIREMENTS</u>	:	An appropriate NQF Level 03 (Grade 10 / ABET / AET) or equivalent qualifications as recognized by SAQA. Valid motor vehicle driver's licence plus Public Driving Permit (PDP). Knowledge And Skills: Knowledge of the Province in which functions will be performed. Knowledge of the procedures to operate the motor vehicle e.g. procedures to obtain trip authorities, complete the logbooks of the motor vehicle, to obtain consumables (e.g. petrol) and obtain basic services (e.g. fixing a flat tyre). Knowledge of the prescripts for the correct utilisation of the motor vehicle and the requirements for the storage of the vehicle. Knowledge of the procedures to ensure that the motor vehicle is maintained properly.
<u>DUTIES</u>	:	Transport Officials to various places. Monitor performance and conditions of government vehicles. Perform routine maintenance on the allocated vehicle and report defects timely. Complete all the required prescribed records and logbooks with regard to the vehicle and the goods handled.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
<u>POST 25/106</u>	:	<u>HOUSEHOLD AID REF NO: DSD/2025/142 (X2 POSTS)</u>
<u>SALARY</u>	:	R138 486 per annum (Level 02)
<u>CENTRE</u>	:	Capricorn District: Sekutupu Old Age Home
<u>REQUIREMENTS</u>	:	Junior Certificate or STD 8/GRADE 10/AET/ABET or equivalent qualification. Ability to read and write. Knowledge and Skills: Knowledge of Batho Pele Principles. Knowledge of hygiene, safety, and an understanding of household management. Knowledge of basic safety and hygiene practices. Knowledge of infection control and hazard monitoring. Interpersonal skills. Communication skills. Time management. Customer service skills and adaptability.
<u>DUTIES</u>	:	Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage and disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Store all cleaning equipment and products neatly in the designated and lockable cupboards.

<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
<u>POST 25/107</u>	:	<u>LAUNDRY AID (X3 POSTS)</u>
<u>SALARY</u>	:	R138 486 per annum (Level 02)
<u>CENTRE</u>	:	Capricorn District: Sekutupu Old Age Home Ref No: DSD/2025/143 (X1 Post) Mopani District: Irish House Ref No: DSD/2025/144 (X1 Post) Sekhukhune District: Tubatse Child & Youth Care Centre Ref No: DSD/2025/145 (X1 Post)
<u>REQUIREMENTS</u>	:	Junior Certificate or STD 08 / Grade 10 / AET / ABET or equivalent qualification. Ability to read and write. Knowledge and Skills: Communication skills. Interpersonal skills. Time management skills. Ability to identify and correct issues with laundry quality such as stains, damage or improper drying. Understanding of the entire laundry cycle, from sorting and washing to drying, folding and storage.
<u>DUTIES</u>	:	Sort items based on fabric type, colour and washing instructions. Operate washing machines and dryers. Iron items, fold them neatly for storage and delivery. Ensure maintenance of laundry equipment. Notify management of low stock level. Keep laundry area organised and clean.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
<u>POST 25/108</u>	:	<u>FOOD SERVICE AID REF NO: DSD/2025/146 (X1 POST)</u>
<u>SALARY</u>	:	R138 486 per annum (Level 02)
<u>CENTRE</u>	:	Capricorn District: Sekutupu Old Age Home
<u>REQUIREMENTS</u>	:	Qualifications and competencies: Junior Certificate or STD 08/Grade 10 / ABET / AET or equivalent qualification. Ability to read and write. Knowledge and Skills: Good communication skills. Interpersonal skills.
<u>DUTIES</u>	:	Prepare and serve meals to children and youth. Cleaning and purification of the kitchen, canteen and equipment.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
<u>POST 25/109</u>	:	<u>GROUNDSMAN/WOMAN (X10 POSTS)</u>
<u>SALARY</u>	:	R138 486 per annum (Level 02)
<u>CENTRE</u>	:	Capricorn District: (X2 Posts) Mankweng Ref No: DSD/2025/147 (X1 Post) Mafefe Ref No: DSD/2025/148 (X1 Post) Waterberg District: (X2 Posts) Phagameng Ref No: DSD/2025/149 (X1 Post) Bela-Bela Ref No: DSD/2025/150 (X1 Post) Sekhukhune District: (X2 Posts) Fetakgomo Ref No: DSD/2025/151 (X1 Post) Makhuduthamaga Ref No: DSD/2025/152 (X1 Post) Vhembe District: (X2 Posts) Musina One Stop Centre Ref No: DSD/2025/153 (X1 Post) Tshitale One Stop Centre Ref No: DSD/2025/154 (X1 Post) Mopani District (X2 Posts) Gawula Ref No: DSD/2025/155 (X1 Post) Namakgale Ref No: DSD/2025/156 (X1 Post)
<u>REQUIREMENTS</u>	:	Junior Certificate or STD 08/Grade 10/ AET / ABET or equivalent qualification. Ability to read and write. Knowledge and Skills: Knowledge of Batho Pele Principles. Infection control. Garden materials. Occupational health and safety act. White paper on transformation in the public services. Good communication skills. Interpersonal skills.
<u>DUTIES</u>	:	Maintain premises and surroundings: Clean premises and surroundings. Empty dirty bins. Maintain the garden: Watering the garden; Prune and trim flowers and trees; Mow the grass; Remove weeds and garden refuse; Apply insecticides; Cultivate the soil for trees and flowers. Maintain gardening equipment and tools: Detect and report malfunctioning of gardening equipment and tools; Repair minor defects of gardening equipment and tools. Keep

		gardening materials and equipment: Cleaning or machines and equipment's after use; Request gardening materials.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
<u>POST 25/110</u>	:	<u>CLEANER (X10 POSTS)</u>
<u>SALARY CENTRE</u>	:	R138 486 per annum (Level 02)
	:	Capricorn District: (X4 Posts) District Office Ref No: DSD/2025/157 (X1 Post) Mafefe Ref No: DSD/2025/158 (X1 Post) Botlokwa Ref No: DSD/2025/159 (X1 Post) Sekutupu Old Age Home Ref No: DSD/2025/160 (X1 Post)
		Waterberg District: Mabatlane Ref No: DSD/2025/161 (X1 Post) Thabaleshoba Ref No: DSD/2025/162 (X1 Post)
		Vhembe District: Malamulele Welfare Office Ref No: DSD/2025/163 (X1 Post) Tshidimbini Welfare Complex Ref No: DSD/2025/164 (X1 Post)
		Mopani District: Irish House Ref No: DSD/2025/165 (X2 Posts)
<u>REQUIREMENTS</u>	:	Junior Certificate or STD 08/Grade 10/ AET / ABET or equivalent qualification. Ability to read and write. Knowledge And Skills: Knowledge of Batho Pele Principles. Infection control. Garden materials. Occupational health and safety act. White paper on transformation in the public services. Good communication skills. Interpersonal skills.
<u>DUTIES</u>	:	Render cleaning services. Use and keep all cleaning goods and materials properly. Requisition of cleaning materials. Ensure infection control. Store all cleaning equipment and products neatly in the designated cupboards. Provide assistance in the preparation of meetings in the boardroom.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.

**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.
ERRATUM: Kindly note that the Post: Professional Nurse: (Specialty Critical Care) (X3 Posts) Groote Schuur Hospital, Observatory, with Ref No: Post 24/189, advertised in the Public Service Vacancy 24 dated 11 July 2025. The post has been withdrawn.

OTHER POSTS

POST 25/111 : **MANAGER PHARMACEUTICAL SERVICES**

SALARY : R1 322 352 per annum, (A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Garden Route District Office, Garden Route and Central Karoo Districts

REQUIREMENTS : Minimum educational qualification: Basic qualification accredited with the SA Pharmacy Council (SAPC) that allows registration with the SAPC as Pharmacist. Experience: A minimum of 3 years' appropriate experience after registration as a Pharmacist with the SAPC. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Leadership and management experience. Training and experience in Medicine Management. Strong leadership skills with regard to management, organisation and strategic planning. Project management skills and Computer Literacy. Knowledge of the Acts pertaining to the practice of pharmacy and national and provincial health policies. Ability to cope under pressure and maintain a high standard of professionalism.

DUTIES : The overall management of pharmaceutical services in the Garden Route and Central Karoo Districts. Strategic planning and implementation regarding pharmacy staff needs in the Garden Route Districts. Planning of pharmaceutical budget and monitoring of pharmaceutical expenditure in the Garden Route Districts. Monitor and evaluate the implementation of Pharmacy related National, Provincial and District policies in the Garden Route and Central Karoo Districts. Monitor and evaluate the standard of pharmaceutical service delivery in the Garden Route and Central Karoo Districts.

ENQUIRIES : Ms H Mentoor Tel No: (044) 803-2700

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

NOTE : No payment of any kind is required when applying for this post. The pool of applicants will be considered for similar vacant posts within the Garden Route District for a period of 3 months from date of advert.

CLOSING DATE : 01 August 2025

POST 25/112 : **DEPUTY DIRECTOR: HIV/ CLINICAL POLICY AND GOVERNANCE**
Chief Directorate: Emergency Clinical and Services Support

SALARY : R1 059 105 per annum, (A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Service Priorities Coordination

REQUIREMENTS : Minimum educational qualification: Appropriate 4-year Health related Diploma/Degree or equivalent, registrable with a South African Statutory Health Professions Council or South African Nursing Council. Experience: Appropriate experience in the management and coordination of public health programmes. Appropriate experience in clinical policy and life course vaccines. Appropriate supervisory experience. Inherent requirement of the job: Valid (Code B/EB) drivers' licence. Willingness to travel to the districts and national office. Competencies (knowledge/skills): Advanced computer literacy. Ability to work under pressure and to meet deadlines. Ability to produce and evaluate detailed policy documentation and to produce reports of a high standard. The ability to perform a detailed and critical analysis of the performance of the

	healthcare service and propose constructive interventions. Project management and research skills. Be familiar with the legal, policy, managerial and clinical aspects of public health programmes/interventions and services.
<u>DUTIES</u>	: Oversee the Clinical Policy and Governance Sub-Directorate. Manage and coordinate the development and adaptation of clinical policies, guidelines, protocols, and tools to guide the prioritisation and implementation of public health program interventions including life course vaccines. Develop monitoring and evaluation tools and mechanisms, including clinical governance assessments and information systems for health programmes. Manage human and financial resources allocated to specific health programmes. Ensure effective inter-sectoral collaboration to enhance programme outcomes. Participate as key member of the Service Priority Coordination Team and or project team in driving health systems responses as required.
<u>ENQUIRIES</u>	: Dr H Goeiman Tel No: (021) 815-8741
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. The pool of applicants will be considered for other vacant Deputy Director: Clinical Policy and Governance posts within the Chief Directorate: Emergency & Clinical Support Services, for a period of 3 months from date of advert. Candidates may be subjected to conduct a Competency Assessment. Candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	: 01 August 2025
<u>POST 25/113</u>	: <u>REGISTRAR (ANAESTHETICS) (X3 POSTS)</u> (4 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</u>	: Groote Schuur Hospital
<u>REQUIREMENTS</u>	: 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: Emergency and after hour call cover. Each Registrar will be appointed in a specific training complex but could be required to work across the platform on request. Commuted overtime is compulsory. A valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Appropriate and sufficient clinical experience since obtaining the degree of MBChB and after completion of internal rotations. Completion of FCA Part 1. Current certificate of ATLS/ACLS. Diploma in Anaesthesia (DA). Effective leadership & interpersonal skills. Experience in Anesthesiology and Perioperative Medicine. Experience in Internal Medicine or critical care under supervision of a Specialist. Knowledge & appropriate use of equipment. Knowledge and practical skills for safe regional and general anaesthesia. Other appropriate Post-Graduate Medical Diploma, Certificate or Degree.
<u>DUTIES</u>	: Provision of safe anaesthetic care to patients. Intensive Care Therapy. Pre-op assessment of patients & advice to surgeons regarding workup. Post-operative analgesia & recovery of patients from anaesthesia. Learn the art and science of anaesthesia practice & ICU Medicine. Learn critical skills required by an anaesthetist. Attend tutorials and assist with the training of interns, medical students, nursing staff and paramedics. Supervision in theatre/ICU and management of theatre lists/staff, especially after hours. Involvement in research/audits relating to anaesthesia, intensive care and pain management.
<u>ENQUIRIES</u>	: Prof M Miller, malcolm.miller@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 4 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 Plain 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>	:	01 August 2025
<u>POST 25/114</u>	:	<u>REGISTRAR (OTORHINOLARYNGOLOGY)</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</u>	:	Tygerberg Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council (HPCSA) as Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as Medical Practitioner. Inherent requirement of the job: A valid (code B/EB) driver's licence. Commuted overtime is compulsory. Emergency and after hour call cover. Each Registrar will be appointed in a specific training complex but could be required to work across the platform on request. A current certificate of ATLS and Basic Surgical Skills course completed. Experience: Appropriate Clinical experience in General and/or ENT surgery. Competencies (knowledge/skills): Experience in research/publications. Effective leadership and interpersonal skills.
<u>DUTIES</u>	:	Provision of safe surgical care to patients. Peri-operative care of surgical patients. Participation in Intensive Care management. Learn the art and science of ENT Surgery. Attend tutorials and assist with the training of interns, medical students, nursing staff and paramedics. On-site after-hours duties relating to care of newly arriving acute patients as well as inpatients. Involvement in research/audits relating to ENT.
<u>ENQUIRIES</u>	:	Dr K. Moodley, E-mail: kitesh.moodley@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	Appointment as Registrar will be for a maximum contract period of 5 years. 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. 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 Registrar will be on contract. 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. 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 Stellenbosch University according to the yearbook and guidelines.”“ Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status”).

<u>CLOSING DATE</u>	:	01 August 2025
<u>POST 25/115</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3</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</u>	:	TC Newman CDC, Paarl
<u>REQUIREMENTS</u>	:	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: A valid (code B/EB) driver's licence. Willingness to travel. Competencies (knowledge/skills): Knowledge of general medical and surgical conditions on hospital and PHC level and Knowledge applicable to South African TB and HIV care guidelines. Comprehensive evidence-based, direct patient-centred Clinical Service Provision in the District Health Service. Computer literacy (MS Excel, Word, Outlook etc.) and good interpersonal, organizational and teamwork skills. Ability to communicate (verbal and written). Ability and willingness to do outreach services to clinics throughout the Drakenstein Sub-district (including Saron/Gouda), guiding health care colleagues in managing difficult PHC cases.
<u>DUTIES</u>	:	Provide quality outpatient care to patients in Drakenstein SD Primary Healthcare facilities. Provide an Outreach and Support service to PHC facilities in the Drakenstein Sub-district (including Saron & Gouda). Actively participate in skills transfer, training, and academic opportunities relevant to the post. Active involvement in the clinical governance of Drakenstein Sub-district facilities as required. No compulsory Commuted Overtime (COT) duties.
<u>ENQUIRIES</u>	:	Dr P van Wyk (Family Physician) or Dr R Gaffoor (Clinical Manager) Tel No: (021) 877-400.
<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 TC-Newman CDC for a period of 3 months from date of advert.

<u>CLOSING DATE</u>	:	01 August 2025
<u>POST 25/116</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3</u> Garden Route 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>	:	Harry Comay Hospital Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as a Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a medical practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as a medical practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a medical practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as a medical practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. Inherent requirements of the job: A valid driver's licence (Code B/EB). Willingness to work commuted overtime and after hours when needed. Willingness to travel and support other facilities in the sub-district. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written). Ability to work in integrated multi-disciplinary teams across platforms. Computer literacy in MS Office mandatory.
<u>DUTIES</u>	:	Quality clinical, non-clinical and medico-legal patient care as required by the various programmes of the Department of Health. Supervise, support, transfer of knowledge to, training- and mentoring of the clinical staff and auxiliary staff. Provide an efficient administration service regarding all clinical and non-clinical matters and medico-legal work. Participate in clinical governance activities providing guidance and leadership towards the realisation of strategic goals and objectives of the division. Ensure a cost-efficient service at clinical level with regards to laboratory services, blood, medicine, consumables and equipment.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr TS Ackerman Tel No: (044) 814 - 1124 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 health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within the Garden Route District, for a

		period of 3 months from the date of the advert. Candidates may be subjected to competency test.
<u>CLOSING DATE</u>	:	01 August 2025
<u>POST 25/117</u>	:	<u>DENTIST GRADE 1 TO 3: SERVICE RENDERING SUPERVISOR (DENTAL DIAGNOSTICS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R972 612 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>	:	Oral Health Centre, Tygerberg/Mitchell's Plain Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Dentist. Registration with a Professional Council: Registration with the HPCSA as Dentist. Experience: Grade 1: None after registration as Dentist with the HPCSA in respect of SA-qualified employees 1-year relevant experience after registration as Dentist with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as necessary in South Africa. Grade 2: Minimum of 7 years' appropriate experience as Dentist after registration with the HPCSA as a Dentist in respect of SA-qualified employees. Minimum of 8 years' relevant experience after registration as Dentist with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as necessary in South Africa. Grade 3: Minimum of 12 years' appropriate experience as Dentist after registration with the HPCSA as a Dentist in respect of SA-qualified employees. Minimum of 13 years' relevant experience after registration as Dentist with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as necessary in South Africa. Inherent requirement of the job: Valid Driver's licence. Competencies (knowledge/skills): Must have the ability and experience to apply knowledge in the field of emergency dentistry. Good leadership and supervision experience that require clinical expertise, strong interpersonal relational skills, and organizational skills.
<u>DUTIES</u>	:	Service Rendering relating to treating and managing pain and sepsis as well as dental trauma in adults and children (Emergency Care). Administration/Record keeping. Management of HR matters, resources and planning within the Service Rendering Department.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr CCA Cloete Tel No: (021) 937 3092/3122 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>	:	01 August 2025
<u>POST 25/118</u>	:	<u>CLINICAL PSYCHOLOGIST GRADE 1 TO 3</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R872 709 per annum Grade 1: R1 014 705 per annum Grade 3: R1 174 848 per annum (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE REQUIREMENTS</u>	:	Stikland Hospital Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Psychologist. Registration with a Professional Council: Registration with the HPCSA as a Clinical Psychologist. Experience: Grade 1: None after registration as with the HPCSA as a Psychologist in respect of RSA qualified employees. 1 Year relevant experience after registration with the HPCSA as a Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 8 years relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees. Minimum of 9 years relevant experience after registration with the HPCSA as Psychologist in

respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 16 years relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees. A minimum of 17 years relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: Will be required to perform after hour duties, including weekends and Public Holidays as operational needs so demand. Competencies (knowledge/skills): Knowledge of clinical assessment and management procedures. Experience in therapy supervision. Working experience with serious mental health conditions. Excellent clinical skills in terms of consultation. Good professional attitude. Communication skills.

DUTIES : Provision of clinical services and participate in the planning, monitoring and evaluation of psychological services in a unit/ward/clinic. Attend and contribute in ward rounds and in multi-disciplinary team feedback meetings. Manage referrals and clinically assess and diagnostically and psycho-dynamically formulate complicated clinical conditions, problems and symptoms. Provide individual, group- and family-based psychotherapeutic interventions. Contribute to ward programs. Perform psychometric assessments and write clinical reports. Supervision of Interns and Registrars. Lecturing and other academic activities.

ENQUIRIES : Ms M Hendricks Tel No: (021) 940 4451
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. 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 Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.

CLOSING DATE : 01 August 2025

POST 25/119 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
 Central Karoo District

SALARY : R693 096 – R789 861 per annum
CENTRE : Hillside Clinic; Beaufort Sub-district
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Post-basic Nursing qualification with a duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48) accredited with SANC. Registration with a Professional Council: Registration with the SANC as a Professional Nurse and Midwife. Experience: A minimum of 9 years of appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Valid (Code B/EB) driver's license and willingness to travel. Willingness to rotate between PHC clinics within the Sub-District. Competencies (knowledge/skills): Information management with regards to PHC indicators. Quality assurance knowledge. COPC Principles and Implementation. Legislation of Ideal Clinic and Office of Health standards and compliance.

DUTIES : 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 A Hansen Tel No: (023) 414 - 8200
<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 Central Karoo District for a period of 3 months from date of advert. Candidates can be subjected to a practical/ oral assessment.
<u>CLOSING DATE</u>	:	01 August 2025
<u>POST 25/120</u>	:	<u>THERAPEUTIC AND MEDICAL SUPPORT SERVICES PROGRAMME CO-ORDINATOR (REHABILITATION SERVICES)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R575 250 per annum
<u>CENTRE</u>	:	Klipfontein/Mitchell's Plain Sub-structure Office
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Physiotherapist, Occupational Therapist, Speech Therapist and Audiologist, Speech Therapist or Audiologist. Experience: A minimum of 3 years appropriate experience in Rehabilitation Services after registration with the HPCSA. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Leadership and management. Relevant experience, knowledge and skills in Primary Health Care services. Computer literacy (MS Word, Excel, PowerPoint).
<u>DUTIES</u>	:	Ensure provision of effective and efficient Rehabilitation services within the designated sub-structure. Develop and facilitate the Rehabilitation operational/action plans to give strategic direction within the Sub-Structure. Co-ordinate the implementation of policies, directives, acts and regulations which affect Rehabilitation services. Co-ordinate the maintenance of Rehabilitation service standards. Ensure compliance with staffing norms for Rehabilitation services. Provide input to relevant stakeholders for Rehabilitation programme of the designated sub-structure.
<u>ENQUIRIES</u>	:	Ms P Van Niekerk Tel No: (021) 370-5000
<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 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>	:	01 August 2025
<u>POST 25/121</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING: NEURO CLINIC)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 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 with Psychiatry. A post-basic nursing qualification, with duration of at least 1 year, accredited with SANC in Advanced Psychiatry Nursing Science. Registration with a Professional Council: Registration with the SANC as Professional Nurse and Psychiatry. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Grade 2: A minimum of 14 years appropriate/ recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet operational requirements. It will be required of the incumbent to rotate within the hospital.

<u>DUTIES</u>	:	Provide optimal, holistic specialized psychiatric nursing care within set standards and professional/legal framework. Effective utilization of human, financial and physical resources (equipment and consumables). Participation in appropriate personal /professional development activities: Self, students, other categories of staff. Ensure efficient and accurate documentation, statistical data collection capturing and participation in research activities. Assist with the development and the implementation of nursing quality improvement plans, policies and standard operating procedures.
<u>ENQUIRIES</u>	:	Ms S Fredericks Tel No: (021) 940-4416
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in Advanced Psychiatry. The pool of applicants will be considered for similar vacant posts within the Chief Director: Metro Health Services, for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	01 August 2025
<u>POST 25/122</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING: ICU: HAEMODIALYSIS, CARDIOTHORACIC, SPINAL ICU) (X3 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: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General. 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 in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: To work shifts and after-hours including weekends, public holidays and night duty. To rotate to other departments within the Critical Care units. 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 lift and turn patients, stand for long hours and lift heavy equipment.
<u>DUTIES</u>	:	Provide an optimal, holistic, specialised Nursing Care within set standards and within a professional, legal framework as a Professional Nurse in Critical Care units. Maintain a constructive working relationship with nursing and other stakeholders. Utilise human, material and physical resources efficiently and effectively. Participate in research and training and development of community, staff and students to achieve optimal health care of Critical Care patients. Deliver an effective outreach service. Assist with administrative duties, e.g. data collation and reporting.
<u>ENQUIRIES</u>	:	Mr D Peters Tel No: (021) 404-5082
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification in Medical and Surgical Nursing Science: Critical Care

Nursing: General. 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>	:	01 August 2025
<u>POST 25/123</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OCCUPATIONAL HEALTH AND SAFETY)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE REQUIREMENTS</u>	:	Western Cape Rehabilitation Centre Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with duration of at least 1 year, accredited with the SANC in Occupational Health Nursing Science. Registration with a Professional Council: Registration with SANC as a Professional Nurse. 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. Grade 3 At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. The incumbent will be expected to function at/between WCRC, Brackengate Transitional Care Facility and Orthotic and Prosthetic Centre. Competencies (knowledge/skills): Ability to analyse and interpret Health systems information, compile reports and present the data to direct planning. Knowledge of Project- and financial management. Good organizational, interpersonal, creative problem solving and research skills. Computer literacy (MS Office). Ability to communicate effectively (both written and verbal).
<u>DUTIES</u>	:	Support the Health Establishment (HE) staff meet the Ideal Clinic Realization and Maintenance (CRM) and Ideal Hospital Realization and Maintenance (IHRM). Ensure the maintenance of the OHS policy standards. Establish measures that will ensure health and safety of staff and users. Support and addressing of healthcare risks. Keep CEO up to date with any OHS concerns and give recommendations. Help build the competency of staff by identifying, planning and addressing Occupational Health and Safety (OHS) training needs and maintaining and updating the Health Establishment training database. Monitor data quality in the Health Establishment.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs BS Stroebe Tel No: (021) 370 2488 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 can be subjected to a practical, written and oral assessment. No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for other similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from the date of the advert.
<u>CLOSING DATE</u>	:	01 August 2025
<u>POST 25/124</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA & EMERGENCY)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	:	Khayelitsha District Hospital

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425(Degree/Diploma in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. A post-basic nursing qualification, with duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency. Registration with a Professional Council. Registration with the SANC as a Professional Nurse and current annual licensing receipt (2025). 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 a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific 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 requirements of the job: Willingness to work shifts including weekends, public holidays and night duty. Competencies (knowledge/skills): Ability to function/ make decisions independently as part of a multi-disciplinary team. Good communication (verbal and written), interpersonal, leadership and conflict resolution 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 and Outlook.
<u>DUTIES</u>	:	Provide safe and comprehensive care delivered to patients. Provision of optimal, holistic specialized care with set standards within professional/legal framework. Ensure accurate record-keeping for statistical and legal purposes. Effective utilization of all resources. Participate in research and training and development of community, staff and students to achieve optimal health care and rehabilitation of trauma and emergency patients. Maintain a constructive working relationship with nursing and other stakeholders.
<u>ENQUIRIES</u>	:	Mr W Seconds Tel No: (021) 360-4549
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. Candidates who are not in possession of the required qualification will be appointed into the general stream and they will be required to obtain the necessary qualification within predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of 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. The pool of applicants will be considered for other vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	01 August 2025
<u>POST 25/125</u>	:	<u>DENTAL TECHNICIAN GRADE 1 TO 3 (PROSTHETICS)</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>	:	Oral Health Centre, Tygerberg/Mitchell's Plain
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the South African Dental Technicians Council of South Africa (SADTC) as a Dental Technician. Registration with a Professional Council: Current registration with SADTC as a Dental Technician. Experience: Grade 1: None after registration with the SADTC in Dental Technician in respect of RSA qualified employees. One-year relevant experience after registration with SADTC in Dental Technology in respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Minimum of 10 years relevant experience after registration with the SADTC in Dental Technician in respect of SA qualified employees. Minimum of 11 years relevant experience after registration with SADTC in Dental Technology in respect of foreign qualified employees of whom it is not

	required to perform Community Service, as required in South Africa. Grade 3: Minimum of 20 years relevant experience after registration with the SADTC in Dental Technician in respect of RSA qualified employees. Minimum of 21 years relevant experience after registration with SADTC in Dental Technology in respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa. Competencies (knowledge/skills): Ability to function within a multi-disciplinary team setting, to be flexible and to work independently. Good management, administrative and supervisory, good problem-solving, conflict resolution. Appropriate experience in a teaching and learning environment. Good Computer literacy (MS Word, Excel and Outlook.) Appropriate experience in Mucosa-Borne complete Dentures, Immediate replacement Dentures Acrylic based, Removable partial Dentures and Metal-based removable partial Dentures.
<u>DUTIES</u>	: Ensure delivery of Dental Technology Services, (Complete Dentures, Immediate Dentures, Metal-based and Acrylic based partial Dentures within the various components of the Oral Health Centre, Tygerberg and Mitchell's Plain platform. Continuous development and obtaining technical skills required for optimal Teaching and Learning, Service delivery and Research. Administrative duties. Deliver service over the ORAL Health Centre platform of Tygerberg and Mitchell's Plain. Must be able to function as part of dental team.
<u>ENQUIRIES</u>	: Mr MV. Adams Tel No: (021) 937-3068
<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. 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 Dental Technician 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>	: 01 August 2025
<u>POST 25/126</u>	: <u>SENIOR ADMINISTRATIVE OFFICER: FINANCE</u> Cape Winelands Health District
<u>SALARY</u>	: R397 116 per annum
<u>CENTRE</u>	: Stellenbosch Hospital
<u>REQUIREMENTS</u>	: Minimum educational qualification: An Appropriate three-year National Diploma or Degree. Experience: Appropriate supervisory experience. Inherent requirement of the job: Valid Driver's license (Code B/EB) Competencies (knowledge/skills): Knowledge of Public Finance Management Act, National Treasury Regulations, Provincial treasury instructions, SCM and financial delegations and accounting officer system finance Instructions. Experience in financial year end reporting procedures (AFS/IFS). Practical experience of LOGIS and BAS. Good written and verbal communication skills, Good management and supervisory skills. Ability to work independently and as part of a team. Experience in management of debts and loss control processes. Computer skill (Power Point, Advance Excel, Microsoft word.
<u>DUTIES</u>	: Responsible for overall supply chain management functions which includes demand, acquisition, logistic, assets and Disposal management, ensure timeous and accurate compilation of monthly, quarterly finance and SCM reporting (Note 41&42, Bas and Logis Reconciliation is done), compile report for IFS/AFS disclosure inputs. Oversee expenditure, revenue, patient administration and ensure that Suppliers are paid within 30 days. Functioning of patient administration and revenue component. Ensure effective and efficient assets and warehouse management procedures are implemented to ensure optimal utilization of resources and timeous distribution of stock to end-users. Perform secretariat/advisory functions in the quotation committee meeting. Perform system controller functions and all system approval on EPS and LOGIS are done in accordance with applicable delegation of authority if

		applicable. Management of staff including staff performance, R&S process, training, disciplinary process and general support of staff.
<u>ENQUIRIES</u>	:	Mr. DM Pick Tel No: (021) 808-6112
<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>	:	01 August 2025
<u>POST 25/127</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: LABOUR RELATIONS</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Southern Western Sub-structure Office
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year National Diploma/Degree within Human Resource Management, Labour Law, Administration or Public Administration. Experience: Appropriate experience in PERSAL, Appropriate experience in labour relations. Inherent requirement of the job: Valid (Code B/EB/) driver's licence. Willingness to travel within the Southern Western sub-structure geographical area. Competencies (knowledge/skills): Computer literacy (MS Office package). Ability to work under pressure, meet deadlines and maintain confidentiality. Ability to work independently and in a team with good report writing skills.
<u>DUTIES</u>	:	Facilitate the effective functioning of the IMLC's and act as secretariat for the IMLC. Maintain and report on labour relations statistics. Facilitation of training for all staff with regards to labour relations issues. Assist with preparation for conciliation and arbitration and represent where required.
<u>ENQUIRIES</u>	:	Ms L Petersen Tel No: (021) 202 0956
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The pool of applicants will be considered for other vacant Senior Administrative Officer: Labour Relations 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>	:	01 August 2025
<u>POST 25/128</u>	:	<u>ADMINISTRATIVE OFFICER: SUPPORT (PROJECTS) (X2 POSTS)</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in infrastructure projects. Competencies (knowledge/skills): Project management skills Good written and verbal communication skills Computer literacy.
<u>DUTIES</u>	:	Coordinate small scale projects Provide logistical support for large scale projects including site meetings with contractors and external stakeholders. Ensure routine maintenance is carried out according to schedule and coordinate urgent maintenance projects. Assist with drafting of infrastructure tender and contract documents. Perform infrastructure contract management functions. Supervise subordinates.
<u>ENQUIRIES</u>	:	Ms D Kombol Tel No: (021) 404-3261
<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>	:	01 August 2025
<u>POST 25/129</u>	:	<u>ADMINISTRATIVE OFFICER: SUPPORT SERVICES</u> Overberg District
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Caledon Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate working experience of Support Services (i.e. laundry, food services, security, cleaning, contract management, telecommunication services, maintenance, medical waste, infrastructure and corporate government of support services). Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Willingness to work overtime

		when required. Competencies (knowledge/skills): Good communication, interpersonal and organisational skills. Ability to maintain confidentiality. Computer literacy (i.e. MS Word, Excel and PowerPoint, emails).
<u>DUTIES</u>	:	Effective management and supervision for the support sections including security services, technical services, linen bank, telecommunication and medical waste, food services, housekeeping, maintenance and infrastructure. Effective management of out-sourced contract services. Perform HR functions and Development of Support Services personnel and general support to Medical Manager general support to Assistant Director: HR and Facility Manager.
<u>ENQUIRIES</u>	:	Ms N. Fudu Tel No: (028) 212-1070
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	Shortlisted candidates may be subjected to a practical test. No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	01 August 2025
<u>POST 25/130</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (X3 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>	:	Mowbray Maternity 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. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Inherent requirements of the job: Willingness to rotate to other departments according to operational requirements. Willingness to work within a shift system. Willingness to work shifts, public holidays, after hours, night duty and weekend cover for nursing. Willingness to work overtime if needed. Willingness to rotate to other departments according to operational requirements. Competencies (knowledge/ skills): Computer literacy. Planning and organisational skills. The ability to function independently under pressure. Knowledge and insight into protocols and policies pertaining to nursing practices in a hospital setting.
<u>DUTIES</u>	:	Provision of optimal, holistic nursing care with set standards and within a professional/legal framework. Effective utilization of Human, Physical and Financial resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	:	Ms K Diedricks Tel No: (021) 659-5570
<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. 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 other vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	01 August 2025

<u>POST 25/131</u>	:	<u>RADIOGRAPHER GRADE 1 TO 3 (DIAGNOSTIC) (5/8TH POST)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R248 271 per annum Grade 2: R289 962 per annum Grade 3: R339 438 per annum
<u>CENTRE</u>	:	Victoria Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer in Diagnostic Radiography. Registration with a Professional Council: Registration with the HPCSA as a Radiographer in Diagnostic. Experience: Grade 1: None after registration with the HPCSA as Diagnostic Radiography in respect of RSA qualified employees. One-year relevant experience after registration with the HPCSA in the Radiography (Diagnostic) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 10 years relevant experience after registration with the HPCSA as Radiographer in Diagnostic Radiography in respect of SA qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA in Radiography (Diagnostic) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: A minimum of 20 years relevant experience after registration with the HPCSA as Radiographer in Diagnostic Radiography in respect of SA qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA in Radiography (Diagnostic) 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: Render a 25 hour service as determined by the department. Competencies (knowledge/skills): Knowledge of protocols, radiation protection, quality assurance and equipment safety. Good interpersonal skills and perform effectively as part of a multidisciplinary team. Knowledge of Patient Archiving and Communication Systems and Radiology Information Systems.
<u>DUTIES</u>	:	Provide a Radiographic service. Produce diagnostic images of high quality. Optimal patient care. Safe use and care of equipment. Accurate record keeping. Assist with training of community service Radiographers and students. Participate in continuing professional development activities.
<u>ENQUIRIES</u>	:	Mr R Arendse Tel No: (021) 799-1173 / email: Roger.Arendse@westerncape.gov.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 with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)"
<u>CLOSING DATE</u>	:	01 August 2025
<u>POST 25/132</u>	:	<u>ARTISAN PRODUCTION GRADE A TO C (MECHANICAL)</u> Directorate: Engineering and Technical Support Services
<u>SALARY</u>	:	Grade A: R243 597 per annum Grade B: R285 816 per annum Grade C: R332 061 per annum
<u>CENTRE</u>	:	Head Office, Cape Town, (Metro West, Zwaanswyk Mobile Wokshop)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate Trade Test Certificate. Experience: Grade A: No experience required. Grade B: At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: A valid driver's licence (Code B/EB) and willing to travel throughout the Western Cape. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act.

<u>DUTIES</u>	:	Perform standby duties. Perform necessary administrative functions. Control over tools and materials. Train and supervision of subordinates. Assist with the execution of the installation and repairs of mechanical components at hospitals and health institutions. Maintenance of mechanical components (including autoclaves) at health institutions within the Western Cape Province. Assist Artisan Foremen/Chief Artisan with their duties.
<u>ENQUIRIES</u>	:	Mr K Matthews Tel No: (021) 715-5921
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for the post.
<u>CLOSING DATE</u>	:	01 August 2025
<u>POST 25/133</u>	:	<u>ADMINISTRATION CLERK: HUMAN RESOURCE DEVELOPMENT</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Paarl Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (Grade 12 or equivalent). Experience: Appropriate relevant administration, coordination and training experience in People /Skills development. Appropriate experience of PERSAL. Inherent requirement of the job: Valid Code B/EB driver's licence. Willingness and ability to travel. Competencies (knowledge/skills): Appropriate knowledge and understanding of Skills Development. In-dept knowledge of applicable legislation and Skills Development policies. Excellent interpersonal skills and communication. Capacity to plan, organise and control own work environment by setting appropriate priorities and achieving set objectives within a given time frame.
<u>DUTIES</u>	:	Assist in the development and Implementation of the Workplace Skills Plan (WSP). Co-ordination of people development strategies and projects: Bursaries, Adult Learning, Work Integrated learning. Administer and supervise the Volunteer /Internship programmes and report to the line manager. Co-Ordinate orientation and Induction for employees and arrange Career days for interns and Volunteers. Facilitation and presentation of training. Provide a secretarial service to the Skills development and Wellness committee. Provide and ensure effective support to relevant line management within the component. Capture of data and maintenance of databases. Ad-Hoc tasks may be required from time to time.
<u>ENQUIRIES</u>	:	Mr Hendrik Lewies or Hendrik.Lewies@westerncape.gov.za (021 860 2683)
<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>	:	01 August 2025
<u>POST 25/134</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (WAREHOUSE)</u> Directorate: Health Technology
<u>SALARY</u>	:	R228 312 per annum
<u>CENTRE</u>	:	Head Office, Cape Town, (Clinical Engineering, Goodwood)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in a technical and health commodities warehouse environment. Appropriate experience in Supply Chain Management and Finance. Inherent requirement of the job: Ability and willingness to bear (carry and move) heavy goods within the storage areas. Strong cooperative and collaborative characteristics to promote and advance good teamwork. Competencies (knowledge/skills): Sound theoretical and practical knowledge of Supply Chain Management with specific knowledge of warehouse functions/modules in LOGIS or Stock Management System. Sound practical knowledge of the government's Electronic Procurements System (ePS). Sound knowledge of the Accounting Officer System. Good interpersonal and communication skills. Computer literacy (MS Word, Excel, Outlook, Teams). Ability to supervise and train junior staff.
<u>DUTIES</u>	:	Demand and Acquisition Management-Capture requisitions. Receive and issue inventory accurately within prescribed timeframes to end users. Ensure

		accurate stock control i.e. verify stock levels, do spot checks, maintain min/max levels, complete bin cards. Manage inventory effectively in terms of the storage and safe keeping of items. Place orders timeously and ensure continuous stock availability (zero stock outs). Assist with the preparation of inputs for the annual financial statements (inventory). Assist supervisor with supervision of junior staff and assistants. Perform the functions of the store's buyer on ePS, from capturing events to adjudication. Liaise closely with the end-users on evaluations of quotations. Liaise and follow-up with suppliers on orders. Ensure compliance with applicable safety regulations.
<u>ENQUIRIES</u>	:	Mr K Lutchman Tel No: (021) 590-5005
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post.
<u>CLOSING DATE</u>	:	01 August 2025
<u>POST 25/135</u>	:	<u>ADMINISTRATION CLERK: INFORMATION MANAGEMENT</u> West Coast District
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Cederberg Sub-district: (Stationed at Citrusdal Clinic)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Information Management. Appropriate experience of Health Information Systems (HIS), eg. TIER.NET, EDR, PHCIS, SINJANI and Ideal Clinic. Inherent requirement of the job: Valid (Code B/EB) driver's license. Willingness to travel and work overtime. Willing to assist and relief at other PHC Clinics within the Cederberg Sub-district. Good interpersonal and communication skills. Good organizing skills. Competencies (knowledge/skills): Appropriate working knowledge of current computer software systems utilized by the Department of Health. Computer literacy (MS Word, Excel and Powerpoint). Appropriate office administration, training and presentation skills.
<u>DUTIES</u>	:	Ensure effective data quality in information management. Effective data compilation for submission using information systems. Effective support services. Assist with collection and collation of data for monitoring and evaluation.
<u>ENQUIRIES</u>	:	Sr M Sandt Tel No: (027) 482 1484
<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>	:	01 August 2025
<u>POST 25/136</u>	:	<u>ADMINISTRATION CLERK: ADMISSIONS (X2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Wesfleur Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience of Patient Admissions including the Clinicom System. Inherent requirement of the job: Prepared to work 12-hour shifts (which include night duty, weekends and public holidays) and work overtime on short notice. Competencies (knowledge/skills): Computer literacy. Good interpersonal and communication skills. Ability to accept accountability and responsibility and to work independently and unsupervised.
<u>DUTIES</u>	:	Registration and capturing patient information on Clinicom. Recordkeeping, filing, retrieving, tracing of folders, destruction and opening folders. Assessing patients according to the means test (income). Cash Management. Switchboard and patient enquiries.
<u>ENQUIRIES</u>	:	Ms N Van Staden Tel No: (021) 816 8568, Email: Nadia.vanstaden@westerncape.gov.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.
<u>CLOSING DATE</u>	:	01 August 2025

<u>POST 25/137</u>	:	<u>ADMINISTRATION CLERK: ADMISSIONS</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 administrative and data capturing experience. Inherent requirements of the job: Willing to work 12-hour shifts (which include night duty, weekends, and public holidays) and work overtime on short notice. Must be willing to rotate and/or relief other personnel in the hospital and sub district when needed. Valid (Code B/EB) driver's licence and willingness to drive. Competencies (knowledge/skills): Good communication skills (written and verbal) and interpersonal skills, with internal and external clients. Ability to work independently, and as part of a team. Ability to maintain confidentiality and problem-solving and conflict management skills, with good organisational skills. Computer literacy in Ms Microsoft (Word, Excel and Outlook).
<u>DUTIES</u>	:	Admission of patients, including correct patient assessment and accurate data/information capturing. Ensure correct management of patient folders at reception area. Recordkeeping, compile new, retrieve file, trace lost and manage duplicates and old folders as well as maintain a record system and archive. Accurate collection, safekeeping and deposit of state money. Deal with written and or telephonic queries / enquiries with regards to patient admission matters.
<u>ENQUIRIES</u>	:	Mr R Maritz Tel No: (023) 414 – 8200
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. Candidates may be subjected to a competency test. 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.
<u>CLOSING DATE</u>	:	01 August 2025
<u>POST 25/138</u>	:	<u>ADMINISTRATION CLERK: ADMISSIONS (SUPPORT)</u> Garden Route District
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Parkdene CC
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience of Health Information Systems (PHCIS, Sinjani, Tier.Net/ETR and Ideal clinic capturing). Inherent requirements of the job: Willingness to rotate between clinics in the sub-district when needed. Competencies (knowledge/skills): Computer literacy in Microsoft Package (MS Windows, Word and Excel, Outlook). Appropriate knowledge of record keeping procedures, Registry and Archive policy. Appropriate knowledge and experience in Departmental systems, (PHCIS, Sinjani, Tier .net/ETR and Ideal clinic capturing). The ability to accept accountability and responsibility and to work independently and unsupervised. Good communication skills (verbal and written).
<u>DUTIES</u>	:	Perform an effective administrative role as a member of the Health Management Team. Record keeping, filing and retrieving of folders, tracing of old folders and compiling of new folders, destruction of folders. Maintenance of effective Registry Plus functions. Completion of registration and updating of patient information. Effective data management and administer quality monitoring. Effective data capturing, interpreting and analyses data trends. Present data for monthly Facility meeting. Effective support to the Supervisor and other Stakeholders in line with the Departmental Leadership Behaviour Charter.
<u>ENQUIRIES</u>	:	Ms M Marthinus Tel No: (044) 814-1100
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. Shortlisted candidates will be subject to a practical test. The pool of applicants will be considered for similar vacant posts within the Garden Route District for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	01 August 2025

<u>POST 25/139</u>	:	<u>PHARMACIST ASSISTANT GRADE 1 TO 3 (POST BASIC) (WAREHOUSING)(7 POSTS)</u> Chief Directorate: Emergency and Clinical Support Services
<u>SALARY</u>	:	Grade 1: R264 750 per annum Grade 2: R306 411 per annum Grade 3: R330 540 per annum
<u>CENTRE</u>	:	Medicine Management, Laboratory and Blood Services Support (Cape Medical Depot)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: As required by the training facility and the South African Pharmacy Council (SAPC) plus Post-Basic Pharmacist Assistant qualification that allows registration with SAPC as a Pharmacist Assistant (Post-Basic). Registration with a Professional Council: Current registration with the SAPC as a Pharmacist Assistant Post Basic OR Pharmacist Assistant Post Basic (Warehousing). Experience: Grade 1: None after registration with the SAPC as Pharmacist Assistant (Post-Basic). Grade 2: A minimum of 5 years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Grade 3: A minimum of 13 years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Competencies (knowledge/skills): Knowledge and/or experience in handling pharmaceutical supplies particularly in a warehouse environment, including Cold Chain Practices. Knowledge of Drug Supply Management Principles. Good knowledge of wholesale warehouse practices and procedures. Good literacy and numeric skills. Meticulous and attention to detail. Computer literacy in Microsoft Office 365 (Outlook, Word & Excel).
<u>DUTIES</u>	:	Assist with the receiving and storage of pharmaceutical products from suppliers. Assist with the control of pharmaceutical stock. Assist with the Issuing of stock against orders from health facilities within the scope of practice of a Post Basic Pharmacist Assistant. Assist with the efficient and secure packaging of pharmaceutical products for delivery. Assist with the effective control and distribution of completed pharmaceutical orders to facilities. Compliance with good pharmacy practice and good warehouse practice. Support and assist the Pharmacy Supervisor with collating statistics.
<u>ENQUIRIES</u>	:	Mr H Geswind Tel No: (021) 483-2266
<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 may be considered for other vacant Pharmacist Assistant (Post Basic) Grade 1 to 3 posts within the Chief Director Emergency & Clinical Support 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>	:	01 August 2025
<u>POST 25/140</u>	:	<u>STAFF NURSE GRADE 1 TO 3 (X4 POSTS)</u> Metro Health Services, Southern Western Sub-structure
<u>SALARY</u>	:	Grade 1: R220 614 per annum Grade 2: R262 287 per annum Grade 3: R306 798 per annum
<u>CENTRE</u>	:	Greenpoint CDC (X1 Post) Mamre CDC (X1 Post) District Six CDC (X1 Post) Vanguard CHC (X1 Post)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allow registration with SANC as an Enrolled Nurse. Registration with a Professional Council: Registration with the South African Nursing Council as an Enrolled Nurse. Experience: Grade1: None Grade 2: A minimum of 10 years recognisable nursing experience as an enrolled nurse after registration with the SANC Grade 3: A minimum of 20 years recognisable experience as an enrolled nurse after registration with the SANC. Inherent requirement of the job: Willingness to work overtime when necessary. Will be required to work shifts, weekends, and public holidays. Must be prepared to assist in all departments according to operational needs. Willingness to render relief duties at the PHC platform within Southern Western Sub-structure when necessary. Competencies (knowledge/skills): Ability to interpret basic clinical signs and symptoms. Knowledge of Nursing Practices and IPC, control measures and practices.

<u>DUTIES</u>	:	Ability to lift and turn patients, stand long hours and lift heavy equipment. Good communication skills. Basic computer literacy. Self-discipline. Motivation.
	:	Development and implementation of basic patient care. Provide basic clinical nursing care. Provide basic clinical nursing care. Effective utilization of physical and financial resources. Maintain professional growth and ethical standards and self-development.
<u>ENQUIRIES</u>	:	Ms A Marcus Tel No: (021) 810-4508; Ms N Beukes Tel No: (021) 833- 5405; Dr L Johnson Tel No: (021) 695- 8242
<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 other vacant Staff Nurse 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>	:	01 August 2025
<u>POST 25/141</u>	:	<u>STAFF NURSE GRADE 1 TO 3</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R220 614 per annum Grade 2: R262 287 per annum Grade 3: R306 798 per annum
<u>CENTRE</u>	:	Riversdale Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with a Professional Council: Registration with the SANC as a Staff Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years' appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. Inherent requirements of the job: Willingness to work shifts, day and night duty and overtime. Willingness to rotate to other wards within the hospital when needed. Competencies (knowledge/skills): Good communication skills. Self- discipline and motivation.
<u>DUTIES</u>	:	Development and implementation of basic patient care plans. Provide basic clinical nursing care. Effective utilization of resources. Maintain professional growth/ethical standards and self- development. Take actions to improve quality of nursing care. Participate in infection prevention and control.
<u>ENQUIRIES</u>	:	Ms T Oerson Tel No: (028) 713-8686
<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 similar vacant posts within Garden Route District for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	01 August 2025
<u>POST 25/142</u>	:	<u>HOUSEKEEPING SUPERVISOR</u> Overberg District
<u>SALARY</u>	:	R193 359 per annum
<u>CENTRE</u>	:	Swellendam Hospital

<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate cleaning, linen and housekeeping experience in a health facility environment. Inherent requirements of the job: Valid (Code B/EB/C1) driver's license. Willingness to work overtime and provide relief work in other departments and assist at other facility within sub-districts to ensure effective provision of services. Competencies (knowledge/skills): Understanding hospital waste management, linen management, Hospital catering, Infection prevention and Control, and OHS. Knowledge of inventory/stock control, ability to manage hospital hygiene audits and ability to count. Ability to supervise and discipline staff members and to optimally utilise housekeeping staff. Computer literacy (MS Word, Excel and Outlook).
<u>DUTIES</u>	:	Responsible for overall control, organising, performing, and coordinating tasks related to linen, waste management and hygiene services and maintaining a high standard of cleanliness and hygiene within the hospital as well as audit and evaluate hospital hygiene standards. Manage infection control and health and safety policies. Effectively manage the utilisation of physical and material resources in accordance with legislation and policies. Supervise, manage and coordinate the housekeeping and laundry teams, and implement disciplinary procedures when required. Effective communication, and assistance provided to supervisors, colleagues, and management to assist with improved service delivery.
<u>ENQUIRIES</u>	:	Ms N Wege Tel No: (028) 514-8400
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	Candidates will be subjected to a competency test. No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	01 August 2025
<u>POST 25/143</u>	:	<u>NURSING ASSISTANT GRADE 1 TO 3</u> Central Karoo District
<u>SALARY</u>	:	Grade 1: R174 261 per annum Grade 2: R203 271 per annum Grade 3: R239 559 per annum
<u>CENTRE</u>	:	Nelspoort Clinic
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing Assistant. Registration with a Professional Council: Registration with the SANC as a Nursing Assistant. Experience: Grade 1: None. Grade 2: A minimum of 10 years' appropriate/recognisable experience in nursing after registration as Nursing Assistant with the SANC. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Nursing Assistant with the SANC. Inherent requirements of the job: Willingness to work overtime. Willingness to rotate to other clinics within the sub-district when needed. Competencies (knowledge/skills): Good communication skills. Self-discipline and motivation.
<u>DUTIES</u>	:	Assist patients with activities of daily living which include patient hygiene, nutritional status, mobility and elimination needs. Provide elementary clinical nursing care. Effective utilization of resources. Maintain professional growth, ethical standards and self-development. Record keeping.
<u>ENQUIRIES</u>	:	Ms S Frieslaar Tel No: (023) 416-1600
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within the Central Karoo District for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	01 August 2025

<u>POST 25/144</u>	:	<u>NURSING ASSISTANT GRADE 1 TO 3 (GENERAL INPATIENT SERVICES)</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R174 261 per annum Grade 2: R203 271 per annum Grade 3: R239 559 per annum
<u>CENTRE</u>	:	Riversdale Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing Assistant. Registration with a Professional Council: Registration with the SANC as a Nursing Assistant. Experience: Grade 1: None Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Nursing Assistant with the SANC. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Nursing Assistant with the SANC. Inherent requirements of the job: Willingness to work shifts, day and night duty, public holidays and overtime. Willingness to rotate within the facility and to work at other clinics in the Sub-district when needed. Competencies (knowledge/skills): Good communication skills. Self-discipline and motivation.
<u>DUTIES</u>	:	Assist patients with activities of daily living which include patient hygiene, nutritional status, mobility and elimination needs. Provide elementary clinical nursing care. Effective utilization of resources. Maintain professional growth, ethical standards and self-development. Record keeping.
<u>ENQUIRIES</u>	:	Ms T Oerson Tel No: (028) 713-8686
<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 health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within the Garden Route District for a period of 3 months from the date of advert.
<u>CLOSING DATE</u>	:	01 August 2025
<u>POST 25/145</u>	:	<u>GENERAL WORKER STORES</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Paarl Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic literacy and numeracy skills. Experience: Appropriate experience in a stores environment. Competencies (knowledge/skills): Good interpersonal and communication skills. Ability to communicate effectively (verbal and written). Ability to work independently and in a team.
<u>DUTIES</u>	:	Deliver stock to wards, departments, theatres and administration building. Ensure issue vouchers are returned to the relevant clerk to capture and file. Assist the clerk with receiving, packing, unpacking, storage and issuing of stock according to standards. Safekeeping of equipment and stock (consumables and inventory) in the stores. Assist in ensuring effective Stock Control procedures are maintained and enforced. Assist clerk with stock take and general duties. Keep the store neat, tidy and clean to comply with safety regulations.
<u>ENQUIRIES</u>	:	Mr A Rhode Tel No: (021) 860 2896 or Anwil.Rhode@westerncape.gov.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.
<u>CLOSING DATE</u>	:	01 August 2025
<u>POST 25/146</u>	:	<u>CLEANER</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Fisantekraal CDC

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic numeracy and literacy. Experience: Appropriate cleaning experience in a Health facility and Hospital environment. Competencies (knowledge/skills): Good interpersonal skills. Appropriate knowledge with the use of the cleaning equipment and cleaning materials.
<u>DUTIES</u>	:	Provide a clean and hygienic environment to prevent the spread of infection. General cleaning and maintenance (dusting, sweeping, vacuuming, polishing, scrubbing and mopping). Effective utilization of cleaning materials and equipment. Ensure that cleaning equipment is clean after usage and securely stored. Effectively use cleaning agents and stock as well as elementary stock control. Responsible for general hygienic and safe environment in terms of standard and procedures. Optimal support to supervisor and colleagues.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Ntlabathi-Forosi Tel No: (021) 826-2202
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	01 August 2025
<u>POST 25/147</u>	:	<u>LINEN STORES ASSISTANT</u> Cape Winelands Health District
<u>SALARY CENTRE REQUIREMENTS</u>	:	R138 486 per annum Ceres Hospital
	:	Minimum Requirement: Basic numeracy and literacy numeracy. Experience: Appropriate experience in general laundry functions. Inherent requirement of the job: Willingness to work overtime, e.g. after- working hours, weekends and public holidays when operational needs require. Physically fit and be able to hear and speak clearly. Perform hard physical tasks, e.g. pushing heavy linen trolleys to and from the linen bank and wards. Competencies (knowledge/skills): Perform basic routine tasks in the linen bank under supervision. Perform hard physical tasks, e.g. pushing heavy linen trolleys to and from the linen bank and wards. Ability to sort, sluice and count linen of dirty and fouled linen. Knowledge of stock and infection control.
<u>DUTIES</u>	:	Maintain a high standard of cleanliness, hygienic and safe environment. Provide a supporting service to the supervisor. Daily collection of dirty, fouled and infected linen (in bags) from wards to the linen bank. Delivering of clean linen to the wards. Daily sorting, counting and sluicing of dirty linen prior to transfer of linen to Central Laundry. Daily issuing, unpacking and checking of clean linen.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. WJ Owen Tel No: (023) 316-9601
	:	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>	:	01 August 2025
<u>POST 25/148</u>	:	<u>GENERAL WORKER: STORES</u> Chief Directorate: Metro Health Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R138 486 per annum New Somerset Hospital
	:	Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in a Warehouse environment. Competencies (knowledge/skills): Ability to work in a team. Ability to communicate effectively (verbal and written). Ability to pick up heavy boxes/bags, equipment and to pack and transport items to various locations within the Hospital. Willingness to assist with stock-taking. Knowledge of Hospital consumable items. Knowledge of Warehouse Layout.
<u>DUTIES</u>	:	Assist the storekeepers with the handling of the stock. Receive and issue goods. Deliver store stock to end-users. Rotate store stock (first in, first out). Perform certain messenger duties between the stores and other departments within the hospital environment when required. Clean various stores and non-storage areas within the main stores. Assist in the other stores when required. Ad-hoc duties as required.
<u>ENQUIRIES</u>	:	Mr R Willemsse Tel No: (021) 402-6459

<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>	:	01 August 2025
<u>POST 25/149</u>	:	<u>LINEN STORES ASSISTANT (LAUNDRY AND LINEN SERVICES) (X2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Lentegeur Hospital
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience of handling linen within a health environment. Inherent requirement of the job: Willingness to work overtime, after- working hours, weekends and public holidays when operationally required. Competencies (knowledge/skills): Perform hard physical tasks, e.g. lifting of heavy linen bags to and from the linen bank and wards Knowledge of stock and infection control. Knowledge in the correct methods of handling, sorting and counting of linen. Basic knowledge in washing and sluicing of linen.
<u>DUTIES</u>	:	Maintain a high standard of cleanliness, hygienic and safe environment. Daily collection of dirty, fouled and infected linen (in bags) from wards to the linen bank. Delivering of clean linen to the wards. Daily sorting, counting and sluicing of dirty linen prior to transfer of linen to Central Laundry. Daily issuing, unpacking and checking of clean linen. Provide a supporting service to the supervisor.
<u>ENQUIRIES</u>	:	Mrs A Brandt Tel No: (021) 830-2704
<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>	:	01 August 2025
<u>POST 25/150</u>	:	<u>STERILISATION PRODUCTION OPERATOR (5/8 POSTS)</u> Overberg District
<u>SALARY</u>	:	R102 300 per annum
<u>CENTRE</u>	:	Caledon Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience in a CSSD setting in a hospital environment. Inherent requirements of the job: Willingness to work shifts (day and night duty), including weekends and public holidays. Physically fit to lift heavy objects, push heavy trolleys, bend down, and stay on feet for long hours. Competencies (knowledge/skills): Good interpersonal relations skills. Ability to work in a co-operative way within a team context. Basic literacy, both written and verbally.
<u>DUTIES</u>	:	Collect and deliver soiled and clean linen and packs to and from theatre and wards. Effective application of sterilisation processes and techniques and promote/adhere to infection control as well as health and safety regulations. Decontaminate, pack and sterilisation of instruments, linen, and supplies. Assist with cleaning and testing of sterilisation equipment, washing machines and autoclaves. Maintain equipment in an optimum working condition. Cost effective utilisation of resources, monitor, control and maintain adequate stock levels. Report and assist with investigation of lost instruments/equipment. Support to the supervisor and team members.
<u>ENQUIRIES</u>	:	Mr S Roman Tel No: (028) 212 1071
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. Shortlisted candidates may be subject to a practical test.
<u>CLOSING DATE</u>	:	01 August 2025

<u>POST 25/151</u>	:	<u>SESSIONAL MEDICAL SPECIALIST GRADE 1 TO 3 (UROLOGY) 30 HOURS</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R612 per hour Grade 2: R698 per hour Grade 3: R809 per hour
<u>CENTRE REQUIREMENTS</u>	:	New Somerset Hospital Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist in Urology. Registration with a Professional Council: Registration with the HPCSA as a Medical Specialist in Urology. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Urology. Grade 2: A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Urology. Grade 3: A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Urology. Inherent requirement of the job: Ability to successfully run an extremely busy Urology service on a district level. Valid Driver's licence. Appropriate experience in trauma and emergency Urology surgery. Competencies (knowledge/skills): Strong ethical principles and relevant clinical and counselling skills. Computer literacy. Leadership-, interpersonal- and organisational skills. Tertiary knowledge and skills in the field of emergency Urology as well as district level elective Urology.
<u>DUTIES</u>	:	Provision of clinical service delivery at specialist level across the full spectrum of general Urologic Surgery. The specialist primary responsibility would be trauma and emergency Urology at district level. Provision of clinical service delivery at specialist level of elective Urology Surgery (district level). Supervision of clinical and operative activities of Urology surgeons- in- training. Active participation in the postgraduate and undergraduate teaching programmes of the Division of Urology. Effective management and administration of a wide range of "Portfolios" and develop, conduct and supervise research projects. Training and Teaching of medical officers and Urology registrars and relevant burden of disease Research and Audits.
<u>ENQUIRIES APPLICATIONS</u>	:	Prof H Bougard Tel No: (021) 402-6444 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 on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)". The pool of applicants will be considered for other similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. -33 Sessional specialist hours per week available for Urology. Please note the sessional appointment will not exceed 20 hours per week per employee. Sessional allocation will be discussed during the selection process.
<u>CLOSING DATE</u>	:	01 August 2025
<u>POST 25/152</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3 (35 SESSIONS) NHI</u> West Coast District Contract till 31 March 2026
<u>SALARY</u>	:	Grade 1: R482 per hour Grade 2: R550 per hour Grade 3: R636 per hour
<u>CENTRE REQUIREMENTS</u>	:	Vredenburg Hospital Minimum educational qualification: Appropriate qualification that allows registration with the Health Professionals 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 Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Valid (Code B/EB/C1) driver's licence and willingness to travel. Competencies (knowledge/skills): Must be able to perform the full spectrum of District level services with a specific focus on primary health care. This includes management of chronic diseases, HIV and TB care. Must be able to handle all emergency cases as required at District level.

<u>DUTIES</u>	:	Clinical service provision. Forensic service provision. Service management. Training, Development and Research.
<u>ENQUIRIES</u>	:	Dr TV Zimri Tel No: (022) 709-7208
<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).
<u>CLOSING DATE</u>	:	01 August 2025
<u>POST 25/153</u>	:	<u>MEDICAL OFFICER SESSIONAL (14 HOURS PER WEEK) (X2 POSTS)</u> Chief Directorate: Metro Health Services (Contract Post)
<u>SALARY</u>	:	Grade 1: R482 per hour Grade 2: R550 per hour Grade 3: R636 per hour
<u>CENTRE</u>	:	Northern/Tygerberg Substructure
<u>REQUIREMENTS</u>	:	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 Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is

	not required to perform Community Service as required in South Africa. Inherent requirements of the job: A Valid driver's licence. Willingness to travel and perform relief duties when required. Competencies (knowledge/skills): Experience in general medical and surgical conditions on PHC level. Experience of South African TB and HIV care guidelines (including drug resistant TB and HIV in children). Computer literacy (MS Excel, Word, Outlook etc.) and good interpersonal, organizational and teamwork skills. Ability and willingness to do outreach services to clinics throughout the Northern/Tygerberg Sub-District, guiding health care colleagues in managing difficult PHC cases.
<u>DUTIES</u>	: Provide quality outpatient care to patients in Northern/Tygerberg Sub-structure Primary Health Care facilities. Provide outreach and support service to old age homes. Actively participate in skills transfer, training, and academic opportunities relevant to the post. Clinical governance of Northern/Tygerberg Sub-district facilities as required.
<u>ENQUIRIES</u>	: Mr. AE Patientia Tel No: (021) 815-8895
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for the post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for other vacant similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Shortlisted candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	: 01 August 2025
<u>POST 25/154</u>	: <u>MEDICAL OFFICER: GRADE 1 TO 3 (35 SESSIONS - NHI)</u> West Coast District (Contract until 31 March 2026)
<u>SALARY</u>	: Grade 1: R482 per hour Grade 2: R550 per hour Grade 3: R636 per hour
<u>CENTRE</u>	: Citrusdal Clinic, Cederberg Sub-district
<u>REQUIREMENTS</u>	: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as a Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA-qualified employees. One (1) year's relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform community service as required in South Africa. Grade 2: A minimum of Five (5) appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of six (6) relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of whom required to perform community service required in South Africa. Grade 3: A minimum of Ten (10) year's appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of eleven (11) year's relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Valid (Code B/EB) driver's license. Good interpersonal and communication skills. Good organizing skills. Willingness to travel and do after hour's clinical work. Competencies (knowledge/skills): Clinical service provision in primary health care approach – accurate and chronic care. Must be able to manage all emergencies at primary health care level. Strong clinical knowledge of TB and HIV care. Minor surgical procedures (at primary health care level). Must be able to do BANC sonars. Must be able

to render antenatal care. Must be able to render basic forensic services – J88 sexual assault evaluations. Prove management competencies in a health care environment. Computer literacy (MS word, Excel, PowerPoint, Internet and e-mail.)

DUTIES

: Clinical service provision (PHC). Surgical and emergency services provision (PHC). Clinical, paediatric, antenatal and obstetric (mother and child) services provision (PHC). Forensic service provision. Service management. Training and development and research.

ENQUIRIES

: Dr C Adams Tel No: (027) 482-2166

APPLICATIONS

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

NOTE

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

CLOSING DATE

: 01 August 2025