



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 26 OF 2025

DATE ISSUED 25 JULY 2025

1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

AMENDMENT

: **PROVINCIAL ADMINISTRATION: KZN: PROVINCIAL TREASURY:** Kindly note that the following post was advertised in Public Service Vacancy Circular 25 dated 18 July 2025. The post title has been amended as follows, Deputy Director: Provincial Financial Reporting Ref No: KZNPT 25/33 to Deputy Director: Inter-governmental Relations Ref No: KZNPT 25/33. The closing date has been extended to 08 August 2025

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

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

- APPLICATIONS** : Applications, quoting the relevant reference, should be forwarded as follows:
The Deputy Director: Human Resources Management, Free State Provincial Treasury, Private Bag X20537, Bloemfontein, 9300. Attention: Ms. P Shabe, Fidel Castro Building, Tel No: (051) 403 3092 or applications that are hand delivered must be brought to the foyer of Fidel Castro Building where they must be placed in the appropriately marked box at: Security, Ground Floor, Fidel Castro Building, Cnr. Markgraaff and Miriam Makeba Streets, Bloemfontein. Applications may also be e-mailed to recruitment@treasury.fs.gov.za
- FOR ATTENTION** : Ms. P Shabe Tel No: (051) 403 3092
- CLOSING DATE** : 08 August 2025
- NOTE** : Directions to applicants Applications must be submitted on form the new Z.83 form (Updated version that came into effect on 1 January 2021), obtainable from any Public Service Department and must only be accompanied by a detailed Curriculum Vitae (Subjects of relevant qualification(s) should be mentioned in the CV). The Curriculum Vitae should be specific regarding previous positions occupied and the start date and end date of the position(s) should be indicated. Applicants are requested to complete the Z83 form properly and in full. The department name, post title and reference number of the advertised post should be stated on the Z83. Only short-listed candidates will be required to submit certified copies of qualifications and other related documents on, or before the day of the interview following an invitation from the Department to attend an interview, and such qualification(s) and other related document(s) should be in line with the requirements of the advertisement. For SMS posts in the Public Service, no appointment shall be effected without the recommended candidate producing a Certificate of completion for the Nyukela Programme (SMS Pre-Entry Programme) offered by the National School of Government which can be accessed via the following link: <https://www.thensg.gov.za>. Candidates will also be subjected to a competency assessment, a practical test/exercise as well as an integrity (ethical conduct) assessment. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted, hand delivered or e-mailed timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA). Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their applications were unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial assets check, qualification verification and reference checks). The Department reserves the right not to make appointments on the advertised post(s).

MANAGEMENT ECHELON

- POST 26/137** : **DIRECTOR: ECONOMIC ANALYSIS REF NO: FSPT 017/25**
- SALARY** : R1 266 714 per annum (Level 13), (an all-inclusive salary package), (This all-inclusive flexible remuneration package consists of a basic salary, the Government's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to specific rules.
- CENTRE** : Bloemfontein
- REQUIREMENTS** : A bachelor's degree or Advanced Diploma (NQF level 7 or higher) in Economics. A postgraduate qualification in Economics will be an added advantage. Five (5) years of experience at a middle/senior managerial level. A minimum of six (6) years relevant experience in economic research. Knowledge of the Public Finance Management Act (PFMA), Municipal Finance Management Act (MFMA), Treasury Regulations, Public Service Act and Regulations, Social Accounting Matrix (SAMs), Computable General

Equilibrium (CGE) modelling, E-views, Stata, Statistical Package for the Social Science (SPSS), General Equilibrium Modelling Package (GAMS/GEMPACK). Must possess the following skills: Problem solving-, innovative-, good interpersonal-, strategic capability & leadership-, and analytical skills. Computer literate. Valid driver's license.

DUTIES

: Periodic analysis and update of provincial socio-economic indicators. Coordinate and produce Provincial publications such as the Provincial Economic Review and Outlook (PERO), Provincial Medium Term Budget Policy Statement (MTBPS), Quarterly Labour Market Review (QLMR) and Municipal Economic Review and Outlook (MERO). Conduct, publish and disseminate research in lieu of policy development, planning, and the fiscal framework of the province. Provide technical and strategic support in economic policy research, analysis, and development. Maintain and expand existing databases and information sources on the provincial economy and related social issues. Manage the resources of the Directorate.

ENQUIRIES
NOTE

: Mr. P. E Lebone at 082 803 4075 (Office hours only)
: Employment Equity targets: African males and/or African females.

OTHER POST

POST 26/138

: **PERSONAL ASSISTANT REF NO: FSPT 018/25**

SALARY
CENTRE
REQUIREMENTS

: R325 101 per annum (Level 07), (A basic salary)
: Bloemfontein
: A Secretarial diploma or equivalent qualification (NQF level 6) with a minimum of three (3) years relevant experience. Knowledge of relevant legislation and policies, e.g. The Public Finance Management Act, Treasury Regulations, Public Service Act and Public Service Regulations. Good verbal and written communication skills. Computer literate in MS Word, Excel and Power Point.

DUTIES

: Provide a secretarial/receptionist support service to the Chief Director. Render an administrative support service to the Chief Director. Provide support to the Chief Director during meetings. Support the Chief Director with the administration of the Chief Director's budget. Study the relevant Public Service and Departmental prescripts/policies and other documents to ensure efficient and effective support to the Chief Director.

ENQUIRIES
NOTE

: Mr. PE Lebone at 082 803 4075 (Office hours only)
: Employment Equity targets: African males and/or African females

**PROVINCIAL ADMINISTRATION: GAUTENG
PROVINCIAL TREASURY**

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.



- APPLICATIONS** : Applications should be submitted online at: <http://professionaljobcentre.gpg.gov.za> site or <https://jobs.gauteng.gov.za/>. Z83 and updated CV must be attached
- CLOSING DATE** : 11 August 2025 @00:00 midnight
- NOTE** : Applications must be submitted on a duly New signed Z83 form, comprehensive CV, only shortlisted candidates will submit certified documents. Pre-entry SMS certificate is compulsory for appointment. The course can be accessed by clicking 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 Applications must be submitted on new z83 form, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV only specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Only shortlisted candidates will be required to submit certified documents on or before the interview date following communication from HR. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification, and employment verification). Confirmation of final appointment will be subject to a positive security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo two (2) technical tests (technical exercise that intends to test the relevant technical elements of the job and the other Integrity (ethical) Conduct Assessment). Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Prospective applicants must please use the new Z83 which is effective as of 01 January 2021.

MANAGEMENT ECHELON

- POST 26/139** : **DEPUTY DIRECTOR-GENERAL: PROVINCIAL SUPPLY CHAIN MANAGEMENT REF NO: REFS/023024**
Directorate: Provincial Supply Chain Management
- SALARY** : R1 813 182 per annum, (all-inclusive package). The package includes a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines.
- CENTRE** : Johannesburg
- REQUIREMENTS** : A qualification at NQF Level 8 as recognized by SAQA in Supply Chain Management/Economics/Finance. 8 years' experience at a Senior Managerial level in Supply Chain Management or related field. The successful candidate will have strong leadership skills, will be a team player at the executive level, will have the ability to 'sell' supply chain management's value. Will have in-depth knowledge of sourcing and procurement principles and best practices, strong negotiation skills, experience and knowledge of legislative and regulatory requirements. Experience, knowledge and understanding of standard contractual terms and conditions to mitigate legal risk. He/she must

		have a strategic mindset and problem-solving skills with an ability to apply varying approaches to a dynamic set of stakeholders. The position will perform advisory and oversight role over provincial government departments, municipalities and entities.
<u>DUTIES</u>	:	Perform an advisory and oversight role over provincial government departments, municipalities and entities. Assist in the implementation of the Strategic Plan of the Department and enable the turnaround of the province as expressed in the 10 pillars. Manage and maintain the regulatory environment relevant to government procurement practices. Effectively manage transversal contracts so that cost savings and socioeconomic objectives are achieved. Oversee and monitor procurement practices to ensure compliance with the regulatory framework. Provide advisory services and implement initiatives that will improve the capability of government procurement practitioners. Research, develop and implement strategic procurement practices so that cost savings and socioeconomic objectives are achieved.
<u>ENQUIRIES NOTE</u>	:	Mr. Tebogo Thobejane – tebogo.thobejane@gauteng.gov.za /060 387 4862
	:	The position is earmarked to address employment equity in terms of female appointments at Senior Management level.
<u>POST 26/140</u>	:	<u>CHIEF DIRECTOR: LOCAL GOVERNMENT FINANCIAL SERVICES REF NO: REFS/023025</u> Directorate: Municipal Finance Management
<u>SALARY</u>	:	R1 494 900 per annum, (all-inclusive package). The package includes a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines.
<u>CENTRE REQUIREMENTS</u>	:	Johannesburg
	:	An undergraduate qualification (NQF Level 7) in Financial Management/ Accounting/ Auditing/ Internal Auditing/ Economics/ Cost Management or Accounting. 5 years of working experience at senior managerial level in local government in municipalities, municipal entities and or Provincial Treasuries MFMA Units. 5 years of experience in Financial Management/ Accounting/ Auditing/Internal Auditing/ Economics/ Cost Management or Accounting.
<u>DUTIES</u>	:	Ensure strategic management of the chief directorate. Provide Strategic oversight and support over financial assets and liabilities practices in municipalities and municipal entities in line with the Municipal Finance Management Act (MFMA) and the relevant MFMA Regulations. Ensure Strategic oversight and support over municipal budgets and related processes in line with the Municipal Finance Management Act (MFMA) and the relevant MFMA Regulations to ensure optimal financial resource allocation at all levels of government and alignment of budgeting and integrated planning processes. Provide Strategic monitoring and support over municipal revenue practices and processes in municipalities and municipal entities to ensure compliance with the Municipal Finance Management Act, the MFMA Regulations and other related Legislations. Provide relevant strategic support to municipalities pertaining to financial management practises. Ensure effective and strategic intergovernmental relations (internally and externally).
<u>ENQUIRIES NOTE</u>	:	Mr. Tebogo Thobejane – tebogo.thobejane@gauteng.gov.za /060 387 4862
	:	The position is earmarked to address employment equity in terms of female appointments at Senior Management level.
<u>POST 26/141</u>	:	<u>DIRECTOR: PROVINCIAL INFRASTRUCTURE PERFORMANCE REF NO: REFS/023026</u> Directorate: Sustainable Fiscal Resource Management
<u>SALARY</u>	:	R1 266 714 per annum, (all-inclusive package). The package includes a basic salary 70% of package and a flexible portion that may be structured in terms of the applicable guidelines.
<u>CENTRE REQUIREMENTS</u>	:	Johannesburg
	:	An undergraduate qualification (NQF Level 7 as recognised by SAQA) in Built Environment or Finance or Commerce or Economics or Public Administration. 5 years' experience at a Middle/ Senior Management level.
<u>DUTIES</u>	:	Promote and contribute to infrastructure funding frameworks and long-term infrastructure planning in the province. Assess relevant provincial infrastructure plans and budgets and provide expert infrastructure inputs and guidance. Provide expert infrastructure inputs at relevant forums pertaining to Provincial Departments and Provincial Public Entities. Promote, monitor and enforce the

transparent, economic, effective and efficient management in respect of infrastructure expenditure of Provincial Departments and Provincial Public Entities. Institutionalise the monitoring system for financial and performance indicators related to infrastructure. Promote, monitor and enforce the optimal utilisation and maintenance of infrastructure by the Provincial Custodians and Users. People Management.

<u>ENQUIRIES</u>	:	Mr. Tebogo Thobejane – tebogo.thobejane@gauteng.gov.za /060 387 4862
<u>POST 26/142</u>	:	<u>DIRECTOR: MUNICIPAL ACCOUNTING AND FINANCIAL REPORTING</u> <u>REF NO: REFS/023027</u> Directorate: Municipal Accounting, Reporting and Asset Management
<u>SALARY</u>	:	R1 266 714 per annum, (all-inclusive package). The package includes a basic salary 70% of package and a flexible portion that may be structured in terms of the applicable guidelines.
<u>CENTRE REQUIREMENTS</u>	:	Johannesburg
	:	NQF level 7 in Financial Management / Accounting / Auditing / Internal Auditing / Cost Management / Cost Accounting. 5 years' experience in Middle/ Senior Management level in Financial Management/Accounting/Auditing/Internal Auditing/Cost/ Management/Cost Accounting.
<u>DUTIES</u>	:	Manage and provide strategic leadership to the directorate. Provide leadership with manage the monitoring of the implementation of the accounting standards (GRAP and others) to ensure quality of the annual financial statements of municipalities. Lead and manage the provision of accounting services and support to municipalities and municipal entities. Lead and manage the monitoring of Internal Audit Activities and Audit Committees within the municipalities. Provide support and capacity building to municipality Internal Audit Activities and Audit Committee. Effective participation in intergovernmental relations structures (internally and externally).
<u>ENQUIRIES</u>	:	Mr. Tebogo Thobejane – tebogo.thobejane@gauteng.gov.za /060 387 4862
<u>NOTE</u>	:	The position is earmarked to address employment equity in terms of female appointments at Senior Management level.

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM**

It is the strategic intent of the Department to promote employment equity in terms of race, gender and disability through the filling of these posts with candidates whose transfer, promotion or appointment will promote equitable representativity in line with the numeric targets as contained in the departmental Employment Equity plan.

<u>APPLICATIONS</u>	:	Fully completed and signed Z83 employment application form, quoting reference number should be addressed to the Head: Economic Development and Tourism. Applications can be hand delivered to Nokuthula Simelane Building, 1st Floor, No 7 Government Boulevard, Riverside Park, Extension 02 Mbombela 1201 or alternatively applications emailed to the respective email address provided Email application to: recruitmentdedt2@mpg.gov.za
<u>CLOSING DATE</u>	:	08 August 2025 @ 16h00
<u>NOTE</u>	:	It is compulsory to fill all fields on the New Amended Z83 Form (No.81/971431) as prescribed with effect from 01 January 2021, which must be signed, initialled and dated. The form is obtainable at any National or Provincial Department(s), www.dpsa.gov.za/dpsa2g/vacancies.asp . Applicants must indicate the Post, Reference Number on the Z83 Form application. The new Z83 Form must be accompanied by a recent updated curriculum vitae with full personal details, experience, including three (3) names of contactable referees and it is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). The question related to conditions that prevent re-appointment under Part F must be answered by applicants who were previously appointed in the public service. Applications received after closing date will, as a rule not be accepted. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. It will be expected of candidate(s) to be available for interview process on a date, time and place as determined by the Department. Shortlisted candidate(s) will be required to undergo personal suitability checks, which include criminal records, citizenship, financial credits/assets, qualifications verification and previous employment background/reference checks will be verified. Candidates will be subject to security screening and vetting. Applicants must disclose if she/he is not a Director/Shareholder of a company or conducting any business with Organ of State and whether is performing any additional remunerative work outside his/her normal duties. The successful candidate will enter into an Annual Performance Agreement, and also annually disclose his/her financial interest. The Department reserves the right not to make appointment. Candidates requiring additional information regarding advertised post must direct their enquiries to the relevant person indicated. Communication and correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. SMS Posts: The requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government, which can be accessed using the following link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . Candidates must provide proof of successful completion of the course prior to appointment. Following the interview and technical exercise(s), 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. Core competencies: Strategic capacity and leadership. People management and empowerment. Advanced programme and project management. Change management. Financial management. Process Competencies: Knowledge management. Service Delivery Innovation. Advanced problem-solving and analysis. Client orientation and customer focus. Advanced communication skills (written and verbal). The successful candidate will be appointed subject to positive results of a pre-employment screening process which includes criminal records and verification of educational qualification certificates. Candidates requiring additional information regarding advertised post must direct their enquiries to the relevant person indicated. Communication and correspondence will be

limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The Department reserves the right not to make appointment.

MANAGEMENT ACHELON

<u>POST 26/143</u>	:	<u>CHIEF DIRECTOR: CORPORATE SERVICES REF NO: DEDT 2025/26/09</u> Please note that this SMS post is re-advertised and applicants who applied previously are encouraged to reapply
<u>SALARY</u>	:	R1 494 900 per annum (Level 14), all-inclusive salary package
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	An appropriate SAQA recognised NQF level 7 qualification in Human Resource Management/Public Management/Legal Services/Communication or equivalent qualification with a minimum of 5 years relevant work experience at Senior Management Services. Knowledge of Public Service Act, Public Service Regulation, Labour Relations Act, Employment Equity Act, Skills Development Act, Skills Levy Act, Occupational health and Safety Act, Human Resource Development Strategy, Public Finance Management Act and its regulations, Treasury Regulations, Public Service Collective Bargaining Council Resolutions. The successful candidate must be able to display the following competencies at advanced levels: strong analytical capabilities. Report writing, advanced computer skills and valid driver's license. The candidate must display the following competencies at advanced levels: strategic capability and leadership, programme and project management, financial management, change management, knowledge management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation, communication. Competencies The preferable candidate must display these competencies at advanced competent levels: Strategic Capability, Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus and Communication, Honesty and Integrity.
<u>DUTIES</u>	:	Ensure the provisioning of optimum human resources management and Development services to the department. Ensure the provisioning of effective and efficient information technology management (ICT) services. Ensure the provision of effective legal services. Ensure optimum utilization of resources and provide strategic management services to the department. Ensure the implementation of Service Delivery Improvement Plan. Monitor Communication Services. Provide financial and human resource management (personnel) leadership. Manage all governance related matters of the Chief Directorate.
<u>ENQUIRIES</u>	:	Mr SJ Xaba Tel No: (013) 766 4164

DEPARTMENT OF HEALTH

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

<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>CLOSING DATE</u>	:	08 August 2025
<u>NOTE</u>	:	NB: Applicants are advised to apply as early as possible to avoid disappointments. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. In order to alleviate the administration burden on HR Sections as well as considering the cost for applicants, Departments are encouraged to request certified copies of qualifications and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview following communication from the relevant HR section of the Department. All posts, health/engineering posts that are advertised within the Department professional registration will be required from various statutory councils for shortlisted candidates. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax

applications will be considered. Applicants must ensure that they fully complete and sign form Z83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short-listed candidates will be subject to a vetting process prior to appointment. If no response is received from the Mpumalanga Department of Health within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. Please quote the Correct references when applying and where possible the station / centre where the post is. www.mpuhealth.gov.za Only Online Applications will be accepted. NB: Candidates who are not contacted within 90 DAYS after the closing date must consider their applications as having been unsuccessful. Please Note The Department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications)

MANAGEMENT ECHELON

<u>POST 26/144</u>	:	<u>DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO:</u> <u>MPDOH/JULY/25/200</u> (Re-advertisement)
<u>SALARY</u>	:	R1 266 714 per annum, (all-inclusive remuneration package)
<u>CENTRE</u>	:	Provincial Office, Mbombela (Nelspruit)
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF Level 7) as recognized by SAQA, in Finance / Supply Chain / Logistic Management. At least five (5) years relevant experience at middle / senior managerial level. Nyukela Public Service SMS Pre-entry Programme Certificate. Valid driver's licence. Knowledge of procurement legislation, procedures and processes including the supply chain management framework and asset management guidelines. The PPPFA, the PFMA and Treasury Regulations. Project management and excellent problem-solving skills. Excellent communication (verbal, written and presentation) skills. Strong leadership and management skills and the ability to develop a strong work team. Motivated and output and outcome driven. Good interpersonal relations and ability to work with people at all levels. The ideal candidate should have the following qualities: Proven innovative and creative ability. Financial management skills. Change management. Knowledge management. Service delivery innovations. Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Honesty and integrity.
<u>DUTIES</u>	:	Manage the Supply Chain Management (demand, procurement, stores, contracts, assets and transport). Develop, review, maintain and implement strategies, policies, processes, standards, guidelines, procedures and monitoring tools in line with legislation and regulations with an emphasis on improved service delivery. Provide strategic guidance and advice on policy and regulatory matters of supply chain management and security. Ensure proper bid administration. Maintain, enhance and manage a service provider database with an emphasis to increased BBBEE. Ensure timeous payment of service providers. Manage all assets, including the recording of acquisitions, depreciation calculations, disposals, transfers, write-offs and safekeeping. Ensure effective contract monitoring and management. Ensure the development of capacity-building programmes / training to Programme and Responsibility managers, Chief Users and employees. Develop performance and computer measurement and monitoring systems of risk management to resolve complex and sensitive SCM processes and delivery of Supply Chain Management services. Ensure sound financial, human resource and performance management of the supply chain management directorate.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

OTHER POSTS

<u>POST 26/145</u>	:	<u>HEAD: CLINICAL UNIT (MEDICAL) GRADE 1: EMERGENCY MEDICINE</u> <u>REF NO: MPDOH/JUL/25/202 (X2 POSTS)</u>
<u>SALARY</u>	:	R2 084 754 - R2 212 680 per annum
<u>CENTRE</u>	:	Rob Ferreira Hospital (X1 Post) Themba Hospital (X1 Post) (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Emergency Medicine (2025). Valid driver's licence. A valid work permit will be required from non-South Africans. Grade 1: A minimum of five (5) years' appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in Emergency Medicine. Experience in academia and research publication will be an added advantage. Knowledge of relevant legislation, policies and Clinical Governance, training of junior medical staff is essential.
<u>DUTIES</u>	:	Clinical: Overall in-charge of Emergency Medicine department. Co-ordinate and supervise clinical care and treatment of patients in Emergency Medicine department. Participation in commuted overtime. Participation in Emergency Medicine teaching of junior clinical staff. Administrate and coordinate all Emergency Medicine activities. Management of 24-hour ophthalmology services. Assist with clinical governance and quality assurance according to National Core Standards for Emergency Medicine including but not limited to management of complaints, litigations and Patient Safety Incidents. Conduct research and clinical audits including adverse events reporting. Evaluate staff performance according to the hospital's PMDS processes. Co-operation and liaison with other departments within the hospital. Conflict management. Participation in management committees of Witbank Hospital. Cost containment within Emergency Medicine department in accordance with the hospital's cost saving plan. Spearhead projects in accordance with the operational plan of the clinical services management unit. Emergency Medicine Management of other Remunerative Work Outside Public Service (RWOPS) for self and other clinical staff. Performance of research within the department. Develop and enhance training and development of healthcare worker in Emergency Medicine department. Training and supervision of Medical Officers and Medical Interns and Medical Students. Establish and expand outreach to referring hospitals.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 26/146</u>	:	<u>DEPUTY DIRECTOR: CORPORATE SERVICES REF NO:</u> <u>MPDOH/JULY/25/203</u> (Re-advertisement)
<u>SALARY</u>	:	R896 436 per annum, (all-inclusive remuneration package)
<u>CENTRE</u>	:	Rob Ferreira Hospital (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF Level 7) in Public Administration or Public Management as recognized by SAQA. At least a minimum of 3 - 5 years' experience of which three (3) years must be at supervisory level (ASD). Experience in health and hospital environment will be an added advantage. Knowledge of Human Resources, Administrative support services, sound financial management, facility management and supervision. Valid driver's licence. Willingness to work extra hours and be on standby when need arises. Computer literacy (MS Word, Excel). Good written and communication skills. Good planning and organizational skills. Knowledge of the PFMA / Labour Relations and other relevant prescripts. Good interpersonal, problem – solving and dispute resolution, communication, analytical and writing skills. Ability to work under pressure with minimum supervision. Ability to conduct seminars or workshops and presentation of budget. Strong leadership, managerial, organisational, strategic, operational and contingency planning skills. Independent decision-making, problem-solving and interpersonal skills. Knowledge of the Public Service Regulations 2001, Public Service Act 1994,

		Employment Equity Act 55 of 1998, Labour Relations Act 66 of 1995 and other related prescripts of the Department of Health.
<u>DUTIES</u>	:	Overall management of hospital administration includes facility management and security. Efficient and effective implement the Departmental strategic planning of the corporate services. Management of personnel administration, human resource development and training, disciplinary procedures, labour relations, recruitment and selection processes and staff performance assessment. Management of hospital fees, admissions and medical records. Effectively manages all facility-based support services and oversees maintenance requirements. Support the Medical Manager and management team. Effectively and efficiently run the Corporate Services within the hospital and give full support to other services and programmes within the Hospital. Ensure high level of administration and improve cleanliness within the hospital environment. Promotion of equity when it comes to resource distribution to ensure that the targets are achieved. Effectively manage and develop human resources, including sound employment relations. Support Employee Assistance Programme, departmental health information and communication technology functions in the district / hospital. Exercise and regulation, control over institutional activities. Monitor implementation of the plans. Represent the district / hospital in various forums at the district level and report to senior structures of the department. Provide subordinates with the overall policy framework and provide strategic leadership. Develop and maintain constructive working relationships within administration and support and other Professional structures. Monitor and ensure proper utilisation of financial and physical resources. Be responsible for the supervision and evaluation of the staff performance. Manage the office budget. Coordinate proper staffing of hospital.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 26/147</u>	:	<u>PHARMACIST GRADE 1 REF NO: MPDOH/JULY/25/205 (X2 POSTS)</u>
<u>SALARY</u>	:	R848 862 – R900 948 per annum
<u>CENTRE</u>	:	Rob Ferreira Hospital and Tintswalo Hospital (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Pharmacy Degree or equivalent qualification. Current registration with South African Pharmacy Council (SAPC) (2025). Core competencies recommended. Commitment to quality development of self and others. Computer literacy, good interpersonal skills. Good written and verbal communication skills. Strong leadership and managerial skills.
<u>DUTIES</u>	:	Ensure proper selection and procurement of drugs and surgical items for the hospital. Ensure rational use of drugs. Develop a hospital medicine formulary. Monitor expenditure on pharmaceutical and surgical items. Perform stock control functions. Ensure proper reconciliation of pharmaceutical accounts. Supervise and train Pharmacy Support Staff, Interns, Community Servers and Junior Pharmacist.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 26/148</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1 (PN-B1): PHC REF NO: MPDOH/JULY/25/213 (X8 POSTS)</u>
<u>SALARY</u>	:	R476 367 – R559 548 per annum
<u>CENTRE</u>	:	Ehlanzeni District: Mjejane Clinic (X1 Post) Boschfontein Clinic (X1 Post) Agincourt Mobiles (X2 Posts) Maviljan Clinic (X1 Post) Islington Clinic (X1 Post) Gottenburg Clinic (X2 Posts)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma /

		Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2025), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Primary Health Care Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the Primary Health Care Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that the equipment is functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize your own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with people of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 26/149</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1 (PN-B1): PHC REF NO: MPDOH/JULY/25/216 (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R476 367–R559 548 per annum
	:	Carolina Clinic (X1 Post), Winfred Maboja CHC (X1 Post) and Thuthukani Clinic (X1 Post) (Gert Sibande District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2025), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Primary Health Care Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the Primary Health Care Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labour and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that the equipment is functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize your own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with people of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.

<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 26/150</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1 (PN-B1): PHC REF NO: MPDOH/JULY/25/224 (X8 POSTS)</u>
<u>SALARY CENTRE</u>	:	R476 367 – R559 548 per annum Nkangala District: Ogies Clinic (X1 Post) Allemansdrift Clinic (X1 Post) Nokaneng Clinic (X2 Posts) Kwaggafontein CHC (X2 Posts) Vlaklaagte CHC (X2 Posts)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2025), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Primary Health Care Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the Primary Health Care Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that the equipment is functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize your own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with people of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 26/151</u>	:	<u>ASSISTANT DIRECTOR: FINANCE (HAST) REF NO: MPDOH/JULY/25/225</u>
<u>SALARY CENTRE</u>	:	R468 459 per annum, (plus service benefits) Provincial Office, Mbombela (Nelspruit)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Diploma / Degree (NQF Level 6/7) in Finance / Accounting / Financial / Auditing as recognized by SAQA. At least a minimum of three (3) years' relevant experience of which three (3) years' experience must be at supervisory / managerial (level 7/8). Conditional grant experience will be an added advance. Understanding of government budgeting and planning processes, Conditional Grant Frameworks, government systems in terms of BAS, PERSAL and LOGIS Good computer literacy (MS Word, MS Excel and MS PowerPoint), communication (written and verbal) and interpersonal skills Able to work in a team, under pressure and irregular hours. A valid driver's licence.
<u>DUTIES</u>	:	Support the coordination of the District Health programme grant: District Health component business plan development. Ensure necessary approvals are obtained. Compile the grant budget and ensure sub-programme managers

		submit credible input. Provide variance explanations on monthly In-Year-Monitoring (IYM) and ensure submission to the National Department of Health. Coordinate the compilation of the quarterly reports and facilitate the approvals and submission to the National Department of Health. Review expenditure report on a monthly basis to identify any misallocations or misclassifications of transactions and process the correcting journals. Ensure accuracy of monthly transfers by National Department of Health. Assist the programme manager and sub-programme managers to unblock any procurement challenges to ensure spending efficacy. Manage internal and external audits. Risk Management. Liaise with the National Department of Health on any intergovernmental relations relating to the grant. Perform any other duties assigned by the superiors. Management of staff.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 26/152</u>	:	<u>ASSISTANT DIRECTOR: FORENSIC INVESTIGATION REF NO: MPDOH/JULY/25/226</u>
<u>SALARY</u>	:	R468 459 per annum, (plus service benefits)
<u>CENTRE</u>	:	Provincial Office, Mbombela (Nelspruit)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Diploma / Degree (NQF Level 6/7) in Forensic Audit / Internal Auditing / Forensic Accounting as recognized by SAQA. LLB / Law Degree will be an added advantage. At least a minimum of three (3) years' experience in Forensic Auditing, Forensic investigation or related field of which three (3) years' experience must be at supervisory / managerial (level 7/8). Valid drivers licence. Knowledge of Forensic Investigation/ Auditing/Accounting, Knowledge of the Public Finance Management Act (PFMA) Treasury Regulations and King Code on Corporate Governance, Knowledge of the Prevention and Combating of Corrupt Activities Act, Knowledge of the Prevention of Organized Crimes Act, Knowledge of the Public Service Anti-Corruption Strategy and Anti-Corruption and Fraud Prevention measures. Skills and experience in the application of Internal Audit Frameworks and Methodologies. Skills: Planning and organizing, Communication (written and verbal), Computer Literacy, Leadership, Interpersonal skills.
<u>DUTIES</u>	:	Conduct detailed investigation into allegations of fraud, corruption or financial misconduct. Gather, analyse and interpret financial data and other evidence to uncover anomalies or irregularities. Prepare accurate and comprehensive forensic audit reports for senior management and relevant stakeholders. Collaborate with internal audit and risk management to recommend control enhancements. Collect, organize, and secure evidence in compliance with legal and regulatory standards. Assist in maintaining the chain of custody and preparing evidence for use in disciplinary actions, legal proceedings or regulatory inquiries.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 26/153</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: MPDOH/JULY/25/228 (X2 POSTS)</u> (Re-advertisement)
<u>SALARY</u>	:	R468 459 per annum, (plus service benefits)
<u>CENTRE</u>	:	Rob Ferreira Hospital (Ehlanzeni District) Witbank Hospital (Nkangala District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Diploma / Degree (NQF Level 6/7) in Human Resource Management / Public Administration / Public Management as recognized by SAQA. At least a minimum of three (3) years' relevant experience of which three (3) years' experience must be at supervisory / managerial (Level 7/8) within Human Resource Management Environment. Extensive knowledge of the PERSAL system and at least a minimum of four (4) PERSAL courses is an inherent requirement. A good understanding and

		functional knowledge of the relevant public service regulatory framework. Knowledge of HR policies, Public Service Act, Public Service Regulations, Basic Condition of Employment Act, Employment Equity Act, Labour Relations Act, Pension Case Management, COIDA, IOD, OHS Act, PFMA and Establishment. Good interpersonal skills. Good written and verbal communication skills. Ability to work under pressure. Sound communication and interpersonal skills. Analytical skills on problem solving, decision making and organizational skills. Computer literacy particularly MS, Excel, outlook & Word. A valid driver's licence.
<u>DUTIES</u>	:	Implement and maintain human resource administration practices. Facilitate HR Personnel Provisioning matters. Co-ordinate and monitor appointment process. Render administrative functions including the following: recruitment and selection of staff. HR provisioning (recruitment and selection, appointments, transfers, verification of qualifications, secretarial functions for interviews, absorptions, probationary periods, etc). Manage conditions of services and benefits: leave, leave gratuities, pensions, termination of services, procedure on Incapacity leave and ill-health, housing allowance, overtime, translations and writing reports etc.). Administer and monitor transfers and adjustments of employees. Administer compliance of Internal Controls. Provide support to the auditing process. Give input in the development of strategic, business and procurement plans. Consolidate monthly and quarterly reports. Ensure development of staff training needs. Facilitate financial and human resources. Employees should be able to interpret and understand regulatory framework relating to employee benefits including the OSD. Coordinate performance management system, address human resource administration enquiries to ensure the correct implementation of human resource management practices, inform, guide, and advise the personnel on human resource administration matters to enhance the correct implementation of human resource administration practices/policies. Assist with preparation of reports on human resource administration issues and statistics. Provide support to Corporate Manager and the Chief Executive Officer
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 26/154</u>	:	<u>RADIOGRAPHER GRADE 1 REF NO: MPDOH/JULY/25/229</u>
<u>SALARY</u>	:	R397 233 - R454 191 per annum
<u>CENTRE</u>	:	Embhuleni Hospital (Gert Sibande District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus an appropriate qualification that allows for the required registration with the Health Professional Council of South Africa (HPCSA) in the relevant profession (where applicable) (2025). Grade 1: SA Qualified employees: None after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service, as required in SA. Foreign Qualified employees: One (1) year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees of whom it is not required to perform Community Service, as required in SA. Hospital experience and extensive knowledge in Occupational Health and Safety will be an added advantage. Good interpersonal Skills, written, verbal and presentation Skills. Accuracy and attention to detail. Ability to work under pressure. Ability and willingness to travel. Good interpersonal relationship, Leadership skill. Valid drivers' licence.
<u>DUTIES</u>	:	Ensure patient care during imaging for optimal diagnostic purpose: Explain procedures to patients, prepare patient for imaging, Assist and position patient for imaging, perform imaging. Practice radiation protection to minimize radiation dose to staff, patients and general public: Establish LMC status of female patients, adhere to radiation safety standards (secure area, lead aprons etc), Apply correct radiation/exposure factors (correct dosages), Exercise clinical responsibility to ensure optimal diagnostic imaging: Interpret clinical history of patients to determine the correct procedure, ensure correct positioning of patient to minimize radiation exposure to the patient, ensure correct identification of patient image (name, lead markers etc.). Participate in Education and training programs for continuous professional development and quality service delivery: Practical training and evaluation of students Implement

		quality assurance programs for quality service delivery, Check/test radiation equipment and report faults, apply reject analysis, Adhere to policies and protocols.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 26/155</u>	:	<u>DIETICIAN GRADE 1 REF NO: MPDOH/JULY/25/230</u>
<u>SALARY</u>	:	R397 233 - R454 191 per annum
<u>CENTRE</u>	:	Witbank TB Specialized Hospital (Nkangala District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus BSc Dietetics Degree. Registration with the HPCSA as a Dietician (2025). Grade 1: SA qualified employees: none experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service as required in SA. Foreign qualified employees: one (1) year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service as required in South Africa. Hospital experience and extensive knowledge in Occupational Health and Safety will be an added advantage. Good interpersonal Skills, written, verbal and presentation Skills. Accuracy and attention to detail. Ability to work under pressure. Ability and willingness to travel. Good interpersonal relationship, Leadership skill. Valid drivers' licence.
<u>DUTIES</u>	:	Render preventative Nutrition Services (including growth monitoring, education, etc) in the surrounding clinics. Diet prescriptions for patients. Help with food management of the hospital. Participate in quality Improvement Programmes. Rendering of nutritional counselling services. Prescription and authorization of special diet products. Implementation of guidelines for the maintenance of healthy nutritional practices. Compilation and implementation of information pamphlets on nutrition. Plan and implement a suitable programme for an individual or group.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 26/156</u>	:	<u>OCCUPATIONAL THERAPIST GRADE 1 REF NO: MPDOH/JULY/25/232 (X2 POSTS)</u>
<u>SALARY</u>	:	R397 233 - R454 191 per annum
<u>CENTRE</u>	:	Mapulaneng Hospital and Tintswalo Hospital (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus appropriate qualification that allows for the registration with the HPCSA in the relevant profession (where applicable). Current registration with the HPCSA as an Occupational Therapist (2025) (Independent Practice). A valid work permit will be required from non-South Africans. Grade 1: No experience required after registration with the HPCSA as an Occupational Therapist (Independent Practice). Minimum of 1-year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as an Occupational Therapist (Independent Practice) for foreign qualified employees. Clinical experience in general adult and paediatric assessment and treatment is required. Knowledge in the fields of mental health, vocational rehabilitation, neurology, hand injuries, burns, amputations, developmental delays, etc. is expected. Clinical experience in these fields will be beneficial.
<u>DUTIES</u>	:	To provide optimal and evidence-based occupational therapy in individual and group settings for patients in, out and clinics. To administer standardized and clinical assessments to patients requiring FCEs and other clinical reports. To perform and complete administrative functions including record keeping, statistics, 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.

<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 26/157</u>	:	<u>SPEECH THERAPIST & AUDIOLOGIT GRADE 1 REF NO: MPDOH/JULY/25/234 (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R397 233 - R454 191 per annum Tonga Hospital (Ehlanzeni District) Amajuba Memorial Hospital (Gert Sibande District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus an appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) Speech Therapist and Audiology. Current registration with the HPCSA as Speech Therapist and Audiology. Grade 1 (2025): SA qualified employees: none experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service as required in SA. Foreign qualified employees: one (1) year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service as required in SA. Knowledge, Skills Training and Competencies Required: Good verbal and written communication skills. Good interpersonal relations. Problem solving skills. Knowledge of relevant Health and Safety Act. Ability to perform basic quality assurance tests. Computer literacy. Valid driver's licence.
<u>DUTIES</u>	:	Render effective patient centered speech therapy and audiology service for in and out- Patients in adherence to the scope of practice and health protocols. To with colleagues, relieve as and when the need arises, and to work closely with the interdisciplinary team members. Carry out delegated duties to participate in student training, supervision and performance evaluation. Implement and maintain the quality assurance and National Core standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Perform record keeping, data collection, assist with budget control and assets managements. Contribute and participate in professional development of self-colleagues and members of the interdisciplinary team members. Participate in research projects of the department. Participate in quality assurance methods and CPD activities. Communicate effectively with all stakeholders. Exercise acre with all consumables and equipment.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 26/158</u>	:	<u>PRINCIPAL PERSONNEL OFFICER: RECRUITMENT AND SELECTION REF NO: MPDOH/JULY/25/235</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum, (plus service benefits) Provincial Office, Mbombela (Nelspruit) Senior Certificate / Grade 12 or equivalent plus three (3) years' experience in Human Resource unit or Diploma / Degree (NQF Level 6/7) in Human Resource Management, Public Administration / Public Management as recognised by SAQA. At least a minimum of three (3) PERSAL courses is an inherent requirement. Extensive knowledge of PERSAL includes interpreting PERSAL reports. A Good understanding and Functional knowledge of the Public Service Act, Public Service regulations, Basic condition of employment Act, Employment Equity Act, Computer literacy, Good interpersonal skills, Good written and verbal communication skills. Ability to work under pressure. Sound communication and interpersonal skills. Analytical skills on problem solving, decision making and organizational skills. Computer literacy particularly MS, Excel, outlook & Word. A valid driver's licence will serve as an added advantage.
<u>DUTIES</u>	:	Implement and maintain human resource administration practices. Render administrative functions including the following: recruitment and selection of staff. HR provisioning (recruitment and selection, appointments, transfers, verification of qualifications, vetting of candidates, secretarial functions for

interviews, absorptions of staff, probationary periods, etc. and also responsible for conditions of service and benefits: leave salaries, leave graduates, pensions, termination of services, procedure on Incapacity leave and ill-health, housing allowance, overtime, translations and writing reports etc.). Coordinate the Performance management system, address human resource administration enquiries to ensure the correct implementation of human resource management practices, inform, guide and advise the staff on human resource administration matters to enhance the correct implementation of human resource administration practices/policies. Assist with preparation of reports on human resource administration issues and statistics. Coordinate the implementation of recruitment and selection process. Provide support to Sub-district Manager.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 26/159 : **STATE ACCOUNTANT: HAST REF NO: MPDOH/JULY/25/236**
(Re-advertisement)

SALARY : R325 101 per annum, (plus service benefits)
CENTRE : Nkangala District Office (Emalahleni)
REQUIREMENTS : Senior Certificate / Grade 12 plus three (3) years relevant experience or Diploma / Degree (NQF Level 6/7) in Finance / Accounting / Financial / Auditing as recognized by SAQA. The following will serve as a recommendation: Knowledge of PFMA, Treasury Regulations and Financial Experience Exposure. Knowledge of LOGIS, and BAS and be computer literate. Be able and be prepared to work under pressure. Be a team player. Be creative and be able to pay attention to details. A driver's license will be an added advantage.

DUTIES : To supervise and monitor Expenditure on the grant. Perform payment preparation of invoices presented for payment and capturing of payments on the BAS. Assist with supply chain management. To capture/ authorize the payment and journal transactions on transversal systems, such as BAS, LOGIS and any other prevailing systems. To ensure the reconciliation and clearance of suspense accounts, including the Creditors and Debtors Accounts. Assist the programme manager and sub-programme managers to unblock any procurement challenges to ensure spending efficacy. Ensure the consolidation and submission of Interim/Annual Financial Statements inputs to Head Office. Ensure the attendance of queries, including the audit queries. To attend to other related duties as delegated by management.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 26/160 : **PROFESSIONAL NURSE GRADE 1 (PN-A2): WITH MIDWIFERY REF NO: MPDOH/JULY/25/239 (X3 POSTS)**

SALARY : R324 384 – R382 107 per annum
CENTRE : Matikwana Hospital (Ehlanzeni District)
REQUIREMENTS : Senior Certificate / Grade 12 or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (I.E. Diploma/ Degree in General Nursing) equivalent qualification that allows registration with the SANC as Professional Nurse (2025). Grade 1: A minimum of 1-10 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Demonstrate an understanding of Nursing legislation and related legal and ethical nursing practices.

DUTIES : Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal Hospital Realization Framework. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when

required. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and expectations (Batho- Pele). Effectively manage resources allocated in your unit.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 26/161 : **PROFESSIONAL NURSE GRADE 1 (PN-A2): GENERAL NURSING REF NO: MPDOH/JULY/25/259 (X20 POSTS)**

SALARY CENTRE : R324 384 – R382 107 per annum
: Ehlanzeni District:

Rob Ferreira Hospital (X6 Posts)
Phola Nsikazi CHC (X2 Posts)
Matsulu CHC (X1 Post)
Barberton Hospital (X1 Post)
Sibange Clinic (X1 Post)
Lydenburg Hospital (X2 Posts)
Thaba Cheu Mobiles (X1 Post)
Mapulaneng Hospital (X1 Post)
Tintswalo Hospital (X4 Posts)
Edinburg Clinic (X1 Post)
Kildare Clinic (X1 Post)

REQUIREMENTS : Senior Certificate / Grade 12 or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice (I.E. Diploma/ Degree in General Nursing) equivalent qualification that allows registration with the SANC as Professional Nurse (2025). Grade 1: A minimum of 1-10 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Demonstrate an understanding of Nursing legislation and related legal and ethical nursing practices.

DUTIES : Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal Hospital Realization Framework. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and expectations (Batho- Pele). Effectively manage resources allocated in your unit.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 26/162 : **PROFESSIONAL NURSE GRADE 1 (PN-A2): GENERAL NURSING REF NO: MPDOH/JULY/25/265 (X6 POSTS)**

SALARY CENTRE : R324 384 – R382 107 per annum
: Gert Sibande District:
Ermelo Hospital (X2 Posts)
Piet Retief Hospital (X1 Post)
Standerton Hospital (X2 Posts)

<u>REQUIREMENTS</u>	:	Siyathuthuka CHC (X1 Post) Senior Certificate / Grade 12 or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice (I.E. Diploma/ Degree in General Nursing) equivalent qualification that allows registration with the SANC as Professional Nurse (2025). Grade 1: A minimum of 1-10 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Demonstrate an understanding of Nursing legislation and related legal and ethical nursing practices.
<u>DUTIES</u>	:	Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal Hospital Realization Framework. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and expectations (Batho- Pele). Effectively manage resources allocated in your unit.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 26/163</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (PN-A2): GENERAL NURSING REF NO: MPDOH/JULY/25/273 (X8 POSTS)</u>
<u>SALARY CENTRE</u>	:	R324 384 – R382 107 per annum Nkangala District: Witbank Hospital (X1 Post) Hlalanikahle Clinic (X1 Post) Louise Clinic (X1 Post) Middelburg Hospital (X1 Post) Marapyane CHC (X1 Post) Siyabuswa CHC (X1 Post) Loding Clinic (X1 Post) KwaMhlanga Hospital (X1 Post)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice (I.E. Diploma/ Degree in General Nursing) equivalent qualification that allows registration with the SANC as Professional Nurse (2025). Grade 1: A minimum of 1-10 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Demonstrate an understanding of Nursing legislation and related legal and ethical nursing practices.
<u>DUTIES</u>	:	Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal Hospital Realization Framework. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and expectations (Batho- Pele). Effectively manage resources allocated in your unit.

ENQUIRIES

: Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

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

<u>APPLICATIONS</u>	:	Please forward the applications for the post quoting the relevant reference number to: Senior Manager, Human Resources Administration, Office of the Premier, Kimberley, 8300, hand deliver at T & I Building, 69 Monument Heights, Office of the Premier, Ground Floor (Security) and or email addresses provided for each individual post.
<u>FOR ATTENTION</u>	:	Ms. K. Moremi
<u>CLOSING DATE</u>	:	11 August 2025
<u>NOTE</u>	:	The NC Provincial Government is an equal opportunity, affirmative action employer and aims to achieve gender and disability representativity at this level. Therefore, we specifically call for suitably qualified women and persons with disability to apply. Applications must be submitted on the new application for employment form (Z83) and accompanied by a comprehensive CV specifying all qualifications and experience with respective dates. The new form can be downloaded at www.dpsa.gov.za-vacancies or obtained from any Public Service Department. Only shortlisted candidates will be required to submit certified copies of qualifications, ID and driver's licence before or on the day of the interview. Failure to comply with these pre-conditions will disqualify applications from being processed. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). No late applications will be accepted. 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 accordingly communicated by the Department. All shortlisted candidates will further be subjected to a personnel suitability check, which includes criminal record checks, verification of qualifications, financial and asset record checks, previous employment verification and citizenship verification. For the Senior Manager, a further requirement for all applicants is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name "Certificate for entry into SMS", and the full details can be obtained by following the below link: https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/ . The successful candidate will be required to provide proof of completion of the NSG Public Service Management Leadership Programme Certificate for entry into the SMS. Applicants applying for the Senior position must note that 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 the competency-based assessment). The competency assessment will test generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an annual performance agreement and will have to disclose his/her financial interests annually.

MANAGEMENT ECHELON

<u>POST 26/164</u>	:	<u>CHIEF DIRECTOR: PROVINCIAL GOVERNMENT INFORMATION TECHNOLOGY SERVICES REF NO: CD/PGITS/2025</u>
<u>SALARY</u>	:	R1 494 900 per annum (Level 14), (all-inclusive salary package)
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a recognised Bachelor's Degree in Information Technology / Computer Science / Business Administration / Information NQF Level 7 as recognised by the South African Qualifications Authority (SAQA), coupled with a minimum of 5 years relevant experience, at a Senior Management (SMS) level, within an Information Technology environment, with a proven track record in project and contract management. The Nyukela Public Service SMS Pre-entry Programme is required and no appointment shall be finalized without the relevant candidate producing the pre-entry certificate for SMS (Nyukela Certificate). A valid driver's licence is essential. Competencies: The following key competencies and skills are required for the position: Knowledge of the latest advances in public management theory and practice, Public Service regulatory framework;

Knowledge of Government-wide Enterprise Architecture framework (GWEA), ITIL, COBIT; Knowledge of policy and strategy development and planning, for implementation within a government environment, Knowledge of Information Technology Service Management (ITSM); Understanding of Corporate Governance of ICT; Know-how on digital transformation and Strategic ICT leadership; Understanding of digital governance, data analytics and Cybersecurity; Programme and Project Management, Change and knowledge management, Financial management; Excellent management communication and interpersonal skills; Strong leadership and organisational skills; Negotiation, influencing, collaboration and partnership building; Problem solving and analytical skills Ability to leverage information and technology in business model design, business process re-engineering, products and services development; Logical and creative thinker, able to create synergies across the Province, to enable cost-effective and innovative shared solutions, geared towards achievement of organisational goals and improve government performance.

DUTIES

: Overall strategic management and oversight of the Chief Directorate; Oversee the provisioning of Information Technology support services within the Northern Cape Provincial Government; Drive the development of the Provincial e-government and ICT policy and strategy. Promote the effective utilisation and management of information and technology as strategic resources, to enhance operations and accelerate service delivery. Manage the implementation of transversal or shared solutions, systems and infrastructure, hardware, software and services. Ensure the management of ICT infrastructure and operations, ensuring the maintenance of ICT infrastructure and operations. Implement transversal and shared e-government, as well as ICT strategies. Spearhead innovation across enterprise systems. Manage transversal and shared contracts, business agreements and service level agreements. Manage and coordinate transversal or shared ICT security, ensuring that information security governance and compliance is maintained within the Northern Cape Provincial Government. Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate Knowledge Management. Manage and coordinate Transversal GITO and Governance Services; Provide guidelines on technology standards and norms and ensure that guidelines on technology standards are approved, implemented and maintained. Manage, Oversee the coordination and facilitation of all Northern Cape Provincial Government departments' information and services to the community.

ENQUIRIES APPLICATIONS

: Ms. M. Tlaetsi Tel No: (053) 030 0625
: Email applications to: PGITS2025@ncpg.gov.za

POST 26/165

: **DIRECTOR: STRATEGIC MANAGEMENT AND PLANNING REF NO: DIR/SMP/2025**

SALARY CENTRE REQUIREMENTS

: R1 266 714 per annum (Level 13), (all-inclusive salary package)
: Kimberley
: Applicants must be in possession of a Bachelor's Degree in Public Management / Business Administration/ Public Administration/ Monitoring and Evaluation/ Social Sciences at NQF Level 7 as recognised by the South African Qualifications Authority (SAQA), coupled with a minimum of 5 years' of experience at a middle management/senior managerial level in Strategy Management and Organisational Development environment. A valid driver's licence is essential. The Nyukela Public Service SMS Pre-entry Programme is compulsory and no appointment shall be finalized without the relevant candidate producing the pre-entry certificate for SMS (Nyukela Certificate). Competencies: The following key competencies and skills are required for the position: Excellent knowledge and understanding of policies of government mandates and priorities; Policy developments, Strategic Planning; Project Management; Financial Management; Communication Skills (verbal and written); Management and Organisational skills; Computer skills, Creativity and innovation; Interpersonal skills, Analytical and numerical skills; Facilitation, implementation skills; Negotiation and consultation skills; Creativity and innovation.

DUTIES

: The successful candidate will be responsible for the following main functions: Facilitating and coordinating departmental strategic management, planning services and monitoring and evaluation services. Leading and overseeing institutional performance assessments and providing guidance on

		organisational development, change management and service delivery improvement initiatives.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Z. Langeveldt at 066 484 5888
	:	Email applications to: DIRSMP2025@ncpg.gov.za
<u>POST 26/166</u>	:	<u>DIRECTOR: LABOUR RELATIONS REF NO: DIR/LR/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 266 714 per annum (Level 13), (all-inclusive salary package)
	:	Kimberley
	:	Applicants must, as a minimum be in possession of a Bachelor's Degree in Public Management/ Public Administration/ Labour Relations Management/ Labour Law, at NQF Level 7 as recognised by the South African Qualifications Authority (SAQA) , coupled with a minimum of 5 years' of experience at a middle management /senior managerial level in a Labour Relations Management environment. The Nyukela Public Service SMS Pre-entry Programme is required and no appointment shall be finalized without the relevant candidate producing the pre-entry certificate for SMS (Nyukela Certificate). A valid driver's licence. Competencies: The following key competencies and skills are required for the position: Applied strategic Management and Leadership, Stakeholder Management, People Management and Empowerment Service Delivery Innovation. Planning and Organising, Communication, including the ability to compile management reports, presentation and facilitation, negotiation, problem solving, conflict management, project management, analytical thinking, interpersonal skills and mediation, computer literacy, policy development and implementation, networking, change management, financial management, research, professionalism, client orientation and responsiveness, integrity, loyalty, trustworthiness, self-confidence, enthusiasm, responsibility, persuasiveness, commitment, ability to interpret relevant directives/legislative frameworks.
<u>DUTIES</u>	:	Monitor compliance and oversee the management of Labour Relations Processes in Provincial Departments; Co-ordinate and facilitate Provincial Labour Relations Forums and Chamber Meetings (PSCBC, GPSSBC.ELRC/PHSSSBC, etc); Solicit, analyse and consolidate Provincial Reports for submission to DPSA/Bargaining Councils; Conduct Research and Development of transversal labour relations policies, guidelines and processes; Represent the employer at Bargaining Forums (Nationally and Provincially); Negotiate on behalf of the employer at Provincial Bargaining Council Forum; Ensure Provincial adherence to appropriate procedures in dealing with grievance and disciplinary matters; Monitor and co-ordinate conflict management and capacity building in Provincial Departments; Management Collective Bargaining processes.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. H. Kannemeyer Tel No: (053) 0300 734
	:	Email applications to: DIRLR2025@ncpg.gov.za
OTHER POST		
<u>POST 26/167</u>	:	<u>ADMINISTRATIVE OFFICER: BATHO PELE AND SERVICE DELIVERY REF NO: AO/BPSD/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07)
	:	Kimberley
	:	Applicants must be in possession of a National Diploma (NQF Level 6) in Public Management/Public Administration or equivalent qualification coupled with 3 to 5 years' experience in Office Management, Public Administration. Competencies: The following key competencies and skills are required for the position: Extensive knowledge of the functioning of Provincial Government, Data Management Systems, Batho Pele operations, Knowledge of the Financial Procurement systems and the relevant policies and record keeping. The ability to interpret and apply policies. The ability to compile reports and statistics, accurately record minutes and decisions at meetings, problem solving skills. Proven computer literacy skills with advanced proficiency in MS-EXCEL, MS-WORD, MS-PowerPoint. The post requires a person with proven organizing and administration capabilities, dealing with stakeholders, ability to work under pressure with multiple deadlines and maintaining confidentiality.
<u>DUTIES</u>	:	The successful candidate will be responsible for the following main functions: Manage and coordinate the implementation of Frontline service Delivery Monitoring; Render systems support to all stakeholders (e.g., improvement

plans, Deliverables, etc);Monitor and verify the accuracy and integrity of performance-reported information; Manage and coordinate the monitoring of provincial service delivery intervention programmes; Coordinate and facilitate the Batho Pele Programme.

ENQUIRIES
APPLICATIONS

- : Ms. T. Wanyane at 066 415 0022
- : Email applications to: AOBPSD2025@ncpg.gov.za

**PROVINCIAL ADMINISTRATION: NORTH-WEST
DEPARTMENT OF HUMAN SETTLEMENTS**

<u>APPLICATIONS</u>	:	Completed applications should be forwarded to the Director: Human Resource Management: Department of Human Settlements, hsjobs@nwpg.gov.za , 2735, hand deliver to Cnr Provident and University Drive, West wing 2nd floor Garona Building, Mmabatho. The North-West Department of Human Settlements is an Affirmative Action Employer with the intention of promoting representatively (race, gender and disability) through the filling of these posts. The posts are open for everyone, but preference will be given to people with disabilities. NB: The Department reserves the right not to make appointments. Correspondence will be limited to short-listed candidates only.
<u>CLOSING DATE</u>	:	15 August 2025, Time (16H00)
<u>NOTE</u>	:	Directions to Applicants: Applications must be submitted on the prescribed form, new Z83 (properly completed), obtainable from any Public Service office. A comprehensive CV with competencies, experience and with full names addresses and telephone numbers of at least three referees. Applicants are not required to submit copies of qualifications and other relevant documents on applications, however shortlisted candidates must submit other relevant documents to HR on or before the day of the interview and must be certified. Please note: It is a responsibility of a person in possession of a foreign qualification to furnish the Department with an evaluation certificate from South African Qualifications Authority (SAQA) (only when shortlisted) Applications should be forwarded in time to the Department, since applications received after the closing date indicated below will, as a rule, not be accepted. It will be expected of candidates to be available for interviews on a date and time and at a place as determined by the Department. Please note if you have not heard from us within three (03) months after the closing, please accept that your application was unsuccessful. Failure to comply with the above requirements will result in the disqualification of the application. The applicants should state the applicable reference number with the relevant post. Candidates requiring additional information regarding the advertised post must direct their enquiries to the relevant person indicated on enquiries. Completion of new Z83: Applications must be submitted on the improved Z83, approved to be utilized with effect 01 January 2021, which must be completed in such a manner that provides sufficient information about your candidature and the post applied for by completing all relevant fields. The declaration must be signed and initials on the second page are not mandatory. Should the applicant/s use incorrect application form for employment (Z83), or not compliant to the notes, the application/s will not be considered for selection purposes (disqualified). The Z83 must be accompanied by detailed Curriculum Vitae with at least three (3) names of referees with current contact details. Subjects of relevant qualification/s should be mentioned in the CV. Completion of the Z83 form: Part A, B,C and D may be left blank, marked as not relevant, and use dashes or N/A if they do not apply to you or the position applied for and as long as the CV has been attached and provides the required information, Part E: all fields must be completed, however question related to conditions that prevent re-appointment under Part F is compulsory for applicants seeking re-employment into the Public Service. The employment application form (Z83) is obtainable at any National or Provincial Department, and it is accessible on the DPSA website, www.dpsa.gov.za

OTHER POSTS

<u>POST 26/168</u>	:	<u>DEPUTY DIRECTOR: HUMAN SETTLEMENTS PLANNING REF NO: HS/01/ 25/26</u> Component: Human Settlements Developments
<u>SALARY</u>	:	R896 436 per annum (Level 11). The inclusive remuneration Package consist of the Basic Salary, contribution to Government Employee Pension Fund, Medical Fund and a flexible portion in terms of applicable rules. The successful candidate must enter a performance agreement and sign employee contract.
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Mmabatho) Matric/Grade12 Advanced Diploma /B-Tech/Degree (NQF level 7) as recognised by SAQA in Town Planning. Minimum three (3) to five (5) years'

		relevant experience required of which three (3) years should be at Assistant Director Level (Level 09) A valid driver's license (Code B or C1). Must have an Extensive Travelling ability. Competencies/ Knowledge and skills: Knowledge of construction project management, built environment, government procurement processes, Human Settlements programs, Human Settlements legislative mandates, frameworks, policies, National Housing Code, Spatial Planning and Land Use Management Act (SPLUMA) Knowledge of Municipal Integrated Development Plan, Spatial Development Framework (SDF), Infrastructure Development Plan, Land Tenure/Acquisition services, HS Grant Business Plan Knowledge of PFMA, Treasury Regulations, Financial management and expenditure reporting. knowledge of the Housing Subsidy System (HSS). Policy Development and interpretation Programme and Project Management Client Orientation and Customer focus Technical and analytical skills Report writing, presentation skills, Interpersonal skills, organizing skills, Conflict management, problem solving, Communication skills, Computer literacy and Geographic Information Systems (GIS).
<u>DUTIES</u>	:	Development, preparation and maintaining of the HSDG and the ISUPG Business Plans Facilitate the One on One Engagement with all municipalities within the North West Province as part of the planning for Business Plan development, Coordinate Projects identification process and verification by municipalities and presentation in a District Planning Forum Coordinate interventions on human settlements projects Monitor Human Settlement implementation in accordance to the Human Settlement Business Plan Manage personnel, financial resources, assets and administrative processes within the Sub-Directorate.
<u>ENQUIRIES</u>	:	Mr L Mkhize Tel No: (018) 388 2899
<u>POST 26/169</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL CONTROL AND COMPLIANCE REF NO: HS/ 02/ 25/26</u> Component: Financial Management Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum (Level 09) Head Office (Mmabatho) Matric/Grade 12 Advanced Diploma / B-Tech /Degree (NQF Level 7) as recognised by SAQA in Internal Auditing /Financial Accounting / Management Accounting 3 – 5 years relevant experience in a Financial Accounting/ Internal control/Internal Audit environment Valid driver's Licence. Competencies/Knowledge/Skills: In depth Knowledge and understanding of relevant prescripts and process governing public services such as PSR and PSA Knowledge of Supply Chain prescripts and frameworks Treasury regulations, PFMA, Financial Manuals Internal Control and Risk Management Methodologies & Strategies Knowledge of management links of Government Financial Systems (BAS, PERSAL & WALKER) Policy development , interpretation and implementation Computer literacy Sound planning and organising skills High level of reliability and commitment Basic written and verbal communication skills Excellent time management skills Report writing and Presentation skills Duties: Development of departmental Post Audit Action Plan Ensure that there are tight internal control systems within the department Facilitate process of identification and addressing unauthorised, irregular, fruitless and wasteful expenditure (UIFW) in the department Record keeping and reporting.
<u>ENQUIRIES</u>	:	Ms S Mokhadi Tel No: (018) 388 3524
<u>POST 26/170</u>	:	<u>RISK SPECIALIST REF NO: HS/ 03/25/26 (X1 POST)</u> Directorate: Risk and Integrity Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07) Head Office (Mmabatho) Matric/Grade 12 OR equivalent National Diploma / B-Degree (NQF Level 6/7) in Internal Control /Auditing Financial or Management Accounting/Risk Management as recognised by SAQA 2-3 years' experience in a relevant field Competencies/Knowledge/Skills: Knowledge of National Risk Management Framework Corporate governance guidelines, Risk assessment, investigative methods and techniques, Audit practices Knowledge of the Public Finance Management Act (PFMA) and accompanying Treasury Regulations Research skills Analytical skills Good communication skills (Verbal and Written) Team player interpersonal relations skills The ability to work independently Self –

		disciplined and ability to work under pressure Duties: Provide Support in the implementation of Risk Management strategy, policies, risk mitigation/treatment plans Provide administrative support services to the Risk Management programmes and co- ordinate Risk Management activities Conduct Risk awareness workshops and educational campaigns Render secretarial duties for the Risk and Integrity Management Committee.
<u>ENQUIRIES</u>	:	Ms L Thulo Tel No: (018) 388 2394
<u>POST 26/171</u>	:	<u>HUMAN RESOURCE PRACTITIONER: PMDS UNIT REF NO: HS/ 04/25/26 (X1 POST)</u> Directorate: Human Resource Management
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Head Office (Mmabatho)
<u>REQUIREMENTS</u>	:	Matric/Grade12 or equivalent. National Diploma/ B-Tech (NQF level 6/7) in Human Resource Management/ Public Administration as recognised by SAQA 2-3 years' relevant experience in coordination of PMDS. Competencies/Knowledge/Skills: Working knowledge and understanding of the Legislative frameworks governing the Public Service Knowledge of Human Resource Management prescripts, directives and circulars Knowledge of PMDS processes, policies and templates Knowledge of Administrative procedures Computer Literacy Communication skills (Verbal and written) Sound interpersonal skills Presentation skills.
<u>DUTIES</u>	:	Coordinate the submission of performance contracts (PA, WP AND PDP) Provide administrative support in the submission of mid- year and annual performance assessment reviews Facilitate and administer the implementation of performance incentives process Render general administration in the Unit
<u>ENQUIRIES</u>	:	Ms K Matheolane Tel No: (018) 388 2080

OFFICE OF THE PREMIER

<u>APPLICATIONS</u>	:	Applications must be submitted online, or hand delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho. All attachments for online applications including the Z83 and CV must be one document in PDF, indicating the correct job title and the reference number of the post on the subject line of your e-mail. Use the correct e-mail address associated with the post. Failure to do so, your application will be disqualified.
<u>CLOSING DATE</u>	:	08 August 2025 at 16H00 (walk-in) and 00.00 mid-night (email)
<u>NOTE</u>	:	All applications must indicate the correct reference number. The Office of the Premier is an equal employment opportunity and affirmative action employer, and it is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. In terms of the Employment Equity Plan for the Office, preference will be given to Persons with Disabilities, Youth, and Females for all these positions. Applications must be submitted on the approved Z83 form (81/971431) obtainable from any Public Service Department or on the DPSA website, www.dpsa.gov.za , which must be completed in such a manner that provide sufficient information about your candidature and the post applied for by completing all relevant fields. The declaration must be signed and initials in the second page are not mandatory. The Office reserves the right to introduce further objective criteria or post requirements for shortlisting should such a need arise. Should the applicant/s use incorrect application form for employment (Z83), or not compliant with the notes, the application applicant/s will not be considered for selection purposes(disqualified). The Z83 must be accompanied by detailed Curriculum Vitae clearly indicating positions held, period in the position and key responsibilities with three contactable referees. Subject of relevant qualification/s should be mentioned in the CV. Part A must be fully completed. Part B, C and D questions of the Z83 may be left blank, marked as not relevant, and use dashes or N/A if they do not apply to you or the position applied for. Part E, F and G do not need to be completed if the CV has been attached and provides the required information, However, the question related to conditions that prevent re-appointment under Part F is compulsory for applicants seeking re-employment into the Public Service. Applicants are not required to submit copies of qualifications and other relevant documents on application. The communication from the HR Directorate regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified

documents on or before the day of the interview following communication from HR. Failure to submit the requested documents will result in your application not being considered. Shortlisted candidates will be subjected to practical exercise and integrity assessment. Appointment into SMS positions will be made only upon submission of the SMS pre-entry programme (Nyukela) certificate. Suitable SMS candidate/s identified by the selection panel will be required to undergo competency assessment prior to being appointed. Incomplete Z83 and late applications will not be considered. Communication will be limited to shortlisted candidates only. The successful candidates for the advertised positions will be required to undergo personnel suitability checks, which includes criminal records, citizenship, financial checks, qualifications, and previous employment (Reference checks). It is the responsibility of the applicant to make sure that the South African Qualifications Authority evaluates foreign qualifications, and the evaluation certificate will be required on or before the day of the interview following communication from HR. If you do not hear from the Office, three months from the date of t advertisement consider your application unsuccessful. The Office reserves the right not to make an appointment following this advertisement for any reason.

MANAGEMENT ECHELON

POST 26/172 : **DEPUTY DIRECTOR-GENERAL: ADMINISTRATION REF NO: NWP/OOP/2025/41**

Job Purpose: To provide efficient and effective administrative support, corporate human resource, EXCO support and stakeholder management, the maintenance of sound legal advisory services and rapid response to service delivery initiatives in the province.

SALARY : R1 813 182 per annum, (all-inclusive package)
CENTRE : Mmabatho
REQUIREMENTS : A four (4) years tertiary qualification at NQF level 8 and/or equivalent qualification. A minimum of eight (8) years' experience at senior management level with experience within the field of administrative support environment. Knowledge, Skills and Competencies: Strategic capability and leadership. Programme and project management. Financial Management. Change management. Knowledge management. Service delivery innovation. Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Honesty and Integrity. Proven experience in change management and the management for diversity in a dynamic transformation and reforming environment. Proven innovative and creative ability. High level of liaison, negotiation and communication skills appropriate for this broad management role as well as financial management skills. Knowledge of economic and social development as well as relevant governance issues. Tolerance for complexity, ambiguity and uncertainty.

DUTIES : To oversee the provision of sound legal advisory services to the Office and departments. To oversee the management of efficient and effective Corporate Management Services, Executive Council and stakeholder management support. To oversee the management, coordination and support of the implementation of rapid response to Service Delivery initiatives in the province. To coordinate the management of resources within the Branch.

ENQUIRIES : Mr M Tselangoe Tel No: (018) 388-3040
APPLICATIONS : E-Mail: ooprecruitment1@nwpg.gov.za

POST 26/173 : **CHIEF DIRECTOR: SPECIAL PROGRAMMES REF NO: NWP/OOP/2025/42**
 Job Purpose: To manage, facilitate, coordinate and support the implementation of the special transformation programmes in the province.

SALARY : R1 494 900 per annum (Level 14), (all-inclusive package)
CENTRE : Mmabatho
REQUIREMENTS : A Three (3) year tertiary qualification at NQF level 7 and/or equivalent qualification. A minimum of five (5) years of experience at Senior Management level with experience within the special programmes delivery environment. Knowledge, Skills, and Competencies: Sound knowledge of Public Service prescripts/ legislations, monitoring and evaluation, research, presentation skills, conflict management & resolution, management skills, analytical skills. Strategic Capability and leadership; People Management and Empowerment; Programme and Project Management; Financial Management; Change

		Management; Knowledge Management; Service delivery innovation (SDI), Problem Solving and Analysis; Client Orientation and Customer Focus and Communication.
<u>DUTIES</u>	:	Manage and coordinate the implementation of Youth Advocacy Coordination Programmes in the Province. Manage and coordinate the mainstreaming of gender equality and the rights of children in the province. Manage and coordinate the mainstreaming of older persons and persons with disabilities and military veterans services in the province. Manage and provide secretariat support and advice to the Provincial Council on Aids (PCA) and other coordinating structures. Management of resources including financial and personnel within the Chief Directorate.
<u>ENQUIRIES</u>	:	Mr. J.T Mawelela Tel No: (018) 388 4443
<u>APPLICATIONS</u>	:	E-Mail: ooprecruitment2@nwpg.gov.za
<u>POST 26/174</u>	:	<u>CHIEF DIRECTOR: HUMAN RESOURCE STRATEGY AND PLANNING REF NO: NWP/OOP/2025/43</u> Job Purpose: To coordinate and monitor the implementation of Human Resource Management Policies and Frameworks in the Provincial Administration.
<u>SALARY</u>	:	R1 494 900 per annum (Level 14), (all-inclusive package)
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	A Three (3) year tertiary qualification in Human Resource Management/ Public Management/ Public Administration at NQF level 7 and/or equivalent qualification. A minimum of five (5) years' experience at Senior Management level with experience within the Human Resource Management environment. Knowledge, Skills, and Competencies: Sound knowledge of Public Service prescripts/ legislations, monitoring and evaluation, research, presentation skills, conflict management & resolution, management skills, analytical skills. Strategic Capability and leadership; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service delivery innovation (SDI), Problem Solving and Analysis; Client Orientation and Customer Focus and Communication.
<u>DUTIES</u>	:	Provision of advice and support on Organisational Development Programmes; Provision of guidance and support on the application of Human Resource Practices and Administration; Management of recruitment and selection processes for Head of Departments. The management of performance development system for Heads of Department. Provision of guidance and support on the application of Employee Health and Wellness programmes. To provide advice and support to Departments with the implementation of sound Labour Relations. Provide advice and support to Departments with in the implementation of Education, Training and Development initiatives/strategies.
<u>ENQUIRIES</u>	:	Mr. SB Chuma Tel No: (018) 388 3099
<u>APPLICATIONS</u>	:	E-Mail: ooprecruitment3@nwpg.gov.za
<u>POST 26/175</u>	:	<u>CHIEF DIRECTOR: INTEGRITY MANAGEMENT REF NO: NWP/OOP/2025/44</u> Job Purpose: To oversee the management, coordination and implementation of forensic services, anti-corruption programme, the management of discipline security management services in the provincial administration.
<u>SALARY</u>	:	R1 494 900 per annum (Level 14), (all-inclusive package)
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	A Three (3) year appropriate tertiary qualification at NQF level 7 and/ or equivalent qualification. A minimum of five (5) years' experience at Senior Management level with experience within the security management, anti-corruption, discipline management and forensic coordination services and investigations environment. Knowledge, Skills, and Competencies: Sound knowledge of Public Service prescripts/ legislations, monitoring and evaluation, research, presentation skills, conflict management & resolution, management skills, analytical skills. Strategic Capability and leadership; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service delivery innovation (SDI), Problem Solving and Analysis; Client Orientation and Customer Focus and Communication.

<u>DUTIES</u>	:	Coordination, and implementation of provincial anti-corruption programmes of action and promotion of professional ethics. To oversee the management of the Provision and coordination of comprehensive investigation management services. Coordinate, monitor and evaluate provincial security management services. To manage the development of provincial physical security standards, systems and procedures. To manage personnel and finances in the Chief Directorate. Provision and coordination of Forensic investigations within the Provincial Administration.
<u>ENQUIRIES</u>	:	Mr. SB Chuma Tel No: (018) 388 3099
	:	E-Mail: ooprecruitment4@nwpg.gov.za
<u>POST 26/176</u>	:	<u>CHIEF DIRECTOR: SERVICE DELIVERY AND INTERVENTIONS REF NO: NWP/OOP/2025/45</u> Job Purpose: To manage and facilitate service delivery support programs, manage District Offices and interventions across the province.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 494 900 per annum (Level 14), (all-inclusive package)
	:	Mmabatho
	:	A Three (3) year tertiary qualification at NQF level 7 and/or equivalent qualifications. A minimum of five (5) years' experience at senior management level with experience within the service delivery and intervention environment. Knowledge, Skills, and Competencies: Sound knowledge of Public Service prescripts/ legislations, monitoring and evaluation, research, presentation skills, conflict management & resolution, management skills, analytical skills. Strategic Capability and leadership; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service delivery innovation (SDI), Problem Solving and Analysis; Client Orientation and Customer Focus and Communication.
<u>DUTIES</u>	:	The management and coordination of district wide service delivery improvement support programs and interventions. Facilitation and coordination of public participation programmes. Manage coordination of Moral Regeneration and Social Cohesion programmes. Provision of secretariat services for District Development Model (DDM) and Inter-Governmental Relations (IGR). Coordination and referrals of complaints on the delivery of services. Management of personnel and resources in the Chief Directorate
<u>ENQUIRIES APPLICATIONS</u>	:	Mr, J.T Mawelela Tel No: (018) 388 4443
	:	E-Mail: ooprecruitment5@nwpg.gov.za
<u>POST 26/177</u>	:	<u>CHIEF DIRECTOR: PERFORMANCE MONITORING AND EVALUATION REF NO: NWP/OOP/2025/46</u> Job Purpose: To manage and facilitate the implementation of Provincial Performance Monitoring and Evaluation programmes.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 494 900 per annum (Level 14), (all-inclusive package)
	:	Mmabatho
	:	A Three (3) year tertiary qualification at NQF level 7 and/or equivalent qualifications. A minimum of five (5) years' experience at senior management level with experience within performance monitoring and evaluation environment. Knowledge, Skills, and Competencies: Sound knowledge of Public Service prescripts/ legislations, monitoring and evaluation, research, presentation skills, conflict management & resolution, management skills, analytical skills. Strategic Capability and leadership; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service delivery innovation (SDI), Problem Solving and Analysis; Client Orientation and Customer Focus and Communication.
<u>DUTIES</u>	:	The management and facilitation of Provincial Performance Monitoring, Evaluation and Reporting Programmes. The management and coordination of the implementation of integrated Provincial Monitoring and evaluation system. The management and coordination of Provincial research development and innovation. Management of Personnel and resources in the Chief Directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr, J.T Mawelela Tel No: (018) 388 4443
	:	E-Mail: ooprecruitment6@nwpg.gov.za

<u>POST 26/178</u>	:	<u>DIRECTOR: STAKEHOLDER MANAGEMENT, COOPERATIVE GOVERNANCE AND PROTOCOL REF NO: NWP/OOP/2023/47</u> Job Purpose: To manage and coordinate the implementation of stakeholder's management Programmes
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 266 714 per annum (Level 13), (all-inclusive package)
	:	Mmabatho
	:	Three- (3) year tertiary qualification at NQF level 7 and/or equivalent qualifications. A minimum of five (5) years' experience at middle/senior management level with experience within stakeholder management, Cooperative Governance and Protocol environment. Knowledge, Skills, and Competencies: Sound knowledge of Public Service prescripts/ legislations, Corporate Governance and Inter-Governmental Relations, monitoring and evaluation, research, presentation skills, conflict management & resolution, management skills, analytical skills. Strategic Capability and leadership; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service delivery innovation (SDI), Problem Solving and Analysis; Client Orientation and Customer Focus and Communication.
<u>DUTIES</u>	:	Coordination of International Relations and Intergovernmental Relations. Facilitate international dialogue to strengthen relations on foreign investments. Coordinate the implementation of memorandums of understanding between the province and sister governments abroad. Coordinate intergovernmental relations efforts across spheres of government to optimise development initiatives. Management and coordination of protocol services; Develop and align protocol systems with national standards, Coordinate protocol services in North West Provincial Government, Maintain provincial order of proceedings.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. I Tselangoe Tel No: (018) 388 4276
	:	E-Mail: ooprecruitment7@nwpg.gov.za
<u>POST 26/179</u>	:	<u>DIRECTOR: NGAKA MODIRI MOLEMA DISTRICT REF NO: NWP/OOP/2025/48</u> Job Purpose: To manage and coordinate district wide service delivery improvement support programmes and interventions.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 266 714 per annum (Level 13), (all-inclusive package)
	:	Mmabatho
	:	A Three-year tertiary qualification at NQF level 7 and/or equivalent qualifications. A minimum of five (5) years of experience at middle/senior management with experience within service delivery environment. Knowledge, Skills, and Competencies: Sound knowledge of Public Service prescripts/legislations, monitoring and evaluation, research, presentation skills, conflict management & resolution, management skills, analytical skills. Strategic Capability and leadership; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service delivery innovation (SDI), Problem Solving and Analysis; Client Orientation and Customer Focus and Communication.
<u>DUTIES</u>	:	To provide secretariat services on District Development Model (DDM) and Intergovernmental Relations (IGR). The management and implementation of district service delivery intervention programmes. To coordinate stakeholders in the implementation of public service delivery initiatives. To provide Management & Leadership in the District.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr, J.T Mawelela Tel No: (018) 388 4443
	:	E-Mail: ooprecruitment8@nwpg.gov.za
<u>POST 26/180</u>	:	<u>DIRECTOR: DR RUTH SEGOMOTSI MOMPATI DISTRICT REF NO: NWP/OOP/2025/49</u> Job Purpose: To manage and coordinate district wide service delivery improvement support programmes and Interventions
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 266 714 per annum (Level 13), (all-inclusive package)
	:	Vryburg
	:	A Three (3) year tertiary qualification at NQF level 7 and/or equivalent qualifications. A minimum of five (5) years of experience at middle/senior management level. with experience within service delivery environment. Knowledge, Skills, and Competencies: Sound knowledge of Public Service

prescripts/ legislations, monitoring and evaluation, research, presentation skills, conflict management & resolution, management skills, analytical skills. Strategic Capability and leadership; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service delivery innovation (SDI), Problem Solving and Analysis; Client Orientation and Customer Focus and Communication.

DUTIES

: To provide secretariat services on District Development Model (DDM) and Intergovernmental Relations (IGR). The management and implementation of district service delivery intervention programmes. To coordinate stakeholders in the implementation of public service delivery initiatives. To Provide Management & Leadership in the District.

ENQUIRIES

: Mr. J.T Mawelela Tel No: (018) 388 4443

APPLICATIONS

: E-Mail: ooprecruitment9@nwpg.gov.za

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

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

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

OTHER POSTS

POST 26/181 : **HEAD CLINICAL UNIT: MEDICAL (OBSTETRICS AND GYNAECOLOGY)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R2 084 754 per annum, (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Mowbray Maternity Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Obstetrics and Gynaecology. Registration with a Professional Council: Registration with the HPCSA as a Medical Specialist in Obstetrics and Gynaecology. Experience: A minimum of 3 years' appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Obstetrics and Gynaecology. Inherent requirement of the job: It will be expected of the successful Head: Clinical Unit to work commuted overtime, limited to 12 hours, if operational requirements so demand. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of the relevant statutory and policy frameworks, including Healthcare 2030, the Ideal Hospital framework, the Regulated Norms and Standards, EDL, Standard Treatment Guidelines and evidence-based clinical care. Clinical service delivery in accordance with the Level 2 package of care for Obstetrics and Gynaecology, and experience in driving continuous quality improvement, clinical risk identification and mitigation, and managing medico-legal matters. Proven experience with supervising staff, training junior doctors, and managing financial and other resources, with the ability to develop staff of quality and provide leadership with regards to issues of diversity, transformation and equity. Track record in training of both under-graduate and post-graduate healthcare personnel. Computer literate in MS package.

DUTIES : Fulfil the role and duties of Head of the Obstetrics Department in rendering an efficient and cost-effective specialised Obstetric service to patients managed by the Mowbray Maternity Hospital, including the delivery of outreach and support services. Ensure clinical governance and quality management for the Obstetrics Service at Mowbray Maternity Hospital and respond to medical and legal incidents as they arise. Ensure the rational use of resources (including laboratory investigations, medication, consumables and equipment) and manage human, financial and capital resources in the Obstetric Department. Deliver effective and efficient management of the Obstetrics Department, and provide strategic leadership, planning and decision-making as a member of the Hospital Executive Management. Plan and partake in the training of staff including Registrars, Medical Officers, Community Service Medical Officers and Interns. Participate in the functioning of the Department of Obstetrics and Gynaecology at the University of Cape Town, including the training of UCT students in the discipline of Obstetrics and Gynaecology, and ensure that research appropriate to the local health setting is promoted at Mowbray Maternity Hospital.

ENQUIRIES : Ms JC Joemat Tel No: (021) 659-5544
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. This is a Joint Staff Appointment with the University of Cape Town. Candidates will be subjected to a written/practical; oral and competency bases assessment.

CLOSING DATE : 08 August 2025

<u>POST 26/182</u>	:	<u>MEDICAL SPECIALIST: GRADE 1 TO 3 (SUB-SPECIALTY: CRITICAL CARE)</u>
<u>SALARY</u>	:	Grade 1: R1 553 670 per annum Grade 2: R1 773 222 per annum Grade 3: R1 936 806 per annum (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE REQUIREMENTS</u>	:	Red Cross War Memorial Children's Hospital and The University Of Cape Town
	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Sub-Specialist in Paediatric Critical Care or Paediatric Pulmonology. Registration with a professions Council: Registration with the HPCSA as a Medical Specialist in Paediatric Critical Care or Paediatric Pulmonology. Experience: Grade 1: None after registration with the HPCSA as Medical Specialist in Paediatric Critical Care. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Paediatric Critical Care. Grade 3: A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employee) as a Medical Specialist in Paediatric Critical Care. Inherent requirements of the job: Post specialisation experience in Paediatric Intensive Care including peri-operative care of cardio-thoracic, neuro-surgical and trauma patients is essential. A valid driver's licence. Commuted overtime is compulsory 16 hours per week. Competencies (knowledge/skills): Good interpersonal and communication skills Ability to work under pressure and maintain a high standard of professionalism. Ability to work in a multi-disciplinary team. Proven Leadership abilities. Experience in supervision of staff and students. Proven knowledge/skills and experience in principles of service planning, organizing, implementation, monitoring and evaluation. Computer literacy.
<u>DUTIES</u>	:	Clinical Service Delivery: Within the PICU and 16 hours per week commuted overtime. Provide comprehensive, high-quality paediatric critical care clinical services. Conduct ward rounds/ multidisciplinary clinical meetings, Morbidity and mortality meetings. Manage and effectively/efficiently use allocated resources. Effective and efficient administration of clinical services. Teaching: Undergraduate & post graduate students, nursing staff, rotating registrars / medical officers and senior registrars. Research: Participation in existing and conducting new research projects within the department and stay abreast of clinical developments. Administration: Liaising with Hospital management and the Department of Paediatrics and Child Health.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr S Salie, email: shamiel.salie@uct.ac.za
	:	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>	:	08 August 2025
<u>POST 26/183</u>	:	<u>CLINICAL MANAGER (MEDICAL) GRADE 1</u> Overberg District
<u>SALARY</u>	:	Grade 1: R1 422 810 per annum, (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE REQUIREMENTS</u>	:	Hermanus Hospital
	:	Minimum educational qualification: Appropriate qualifications that allow registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Experience: Grade 1: A minimum of 3 years appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner. Inherent requirements of the job: A valid driver's license. Willingness to commuted overtime. Willing to work weekends and public holidays. Competencies (knowledge/skills): Appropriate Clinical experience. Appropriate clinical governance knowledge and skills. Good communication skills (written and verbal). Ability to function/make decisions independently and as part of a multi-disciplinary team. Good interpersonal relationships, exceptional leadership and conflict resolution skills. Knowledge of financial and human resource management, change management and other relevant

	general management skills. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Good computer skills.
<u>DUTIES</u>	: Clinical outcomes of Medical Officer and allied health division in Overstrand Sub-district. Support to Manager: Medical Services and Management Team. HR Management of the Medical Officer and Allied Health division of the Overstrand Sub-district. Financial Management of Medical officers and Allied health division of the Overstrand Sub-district. Good quality innovation management of the Medical Officer and Allied Health division of the Overstrand Sub-district.
<u>ENQUIRIES</u>	: Dr F Fourie Tel No: (028) 313-5201
<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 inter-view. 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). Candidates will be required to undergo a competency assessment.
<u>CLOSING DATE</u>	: 08 August 2025
<u>POST 26/184</u>	: <u>SENIOR REGISTRAR (SUB-SPECIALITY) PAEDIATRIC NEUROLOGY</u> (24 Month Contract)
<u>SALARY</u>	: R1 271 901 per annum, (A portion of the package can be structured according to the individual's needs).
<u>CENTRE</u>	: Red Cross War Memorial Children's Hospital, University of Cape Town
<u>REQUIREMENTS</u>	: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Paediatrics. Registration: Registration with the HPCSA as a Medical Specialist in Paediatrics. Inherent requirements of the job: FCPaed and MMed (Paed) is a requirement, Must provide after-hours emergency services and participate in commuted overtime at 16 hours per week within the Department of Paediatrics and Child Health Platform. Competencies (knowledge/skills): Experience in and/or demonstrated interest in working with children and their caregivers. Excellent interpersonal and communication skills (both written and oral). Demonstrated understanding of being mindful of cultural differences and adapting communication and administration methods to respect diverse patients. Strong attention to detail and ability to work both independently and collaboratively within a team. Demonstrated commitment to ethical conduct, patient safety, and maintaining confidentiality. Experience in general paediatrics at a post graduate level. Ability and willingness to supervise medical students and rotating registrars.
<u>DUTIES</u>	: Clinical Service Delivery: Comprehensive Paediatric Neurology and general paediatric clinical care and service delivery in the Western Cape Paediatric Neurology service outpatient and inpatients under the direction of specialist supervisors. After-hours calls as for senior registrars in the Department of Paediatrics & Child Health (UCT) and responsible to the director of the registrar programme. Administration and Management of the Unit of Paediatric Neurology including ensuring correct patient data and statistics. Efficiently manage clinical notes, including generating letters, providing feedback to referring doctors, contributing to databases, and using designated ICD-10 codes. Teaching: Contribute and facilitate learning of undergraduate students and Paediatric registrars attached to the clinic and ward. Learning: Rotation through areas of Red Cross War Memorial Children's Hospital. To acquire training in Paediatric Neurology including completing the required training logbook and to successfully pass the College of Medicine of South Africa Fellowship in Paediatric Neurology examination to enable certification as a paediatric Neurologist with the HPCSA. Attendance and presentation at Academic Departmental meetings and journal clubs. Research: Involvement with existing research projects, clinical reviews, audits and clinical trials. The post holder is expected to conduct a research project towards producing a Master's (MPhil) thesis through UCT.
<u>ENQUIRIES</u>	: Prof Jo Wilmshurst Tel No: (021) 658 5370 / 5434 or jo.wilmshurst@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. Employees in service who opt to continue with their pension benefits as Senior Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Medical Sub-Specialist positions. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Senior Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Senior Registrars will be required to register as post-graduates with Stellenbosch University/ University of Cape Town according to the yearbook and guidelines. Please ensure that you attach an updated CV. Red Cross War Memorial Childrens Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all registrar appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plain District Hospital, Victoria Hospital and George Provincial Hospital. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration with the relevant council (including individuals who must apply for change in registration status)". Appointment as Senior Registrar will be for a maximum contract period of 2 years. Senior Registrars will function across health facilities, as per an agreed programme. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Senior Registrar will be on contract. Candidates may be subjected to a competency test. As directed by the Department of Public Service and Administration, applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records and previous employment. It will be expected of shortlisted candidates to be: available at the venue on the time and date as determined by the Department and bring along recently (not older than 6 months) certified copies of your Identity Document (ID), driver's license (if applicable for the post), qualification and/or proof of registration at relevant statutory body. Failure to adhere to the aforementioned may lead to his/her application being disqualified and not further considered.
<u>CLOSING DATE</u>	:	08 August 2025
<u>POST 26/185</u>	:	<u>REGISTRAR (RADIATION ONCOLOGY) (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, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Inherent requirement of the job: Commuted overtime is compulsory. Valid (Code B/EB) driver licence. 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. Competencies (knowledge/skills): Current certificate of ATLS/ACLS. Research methodologies. Professionalism, good communication and interpersonal skills, being a team player and leadership. Oncology or Palliative care experience. Appropriate and sufficient clinical experience since obtaining the degree of MBChB.
<u>DUTIES</u>	:	Attending to Oncology patients in clinic and ward settings. Mentor, support, and assist junior colleagues. Participation in performance appraisals/assessments. Involvement in research/audits relating to Radiation Oncology. Participation in

the academic activities and teaching responsibilities of the division. Provision of appropriate Oncology care to cancer patients according to accepted protocols under the guidance of the Consultant Radiation Oncologist. Administrative tasks required for optimal patient care and well-organised and efficient clinics and wards. Improving and updating knowledge through participation in teaching and training sessions and self-learning. Radiotherapy planning and treatment skills development.

**ENQUIRIES
APPLICATIONS**

: Prof Z Mohamed Tel No: (021) 404 4263
: 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. Preference will be given to SA citizens/permanent residents with a valid identity document*. No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to 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). Candidates will have to undergo profiling assessments prior to appointment. 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 for a maximum contract period of 4/5 years. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. Should registration with the HEI as a student be discontinued for any reason the appointment of Registrar also discontinues. Applicants must indicate whether they have bursary obligations. Please ensure that you attach an updated CV. 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.

CLOSING DATE

: 08 August 2025

POST 26/186

: **MEDICAL OFFICER GRADE 1 TO (SURGERY)**
Chief Directorate Rural Health Services

SALARY

: 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).

**CENTRE
REQUIREMENTS**

: Paarl Hospital
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Officer. Registration with a Professional Council: Registration with the HPCSA as Medical Officer. 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 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: Participate in the after-hours call system. Competencies (knowledge/skills): Proven experience in principles of planning, organizing and implementation. Proven knowledge of public health policies, guidelines and related prescript to manage resources effectively. Competent and willing to work across disciplines if required.
<u>DUTIES</u>	: Financial management by effective and efficient use of resources. Ensure an efficient and cost-effective clinical service of high quality with a patient centered focus and addressing the burden of disease in the Worcester healthcare ecosystem. Ensure compliance by means of maintaining high quality clinical records. Adhere to requirements for all HR matters and Code of Conduct.
<u>ENQUIRIES APPLICATIONS</u>	: Dr W Johnson Wayne.Johnson@westerncape.gov.za Tel No: (021) 860 2584 : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for the post. Shortlisted candidates may be subjected to a 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).
<u>CLOSING DATE</u>	: 08 August 2025
<u>POST 26/187</u>	: <u>REGISTRAR (MEDICAL) (RADIOLOGY) (X4 POSTS)</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). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).
<u>CENTRE REQUIREMENTS</u>	: Tygerberg Hospital : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as Medical Practitioner. Competencies (knowledge/ skills): Primary Examination – Part 1 FC Rad (Diag.) SA. Supervised clinical experience in any aspect of diagnostic imaging. Effective leadership & interpersonal skills. Appropriate and sufficient clinical experience since obtaining the degree of MBChB. Knowledge and practical skills. Appropriate general medical and radiology experience. Computer skills including typing, managing spreadsheets and using databases. Verbal and written communication skills. Inherent requirements of the job: Commuted overtime is compulsory. Emergency and after hour call cover. Each Registrar will be appointed in a specific training hospital but will be required to work across the distributed training platform. Valid (Code B/EB) driver's licence, willingness and ability to travel.
<u>DUTIES</u>	: Provision of safe, comprehensive 24-hour tertiary level diagnostic service to patients at Tygerberg Hospital and associated training hospitals. Produce timeous and accurate radiological reports and assist in optimal workflow through imaging domains. Perform onsite after-hours duties as per call roster. Attend teaching program activities, tutorials and assessments as part of the registrar training program. Assist with the training medical students, nursing staff and radiographers. Learn critical skills required of Radiologist. Involvement in research/audits relating to Radiodiagnosis.
<u>ENQUIRIES APPLICATIONS</u>	: Prof C Ackermann Tel No: (021) 938-9320 : 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 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)".

<u>CLOSING DATE</u>	:	08 August 2025
<u>POST 26/188</u>	:	<u>MEDICAL SPECIALIST: GRADE 1 TO 3 (SUB-SPECIALTY) PAEDIATRIC INFECTIOUS DISEASES (5/8TH POST)</u>
<u>SALARY</u>	:	Grade 1: R971 043 per annum Grade 2: R1 108 263 per annum Grade 3: R1 210 503 per annum A portion of the package can be structured according to the individual's personal needs.
<u>CENTRE REQUIREMENTS</u>	:	Red Cross War Memorial Children's Hospital, University Of Cape Town Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Sub-specialist in Paediatric Infectious Diseases. Registration: Registration with the HPCSA as Medical Sub-specialist in Paediatric Infectious Diseases. Experience Grade 1 : None after registration with the HPCSA as Medical Subspecialist in Paediatric Infectious Diseases. Grade 2 : A minimum of 5 years' appropriate experience as Medical Subspecialist after registration with the HPCSA as Medical Subspecialist in Paediatric Infectious Diseases (or recognised foreign Health Professional Council in respect of foreign qualified employees). Grade 3 : A minimum of 10 years' appropriate experience as Medical Sub-specialist after registration with the HPCSA as Medical Subspecialist in Paediatric Infectious Diseases (or recognised foreign Health Professional Council in respect of foreign qualified employees). Inherent requirement of the job: Willingness to travel within the District and Metro Region. Valid Driver's Licence. Competencies (knowledge/skills): Ability to comprehensively manage all child and adolescent paediatric infectious diseases cases including intensive management of tertiary level patients. Proven leadership abilities. Experience in supervision of staff. Experience in effective manage of allocated resources. Proven experience in teamwork. Proven knowledge/skills and experience in principles of service planning, organizing, implementation, monitoring and evaluation. Proven ability to adhere to all departmental requirements and protocols. Proven knowledge of public health and public health policies, guidelines and related prescript to manage resources effectively. Research experience as a primary investigator or research supervisor. Computer literacy.
<u>DUTIES</u>	:	Provide comprehensive, high-quality child and adolescent paediatric infectious diseases and general paediatrics clinical services. Clinical leadership and relevant oversight of daily clinical operations of a multidisciplinary paediatric infectious diseases team and a general paediatrics team in a tertiary setting. Provide outreach and support to referrers and referring institutions, as required. Conduct ward rounds/ multidisciplinary clinical meetings. Manage and effectively/efficiently use allocated resources. Effective and efficient administration of clinical services. Adhere to requirements for all people management matters. Create a learning environment for students and junior colleagues both under- and postgraduate as required. Do appropriate clinical

		audits and research within the department to stay abreast of clinical developments.
<u>ENQUIRIES</u>	:	Dr J Nuttal Tel No: (021) 685 5111, Email: James.Nuttal@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.
<u>CLOSING DATE</u>	:	08 August 2025
<u>POST 26/189</u>	:	<u>DEPUTY DIRECTOR: MEDICAL SUPPORT</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R896 436 per annum, A portion of the package can be structured according to the individual's personal needs.
<u>CENTRE</u>	:	Alexandra Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 4-year National Diploma/Degree or equivalent in Health Sciences registrable with the South African Statutory Health Professions Council or South African Nursing Council. Experience: Appropriate supervisory experience. Experience as a Mental Health Care Practitioner as defined in the Mental Health Care Act 17 of 2002" means a psychiatrist or registered medical practitioner or a nurse, occupational therapist, psychologist or social worker who has been trained to provide prescribed mental health care, treatment and rehabilitation services. Inherent requirements of the job: Valid driver's license. Willingness to overtime, weekends and public holidays to meet operational requirements. Competencies (knowledge/skills): Knowledge of the Quality Assurance framework and the related internal and external policies Statistical analytical skills. Appropriate knowledge and skills related to rehabilitation. Ability to identify, successfully initiate and develop new health projects. Change-management skills. Computer skills. Sound knowledge of the Mental Health Care Act, 2002 (Act 17 of 2002), and the mental-health care package, policies and the ethos of community-based mental-health care. Sound knowledge and understanding of the health-care management systems including patient management systems, referral systems and Emergency Psychiatric Services.
<u>DUTIES</u>	:	Effective and efficient operational management and planning of the Clinical Support Services in the psychiatric hospital in terms of the relevant acts and regulations. Supervising Clinical Support Services. Manage the Quality Assurance and Risk Management program for the hospital by taking overall responsibility for the implementation of the National Core Standards for psychiatric health facilities. Act as the delegated official to manage the documentary compliance with the Mental Health Care Act, 2002 (Act 17 of 2002). Responsible for liaison with the Mental Health Review Board and for ensuring the resolution of all identified problems. Support the CEO to ensure effective and efficient functioning of the hospitals business units and support the development of matrix-management teams.
<u>ENQUIRIES</u>	:	Ms L. Saville Tel No: (021) 503-5004.
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. 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. Candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	08 August 2025
<u>POST 26/190</u>	:	<u>FACILITY MANAGER (PRIMARY HEALTH CARE)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R896 436 per annum, (A portion of the package can be structured to the individual's personal needs).
<u>CENTRE</u>	:	Delft Community Health Centre
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate three year Diploma/Degree in a Health related or Managerial field. Experience: Appropriate experience in a managerial position in a NGO, private organisation or the state sector. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Proven leadership abilities. Good interpersonal and people management skills. Knowledge of Public Sector legislation and Health Sector experience. Computer literacy (MS Office).

<u>DUTIES</u>	:	General and operational management of a Community Health Centre, related services in the drainage area and implementation of the prescribed package of services. Strategic, operational planning, implementation of operational plans and quality assurance programmes and Monitoring and evaluation thereof. Sound financial, Supply Chain Management, facilities management and People Management. Plan and co-ordinate the provision of support service systems that will enhance the quality of care. Ensure a high level of client satisfaction through the effective planning and implementation of local centre operations and good communications with internal and external customers. Information and data management. Stakeholder Engagement.
<u>ENQUIRIES</u>	:	Mr. A Patientia Tel No: (021) 815-8866
<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. The pool of applicants will be considered for other similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a practical/oral assessment.
<u>CLOSING DATE</u>	:	08 August 2025
<u>POST 26/191</u>	:	<u>OPERATIONAL MANAGER NURSING SPECIALTY (ANTENATAL WARD)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R693 096 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 Professional Nurse and Midwife. A post basic qualification with a duration of at least one year, accredited with SANC in Advance Midwifery and Neonatal Nursing Science. Registration with a Professional Council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 9 years' appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognizable experience in the specific speciality after obtaining the 1-year post basic qualification in the relevant speciality. Inherent requirement of the job: Willingness to work after hours, weekends and public holidays, on day and night duty as required. Competencies (knowledge/skills): Knowledge and insight of relevant legislation and policy related to nursing within the Public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision making and conflict resolution skills. Good organisational skills and the ability to function under pressure. Computer literacy.
<u>DUTIES</u>	:	The appointed candidate will be responsible for the coordination and rendering of optimal, holistic and quality Perinatal and Neonatal Health care within standards and a professional / legal framework. Manage the utilization and supervision of all resources effectively. Coordinate the provision of training and research effectively. Provision of effective support to nursing services and hospital management. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	:	Mrs. M Holland Tel No: (021) 659-5550
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	08 August 2025
<u>POST 26/192</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALITY: IPC, QA AND OHS)</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	:	Knysna Hospital, Garden Route District
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration

	with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year 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 with the SANC as a Professional Nurse in General Nursing. Grade 2: A minimum of 14 years' appropriate/recognizable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1 year post basic qualification as mentioned above. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Knowledge of Project- and Financial management. Ability to analyse and interpret Health systems information, compile reports and present the data to direct planning. Good organisational, 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 Establishments (HE) staff meet the Ideal Clinic Realization and Maintenance (ICRM) and Ideal Hospital Realization and Maintenance (IHRM). Ensure the maintenance of the Infection Prevention and Control (IPC) standards. Establish measures that will ensure health and safety of staff and users. Support the addressing of healthcare risks. Help build the competency of staff by identifying, planning and addressing Quality Improvement (QI), Infection Prevention & Control (IPC) and 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</u>	: Ms CG Wagener Tel No: (044) 302-8400
<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 required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications 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: Occupational Health Nursing Science with the South African Nursing Council. The pool of applicants will be considered for similar vacant posts within Garden Route District for a period of 3 months from the date of advert.
<u>CLOSING DATE</u>	: 08 August 2025
<u>POST 26/193</u>	: <u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING: MENTAL HEALTH)</u> Overberg District
<u>SALARY</u>	: Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	: Caledon Clinic, Theewaterskloof Sub-district
<u>REQUIREMENTS</u>	: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse with Psychiatry. Post-basic nursing qualification, with duration of at least 1 year accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with a Professional Council: Registration with the SANC as a 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 a Professional Nurse in General Nursing and at least 10 years of the period referred to above must be appropriate/recognisable experience in Psychiatry after obtaining the 1-year post-basic qualification in the specialty. Inherent requirement of the job: Valid (Code B/EB/C1) driver's licence. Willingness to rotate and consult patients at different facilities within the Sub-district. Competencies (knowledge/skills):

		Good Interpersonal and communication skills. Computer literacy (Microsoft Word). Knowledge and insight of relevant legislation and policy related to Mental Illness within the public sector. Ability to consult with clients who require mental health counselling.
<u>DUTIES</u>	:	Actively participate in the clinical management and nursing care to patients with Mental Health problems within the Sub-district. Provide support and capacity development to PHC personnel for Sub-district level services and students and peers. Promote community development and participation in Mental Health care delivery. Liaise with other role players. Conduct research related to Mental Health and service delivery.
<u>ENQUIRIES</u>	:	Ms H Human Tel No: (021) 028 214-1070
<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 required to undergo a practical assessment. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. -This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Advanced Psychiatric Nursing Science. The pool of applicants will be considered for similar vacant posts within Overberg District for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	08 August 2025
<u>POST 26/194</u>	:	<u>CLINICAL NURSE PRACTITIONER: GRADE 1 TO 2 (PRIMARY HEALTH CARE)</u> Central Karoo District
<u>SALARY</u>	:	Grade 1: R476 637 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	:	Merweville CC, Beaufort West Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least 1 year in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a Professional Council: Registration with the SANC as a Professional Nurse and Midwife. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration 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 requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Must be able to operate mobile clinic vehicle. Willingness to assist at PHC Clinics in Sub-district. Competencies (knowledge/skills): NIMART training or experience. Problem-solving, report writing, liaison and facilitation skills. Basic computer skills in (i.e., MS Word, Excel, Outlook).
<u>DUTIES</u>	:	Assist with the Management of the Burden of Disease according to the Comprehensive Health programmes. Quality of service Plan and implement Health Promotion and Prevention activities in facility and community. Link with the community structures and NPO's. Collect data and submit reports. Provide PHC services to the surrounding communities. Assist with the management of Human resources, Finance, SCM, Strategy and Health support and Infrastructure and equipment management under supervision.
<u>ENQUIRIES</u>	:	Ms J Nel 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. Candidates who are not in possession of the stipulated registration requirements, may also

apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). The pool of applications will be considered for similar vacant posts within the Central Karoo District, for a period of 3 months from date of advert. Candidates will be subjected to a practical/oral assessment.

CLOSING DATE

:

08 August 2025

POST 26/195

:

CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PHC)
Cape Winelands District

SALARY

:

Grade 1: R476 367 per annum
Grade 2: R583 989 per annum
(plus, a non-pensionable rural allowance of 8% of the basic annual salary)

CENTRE

:

Op die Berg Clinic, Witzenberg 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 as Professional Nurse and Midwife. Post-basic qualification, with duration of at least 1-year, in Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a Professional Council: Current registration with the South African Nursing Council as Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years of appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General nursing. **Grade 2:** A minimum of 14 years' appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be an appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. Inherent requirements of the job: Prepared to work at different facilities within the Sub District inclusive a Mobile and when needed within the community (COPC concept). A valid (Code B/EB) driver's license. Competencies (knowledge/skills): NIMART training or experience. Demonstrate in-depth knowledge of Nursing and public service legislation. Computer literacy (MS Word and Excel). Ability to promote quality patient care through the implementation of protocols, guidelines and standards.

DUTIES

:

Assist with the management of the burden of disease in accordance with the guidelines and protocols of the western cape. Provide and maintain quality of care to all patients and health services. Maintain accurate clinical records, statistics registers, and referral records. Effective utilization of Resources/Stock within the limited budget constraints. Participation in Community events and initiating awareness with regards to health-related issues. Maintain and participate in inter-professional and multi-disciplinary teamwork but able to work independently. Supervise and mentor lower categories of staff. Maintain professional growth/ethical standards and self-development.

ENQUIRIES

:

Mr. L Wawini Tel No: (023) 316-9600

APPLICATIONS

:

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

NOTE

:

No payment of any kind is required when applying for the post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care. The pool of applicants will be considered for similar vacant posts within Witzenberg Sub-district for a period of 3 months from date of advert.

CLOSING DATE

:

08 August 2025

<u>POST 26/196</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING: MIDWIFERY AND NEONATOLOGY)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	Grade 1: R476 637 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	:	George Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least 1 year in Advanced Midwifery and Neonatal Nursing Science. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Advanced Midwifery and Neonatal Nursing Science after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet the operational requirements. Willingness to rotate within the Obstetrics and Gynaecology and Neonatology Paediatric department. Competencies (knowledge/skills): Knowledge of relevant legislation and policies of the Department of Health Western Cape. Leadership towards the realisation of strategic goals and objectives of the Obstetrics and Gynaecology and Neonatology Paediatric Department.
<u>DUTIES</u>	:	To provide holistic, quality health care and education according to individual needs of patients, family and the community. Effective utilization of Human and Physical Resources. Support Nurse Manager with Staff Supervisory Function. Maintain professional growth/ethical standards and self- development of self and others. Display of core values of the Department of Health WCG in the execution of duties.
<u>ENQUIRIES</u>	:	Ms C Potts Tel No: (044) 802-4553
<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. Candidate will be subjected to a practical. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Advanced Midwifery and Neonatal Nursing Science with the South African Nursing Council. The pool of applicants will be considered for similar vacant posts within George Regional Hospital for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	08 August 2025
<u>POST 26/197</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: PSYCHIATRY) (MALE ADMISSION WARDS) (X3 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R451 533 (PN-B1) per annum Grade 2: R553 545 (PN-B2) per annum
<u>CENTRE</u>	:	Lentegeur Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent that allows registration with the South African Nursing Council (SANC) as a Professional Nurse with Psychiatry. A post-basic nursing qualification, with duration of at least 1 year, accredited with the SANC in Advanced Psychiatric Nursing Science.: Registration with a Professional Council: Registration with the SANC as Professional Nurse and Psychiatry. Experience: Grade 1: A minimum of 4 years

	appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in Psychiatry after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Willingness to work shifts, day and night duty, weekends, and public holidays to meet the operational requirements. Must be prepared to assist in all departments according to operational requirements. Competencies (knowledge/skills): Effective communication skills and interpersonal skills. Knowledge of relevant legislation and policies of the Department of Health and Wellness Skills to plan, organize and coordinate the service by analyzing, problem solving and decision-making. Leadership towards the realization of strategic goals and objectives of the Mental health unit. Computer literacy in MS packages (Word, Excel and PowerPoint).
<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>	: Mr. MM Banzi Tel No: (021) 370-1248
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Advanced Psychiatric Nursing Science with the South African Nursing Council. 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>	: 08 August 2025
<u>POST 26/198</u>	: <u>PROFESSIONAL NURSE: GRADE 1 TO 3 (GENERAL) (WARD D NEURO) (X1 POST) (RELIEF TEAM) (X1 POST)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	: Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	: Western Cape Rehabilitation Centre
<u>REQUIREMENTS</u>	: Minimum educational qualification: Minimum educational qualification: Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent that allows for registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a Professional Council: Registration with SANC as a Professional Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years recognisable experience in Nursing after registration with SANC as a professional Nurse in General Nursing. Grade 3 A minimum of 20 years recognisable experience in nursing after registration with SANC as a professional Nurse in General Nursing. Inherent requirement of the job: Willingness to work shifts,day and night duty, weekends and public holidays when required by operational requirements. Competencies (knowledge/skills): Knowledge and understanding of Nursing processes, procedures and other relevant legal and ethical practises. Computer Literacy in MS Office and MS outlook. Good Communication skills. Good report writing skills.
<u>DUTIES</u>	: Provision of optimal, holistic, Nursing Care within set standards and within a professional, legal framework as a Professional Nurse. Effective utilization of Human and Financial Resources to ensure optimal operational function in the area. Participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service and the institution.

		To maintain ethical standards and promote professional growth and self-development.
<u>ENQUIRIES</u>	:	Ms. H. Brenton Tel No: (021) 370-2314.
<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 a change in registration status)". Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	08 August 2025
<u>POST 26/199</u>	:	<u>CSSD MANAGER</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in Sterilization and Decontamination Services as a junior manager/supervisor. Inherent requirement of the job: Competencies (knowledge/skills): Sound knowledge of sterilisation and gas sterilisation practices and Decontamination processes. Strong leadership, strategic, interpersonal, negotiation, facilitation, counselling, operational contingency planning, managerial and organisational skills. Computer literacy (MS Word, Excel, PowerPoint). Independent effective decision making and problem-solving skills within the limits of the Public Sector policy framework. Understanding of and competency in Public Sector financial management system including budgeting and expenditure control. Understanding of and competency of Human Resource Management and Development particularly as it applies to the public levels and skills mix, skills development and training, discipline, and labour relations.
<u>DUTIES</u>	:	Manage, organize and control Central of Central Sterile Services Department (CSSD) and Gas Sterilization Units (GSU). Human resource management of the CSSD and GSU. Financial resource management of CSSD and GSU. Infrastructure management of CSSD and GSU. Conduct research and operational investigation.
<u>ENQUIRIES</u>	:	Mrs R. Sutcliffe Tel No: (021) 404-2092
<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>	:	08 August 2025
<u>POST 26/200</u>	:	<u>PROGRAMME CO-ORDINATOR (TRAINING): CORPORATE AND WELLNESS TRAINING</u> Directorate: People Development
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Head Office, Cape Town, based at Plumstead
<u>REQUIREMENTS</u>	:	Minimum requirements: Appropriate 3-year Health related Diploma / Degree or equivalent, registrable with the South African Council for Social Service Professions or Health Professions Council of South Africa. Experience: Appropriate/ recognisable experience in adult training and facilitation. Appropriate/ recognisable experience in training coordination. Appropriate experience in adult training and facilitation and curriculum design. Appropriate experience in training material and assessment development. Appropriate experience in coordination and project management. Inherent requirement of the job: Valid code (B/EB) driver's license. Willingness to travel and work overtime. Good interpersonal and communication skills. Ability to work independently, under pressure, unsupervised and in a team context. Competencies (knowledge/skills): Knowledge of applicable Western Cape Health policies regulations and guidelines Service. Ability to use all relevant

		computer applications effectively, independently and with ease. In-depth knowledge and understanding of the public health sector and adult education practices. Knowledge and understanding of project management and implementation. Ensure that corporate and wellness training design, framework and educational pathway of health care workers are delivered as determined by service training needs and service design.
<u>DUTIES</u>	:	Coordinate the development and operational implementation of the Corporate and Wellness training component. Coordinate training in the Corporate and Wellness educational programmes developed for health care workers. Coordinate the facilitation of in-service training, updating of skills and competencies. Coordinate the assessment of the competencies and skills of health care workers. Conduct content management and training outlines in respect of training programmes for health care workers. Assist with designing and conducting additional training as required. Effective management and utilisation of human resources.
<u>ENQUIRIES</u>	:	Ms N Calvert Tel No: (021) 763-5320
<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>	:	08 August 2025
<u>POST 26/201</u>	:	<u>ASSISTANT DIRECTOR: EMPLOYEE RELATIONS</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Worcester Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate 3-year National Diploma / Degree or equivalent qualification. Experience: Appropriate experience as a Labour Relations Officer. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Excellent leadership and interpersonal skills. Good knowledge and understanding of Labour Law and applicable common law principles. Knowledge and understanding of the Skills Development acts and prescripts. Excellent Computer literacy in MS Word, Excel, PowerPoint and Outlook. Ability to work under pressure and independently. Excellent report-writing skills.
<u>DUTIES</u>	:	Provide the lines of management with expert advice on all Employee Relations issues and promote Employee Relations. Facilitate Employee Relations and Employee Wellness training and workshops as necessary within the Ecosystem. Support the grievance delegated authority to ensure compliance with policy. Case management with regard to matters of misconduct within the Hospital. Ensure and contribute to related workplace forums within the Ecosystem. Provide guidance, coordination and collaboration within the Ecosystem on matters of Employee Relations, Employee Wellness and People Development. Support the Hospital Management in ensuring an efficient and Organizational Rights driven IMLC to achieve labour peace. Ensure implementation of the strategies, manage and report on the operations and resources of the Labour Relations, Employee Wellness and People Development component. Support, coordinate and report on the implementation of organisational culture and change management strategies of the Hospital.
<u>ENQUIRIES</u>	:	Ms ZZZ Kwinana Tel No: (023) 348-1277
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test and/or competency assessment. The pool of applicants will be considered for similar vacant posts within Worcester Regional Hospital for a period of 3 months from the date of advert.
<u>CLOSING DATE</u>	:	08 August 2025
<u>POST 26/202</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Alexandra Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in all aspects of Human Resource Management. Appropriate supervisory experience. Appropriate PERSAL

	experience. Inherent requirements of the job: Valid (Code B/EB) drivers' license. Competencies (knowledge/skills): Sound knowledge of Human Resource policies, procedures, prescripts, HR audit compliance prescripts, management of the Approved Post Lists (APL), establishment control, Human Resource Development and Labour Relations. Strong managerial and supervisory skills. Computer skills (MS Word, Excel and PowerPoint). Good communication skills (written and verbal).
<u>DUTIES</u>	: Facilitate, co-ordinate and manage HR Planning, Recruitment and Selection, Establishment Control, Staff Performance Management System and Human Resource Administration. Implement systems and strategies to ensure effective and efficient Quality and Risk Management in the Human Resource Department. Facilitate compliance with the Auditor-General's requirements and HR audit reports and ensure that sample testing is performed and reported on that is in line with the HR Compliance Monitoring Instrument (HR CMI) HR Audit Action Plan (HR AAP). Administer and ensure that audit investigations, follow-up and feedback of audit findings are done timeously. Manage Human Resource Development and the implementation of HRD policies, prescripts and Institutional Work Skills Plans, and oversee the training of staff. Manage sound Labour Relations and effective participation in IMLC and labour relations matters.
<u>ENQUIRIES</u>	: Ms G Engelbrecht Tel No: (021) 503-5017
<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. 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. Candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	: 08 August 2025
<u>POST 26/203</u>	: <u>ASSISTANT DIRECTOR: FINANCE AND SUPPLY CHAIN MANAGEMENT</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	: R468 459 per annum
<u>CENTRE</u>	: Wesfleur Hospital
<u>REQUIREMENTS</u>	: Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in Supply Chain and Financial Management. Appropriate experience in Patient Administration, Revenue and Hospital Fees Environment. Experience in Information Management, supervisory and People Management. Inherent requirements of the job: A valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Extensive knowledge of relevant financial prescripts, departmental policies, delegations, and procedures. Computer literacy and thorough knowledge of computer systems (LOGIS, BAS, IPS and MS Office). Extensive knowledge of revenue, information systems (HIS/CLINICOM, UPFS and SINJANI ICD 10 coding). Strong people management skills, ability to work in a team context and motivate team members. An aptitude for working with financial figures. Excellent leadership, analytical, problem-solving interpretation and analysing skills. In depth knowledge and experience pertaining to APL, BMI, Supply Chain Management prescripts, Financial and Revenue Management prescripts.
<u>DUTIES</u>	: Responsible for overall management for all Supply Chain Management functions and ensure the effective and efficient application of procurement policies and processes, Demand -, Acquisition -, Contract-, Logistics -, and Disposal Management. Manage, control, and monitor hospital budget and expenditure as well as income generation and projections. Plan, implement and maintain financial control and handle audit queries. Responsible for overall management of Revenue/Fees and Case Management, Cash Management, BAS and AR reconciliation, Accounts Receivable and billing. Control and manage Patient Administration Services which includes Admissions. Overall responsible for Information Management by monitor, control, analyse, interpret, and report monthly statistics of all departments. Manage all People Management related functions within the component.
<u>ENQUIRIES</u>	: Dr LC Fillis Tel No: (021) 571 8040, Email: Laurencia.Fillis@westerncape.gov.za
<u>APPLICATIONS</u>	: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

<u>NOTE</u>	:	Shortlisted candidates would be expected to complete a competency test as part of the evaluation process.
<u>CLOSING DATE</u>	:	08 August 2025
<u>POST 26/204</u>	:	<u>ASSISTANT DIRECTOR: HR (PEOPLE MANAGEMENT SYSTEMS AND PERSAL HELPDESK)</u> Directorate: People Strategy
<u>SALARY CENTRE</u>	:	R468 459 per annum Head Office, Cape Town, Sub-directorate: Organisational Dynamics and Remuneration
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate 3 Year National Diploma or Degree or equivalent. Experience: Appropriate working experience in a PERSAL Helpdesk environment and related responsibilities. Appropriate experience and knowledge of the PERSAL system. Appropriate working experience on the application of Microsoft Word and Excel. Appropriate applicable supervisory experience. Inherent requirement of the job: Valid Code 8 (B, EB) driver's licence. Competencies (knowledge/skills): Good verbal and written communication skills to ensure effective presentation of policies as well as report writing. Sound practical computer skills in MS Office (Word, Excel, Power Point), Outlook and Teams. Excellent verbal and written communication, people and interpersonal relationship skills. Analytical thinking abilities. Good organisational planning and time management skills. Computer literacy in Microsoft Office applications (Word and Excel). Leading and Supervising. Delivering Results and Meeting Customer Expectations. Deciding and Initiating Action. Working with People. Following Instructions and Procedures. Relating and Networking. Persuading and Influencing. Applying Expertise and Technology. Preparedness to work overtime, travel and overnight away when required.
<u>DUTIES</u>	:	Operationalise and coordinate the application of PERSAL functionality and processes and ensure credibility of information processed on the system. Operationalise and facilitate all PERSAL System training needs within the Department. Operationalise and manage the appropriate application of Central/Departmental codes, Access Security, Suspense file transactions and the Message broadcasting facility. Operationalise and implement System Change Control (SCC). People management.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms M Klaasen, email: Melissa.Klaasen@westerncape.gov.za Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. Candidates will be subjected to a practical test. No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	08 August 2025
<u>POST 26/205</u>	:	<u>CASE MANAGER</u> Chief Directorate: Metro Health Services
<u>SALARY CENTRE</u>	:	R397 116 per annum Brackengate TCF
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate three-year health related National Diploma/Degree or equivalent registrable with the Health Professions Council of South Africa (HPCSA) or South African Nursing Council (SANC). Experience: Appropriate experience in a Case Management/Medical Aid environment. Appropriate experience in ICD-10 Code assignment and the ability to link patient diagnosis with procedural codes. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): The ability to work with Excel spread sheets, Microsoft Word and web-based programs (medical aids). Good knowledge of the Uniform Patient Fees Schedule (UPFS), Managed Health Care or Hospital Information Systems and EDI (Electronic Data Interchange). Knowledge of the Medical Schemes Act 131 of 1998 and the application of Prescribed Minimum Benefit (PMB) legislation i.e. the Chronic Disease List (CDL) and Diagnostic Treatment Pairs (DTP).
<u>DUTIES</u>	:	Responsible for the management and implementation of Case Management policies, protocol and procedures in the hospital. Perform operational Case Management functions inclusive of pre-authorisation and clinical review to ensure compliance with Case Management policies and procedures. Conduct clinical audits of patient accounts to ensure accuracy of invoices for submission

		to medical aids and state departments. Provide support to the hospital Fees Department in terms of follow-up of outstanding medical scheme and state department balances and account queries. Assist with EDI rejections to ensure timeous submission of medical scheme invoices. Provide quotations to H1, H2, H3 and Foreign patients.
<u>ENQUIRIES</u>	:	Mr A Kannemeyer Tel No: (021) 370-2318
<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. This post will not be linked to any of the Occupational Specific Dispensations. No payment of any kind is required when applying for this post. Short listed candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for other vacant similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	08 August 2025
<u>POST 26/206</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: FINANCE</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Mowbray Maternity Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in Information Management, Patient Administration Reception and Medical Records Management. Appropriate supervision experience. Competencies (knowledge/skills): Appropriate knowledge and experience of information systems such as HIS, CLINICOM, SINJANI, JAC, including the Uniform Patient Fee Schedule (UPFS), Hospital Fees Memorandum Chapter 18. Computer literacy. Good interpersonal relations and communication skills. Leadership skills.
<u>DUTIES</u>	:	Overall management and supervision of the Information Management, Patient Administration Reception and Medical Records Components. Monitor, control, analyse, interpret and report monthly statistics of the hospital. Maintain patient information systems and data quality. Ensure training and competency for all relevant hospital staff on Information and Patient Administration systems. Maintain an effective Medical Records and Registry. Ensure compliance to audit requirements.
<u>ENQUIRIES</u>	:	Mr E Swanepoel Tel No: (021) 659-5567
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	08 August 2025
<u>POST 26/207</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Alexandra Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate Human Resource Administration, PERSAL and/or Labour Relations experience. Appropriate supervisory experience. Appropriate experience in the PERSAL system. Inherent requirements of the job: Valid driver's licence. Competencies (knowledge/skills): Knowledge of the Public Service Act and resolution, various OSD's, Human Resource Policies, Resolutions and Agreements. Ability to ensure compliance in the application of human resource policies and practices. Knowledge and implementation of Labor Relations standards and prescripts. Understanding of relevant legislation pertaining to Labor Relations. Ability to analyze data to compile management reports, detailing relevant trend analysis. Proficient in MS Office (Word, Excel and PowerPoint).
<u>DUTIES</u>	:	Adhere and correct application to all transversal personnel practices, policies and procedures, including all employment practices, Conditions of Service and Terminations, Appointments, Pensions, PILIR, Structuring of packages, SPMS, Establishment Administration, RWOEE, Commuted Overtime and Recruitment

and Selection etc. Ensure Human Resource compliance and rectification of Auditor-General reports, Internal Auditors reports, as well as Human Resource Management compliance reports. Render a support and advisory service with regards to Personnel Administration and Human Resource Management as well as monitoring compliance to Human Resources policies. Render sound labour relations practices at institutional level Administer grievance and disciplinary cases and maintain a database to generate monthly reports for labour relations and all training interventions. Render a service to the Institutional Management and Labor Committee (IMLC). Consult and advise management and Line management on all labour relations policies, procedures and interventions. Manage and supervise the general staff office including the development of Human Resource Officials on all aspects (SPMS, Discipline, training of staff). Ensure compliance with human resource practices, policies, resolutions and collective agreements. Responsible for HR related statistics and the effective usage of PERSAL system.

<u>ENQUIRIES</u>	:	Mr MR Abrahams Tel No: (021) 503-5018
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. Candidates will be subjected to a 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>	:	08 August 2025
<u>POST 26/208</u>	:	<u>PHYSIOTHERPIST GRADE 1 TO 3</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	Grade 1: R397 233 per annum Grade 2: R463 941 per annum Grade 3: R543 099 per annum
<u>CENTRE</u>	:	Worcester Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Physiotherapist. Registration with a professional council: Registration with the HPCSA as a Physiotherapist. Experience: Grade 1: None after registration with the HPCSA as a Physiotherapist in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA as a Physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 10 years' relevant experience after registration with the HPCSA as a Physiotherapist in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as a Physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: A minimum of 20 years' relevant experience after registration with the HPCSA as a Physiotherapist in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as a Physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Valid Code B/EB driver's licence. Standby duties and overtime after hours and over weekends. Render a service as determined by the referral needs. Competencies (knowledge/skills): Ability to problem solve, organise, and prioritize patient treatments/discharge plans. Ability to work within the MDT. Ability to work independently. Good problem solving, interpersonal and communication skills. Computer literacy.
<u>DUTIES</u>	:	Assess and treat patients in Trauma, Neurology, Orthopaedic, OPD, Medical, Surgical, Paediatrics wards as well as High Care /Intensive Care units associated with these wards. Provision of basic seating and/or mobility assistive devices. Be responsible for administration related to patient care as well as departmental administration requirements. Support of supervisory structures / persons including resource management and adherence to HR pre-scripts. Assist in the clinical development and guidance of students. Render a service as determined by the referral needs.
<u>ENQUIRIES</u>	:	Ms M. Bezuidenhout Tel No: (023) 348-1275
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Worcester Regional Hospital for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	08 August 2025
<u>POST 26/209</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT AND SUPPORT SERVICES</u> Overberg District
<u>SALARY CENTRE</u>	:	R397 116 per annum Swellendam-and Cape Agulhas Sub-districts (Stationed at Swellendam Hospital)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in the Human Resource Administration, incl. PERSAL, and appropriate supervisory and support services experience. Inherent requirements of the job: Valid (Code B/EB/C1) driver's license and willingness to travel within the sub-districts. Competencies (knowledge/skills): Sound knowledge of Human Resource Management and Contract Management policies. Computer literacy (MS Word, MS Excel, MS Teams, MS Office, PERMIS). Sound practical knowledge and experience of the PERSAL system, knowledge of the Public Service Act and regulations, various OSD's, Human Resource Policies, Resolutions and Agreements. Ability to ensure compliance and identify irregularities in the application of human resource policies and practices by means of analytical and innovative thinking.
<u>DUTIES</u>	:	Responsible for the administration and effective implementation of policies and prescripts, including the approval of PERSAL transactions related to personnel provisioning, salary and personnel administration, OSD, and grade progression, as well as maintaining efficient recruitment and selection services. Render a support and advisory service ensuring adherence to all transversal personnel practices, including conditions of service, terminations, SPMS, establishment administration, and employment policies and procedures. Administer and monitor compliance to HR policies, ensuring compliance and rectification of Auditor-General reports as well as HRM Advisory Services Compliance Reports. Co-ordinate Labour relations and People Development (HRD) functions. -Responsible for the administration and effective management of service provider contracts (e.g., Security and Cleaning Services), maintenance departments, fleet and transport services, as well as food service units, laundries, and housekeeping departments across the two sub-districts. Manage the performance and supervision of HR and Support Services component staff, implement the disciplinary code when required and provide support to managers, supervisor and colleagues.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms N Wege Tel No: (028) 514-8400 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>	:	08 August 2025
<u>POST 26/210</u>	:	<u>ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT</u> Chief Directorate: Rural Health Service
<u>SALARY CENTRE</u>	:	R325 101 per annum Worcester Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate Human Resource Administration. Appropriate PERSAL experience. Competencies (knowledge/skills): Sound practical knowledge and experience of the PERSAL system. Knowledge of the Public

		Service Act and regulations, various OSD's, Human Resource Policies, Resolutions and Agreements. Ability to ensure compliance and identify irregularities in the application of human resource policies and practices by means of analytical and innovative thinking. Good verbal, as well as written communication skills to ensure effective report-writing. Computer skills (i.e. MS Office, Word, Excel and PowerPoint) and numeracy skills.
<u>DUTIES</u>	:	Ensure adherence and correct application to all transversal personnel practices, policies and procedures, including all employment practices, conditions of service and terminations, SPMS, Establishment Administration and Recruitment and Selection. Render a support and advisory service with regard to personnel administration and Human Resource Management. Ensure capturing and approval of Persal transactions executed according to HR policies and timeframes. Execute audits to ensure compliance to HR policies. Manage and supervise subordinates including the development of HR Officials.
<u>ENQUIRIES</u>	:	Mr RM Hill Tel No: (023) 348-1274
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. The pool of applicants will be considered for similar vacant posts within Worcester Regional Hospital for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	08 August 2025
<u>POST 26/211</u>	:	<u>ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (X2 POSTS)</u> Chief Directorate: Emergency and Clinical Support Services
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Emergency Medical Services (on the premises of Tygerberg Hospital)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate with experience/competencies that focus on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in Supply Chain. Competencies (knowledge/ skills): Knowledge of and exposure to the Public Finance Management Act (PFMA) National Treasury Regulations and SCM instructions. Knowledge of LOGIS and/or SYSPRO, ESL and EPS system. Computer literacy (MS Office): Word, Excel, Outlook. Inherent requirements of the job: Valid Driver's Licence. Willingness to travel.
<u>DUTIES</u>	:	Ensure adequate demand planning. Responsible for relevant monthly and quarterly reporting. Maintaining procurement plan and issuance registers. Acquisition management of goods and service through EPS, transversal contracts and other means as prescribed in the AOS and SCM delegations. Responsible for system approvals as per delegations. Manage the effective implementation of processes to prevent late payments. Effective and efficient record keeping pertaining to SCM activities and processes. Regular and credible feedback to management. Responsible for the management of staff in the relevant SCM component. Assist in other components within Supply Chain Management as and when required.
<u>ENQUIRIES</u>	:	Ms S Overmeyer Tel No: (021) 830-1160
<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 expected to undergo a practical assessment.
<u>CLOSING DATE</u>	:	08 August 2025
<u>POST 26/212</u>	:	<u>ADMINISTRATIVE OFFICER: ADMISSIONS (FEES) (PATIENT ADMINISTRATION: INPATIENT AND OUTPATIENT)</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Appropriate experience in a Fees-related environment, including hospital information systems. Experience: Appropriate experience in a Fees-related environment, including hospital information systems. Inherent requirements of the job: Competencies

(knowledge/skills): Good communication skills (verbal and written). Ability to solve problems prioritise and analyse, this includes implementing processes and follow through Ability to work under pressure and liaise with professional staff effectively with a strong sense of confidentiality. Computer literacy. Knowledge of Hospital Fees Memorandum 18, UPFS, HIS, Clinicom, AR Billing, JAC and Finance instructions, disciplinary code of conduct, Permis, Hectis and radiology systems.

DUTIES : Manage and supervise a 24-hour emergency and trauma unit and a large component of patient admin clerks. Management of clinicom, billing (AR), JAC, ICD10 coding, Hectis and other fees related systems in line with revenue generation projects. Manage HR, Labour issues including disciplinary processes wrt staff and submit monthly reports and statistics. Manage and ensure the cash collection and handover processes are followed effectively. Ensure accurate classification of patients and management of all administration duties.

ENQUIRIES : Ms A Swartz Tel No: (021) 404 2333
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for the post.
CLOSING DATE : 08 August 2025

POST 26/213 : **SOCIAL WORKER GRADE 1 TO 4**
Overberg District

SALARY : Grade 1: R325 200 per annum
Grade 2: R397 119 per annum
Grade 3: R477 564 per annum
Grade 4: R585 441 per annum

CENTRE : Otto Du Plessis Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate Bachelor's Degree in Social Work or equivalent qualification. Registration with a Professional Council: Registration with South African Council for Social Service Professions (SACSSP) as Social Worker. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years' experience in social work after registration as Social Worker with the SACSSP. **Grade 3:** A minimum of 20 years' experience in social work after registration as Social Worker with the SACSSP. **Grade 4:** A minimum of 30 years' experience in social work after registration as Social Worker with the SACSSP. Competencies (knowledge/skills): Knowledge and understanding of the nature of human behaviour and the social service profession. Competent in Child and Youth Care services within the Child Care Act. Full knowledge of the Termination of Pregnancy Act 92 of 1992. Skilled in trauma debriefing/supportive counselling.

DUTIES : Establish social work services and network for the Institution and maintain communication with stakeholders. Ensure that social work service with regard to the care, support and protection of individuals, groups, families through relevant programmes is rendered. Keep up to date with new developments in the social work field. Undertake social work research and development and contribute to the development of policies. Render a holistic social work services to individual groups and community using all methods of social work practices. Monitor and evaluate the effectiveness of recommended interventions, reports on progress and identify. Further amended interventions to address identified conditions. Liaise/ attend meetings with other departments and non-governmental institutions to take cognizance of the latest developments in the relevant fields. Produce and maintain qualitative and quantitative records of social work interventions processes and Outcomes. Implement social welfare programme in accordance with the need of the community and Government priorities.

ENQUIRIES : Dr S Bothma Tel No: (028) 514-5400
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

		apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status". The pool of applicants will be considered for other similar posts within the Overberg District for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	08 August 2025
<u>POST 26/214</u>	:	<u>EMERGENCY CALL CENTRE AGENT (X2 POSTS)</u> Chief Directorate: Emergency and Clinical Support Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum Emergency Communication Centre, Metropole Minimum educational qualification: Senior certificate (Grade 12 or equivalent). Experience: Appropriate Emergency/ Medical Call-Centre experience. Inherent requirements of the job: Computer literacy (MS office). Ability to work shifts as per roster. Willingness to work overtime when necessary. Competencies (knowledge/skills): Knowledge of the GEMC/CAD (computer aided dispatching system).
<u>DUTIES</u>	:	Receiving and capture incoming emergency calls on GEMS data system. Manage caller anxiety and stress. Interrogate the call and assess the nature and priority of the case. Dispatch the relevant emergency resources via radio as required. Monitor and control the progress of all emergency incidents. Maintain order and hygiene in control room.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms P Masitho Tel No: (021) 932-1966 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. Shortlisted candidates will be expected to undergo a practical assessment.
<u>CLOSING DATE</u>	:	08 August 2025
<u>POST 26/215</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT</u> Cape Winelands District
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum Stellenbosch Hospital Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience of Asset Management and Warehousing within the public or private environment. Working experience in Procurement (Electronic Procurement System). Competencies (knowledge/skills): Knowledge and experience in electronic procurement systems, Logis and General Supply Chain Management concepts. Good interpersonal and communication skills. Be able to work accurately and under pressure.
<u>DUTIES</u>	:	Processing of Log 1's / PA's received from end users / stock. Procurement of stock (buy-out items) as well as store items and ensure all transactions comply with the legislative requirements. Maintain a contract file for all transversal contracts. Provide general administrative support to line managers including warehousing, asset management and payment functions.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. DM Pick Tel No: (021) 808-6112 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 practical assessment. The pool of applicants will be considered for similar vacant post within Stellenbosch Hospital for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	08 August 2025
<u>POST 26/216</u>	:	<u>ADMINISTRATION CLERK: ADMISSIONS</u> West Coast District
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum Louvville Clinic, Saldanha Bay Sub District Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience with patient and information electronic systems PHCIS, ETR.net, Tier.net, Ideal Clinic, Sinjani etc. Appropriate administrative experience in a Health Facility. Inherent requirement of the job:

		Valid (Code B/EB) driver's license and willingness to relief in other clinics. Competencies (knowledge/skills): Computer literacy (Word, Excel and Power Point) and data capturing skills. Excellent filing and recordkeeping skills. Ability to work under pressure and to meet deadlines. The ability to accept accountability and responsibility and to work independently and in a multi-disciplinary team.
<u>DUTIES</u>	:	Act as first contact point for facility and managing the reception point, manage telephonic and client communication and responsible to make appointments. Keep records, file and retrieve folders, trace old folders, compile new folders and deconstruct folders. File patient folders, documents daily and handle all general administration duties. Maintain and schedule patient appointments on PHCIS. Do daily statistics and compile monthly statistics and give support to supervisor and staff members. Assist with ordering on LOGIS system, monitoring, and stock control and act responsible with regards to service ethics, norms and standards.
<u>ENQUIRIES</u>	:	Mr. JA Julies Tel No: (022) 709 7225
<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>	:	08 August 2025
<u>POST 26/217</u>	:	<u>ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT</u> West Coast District
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Vredenburg Hospital, Saldanha Bay Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate experience in Human Resources that include Salary Administration, Service Conditions, Personnel Management, Pension Administration, PERSAL or Related salary administration system and Recruitment and Selection. Inherent requirement of the job: Valid (Code B/EB) driver's license. Willingness to travel and work overtime when required. Competencies (knowledge/skills): Good verbal and written communication skills. Sound Knowledge of HRM Policies and Practices, Public Service Act, Public Service Regulations, Collective Agreements regarding personnel- and salary administration. Computer literate (i.e. MS office package, e-mail and internet). Ability to meet deadlines and to maintain confidentiality.
<u>DUTIES</u>	:	Perform all administrative duties pertaining to the personnel administration and salary administration functions e.g. appointments, service terminations, transfers, pension, leave, housing, injury on duty, distribution of monthly payslips and debt management and verify documents. Responsible for capturing transactions related to service terminations on PERSAL and audit personnel and leave records. Maintenance of effective recordkeeping systems and assist with registers related to PILIR, ORW's etc. Assist with recruitment and selection processes any other related support functions. Provide an effective support service to supervisor, component and management (i.e. relief duties and attending meetings).
<u>ENQUIRIES</u>	:	Mr. S Jooste Tel No: (022) 709 5082
<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>	:	08 August 2025
<u>POST 26/218</u>	:	<u>SENIOR SECURITY OFFICER</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Registration with a Professional Council: Candidates must be registered as a Security Officer Grade B or higher with the Security Board in terms of the Security Industry Regulatory Authority Act (PSIRA). Experience: Appropriate Security experience within a Healthcare institution. Inherent requirement of the job: Willingness to work shifts and be available on a 24-hour basis. Willing to rotate when required. Must be willing to be deployed in different sections of security department. A Valid Drivers License Competencies (knowledge/skills): Knowledge of security prescripts, regulations, procedures and the Occupational Health & Safety Act. Good interpersonal communication skills

		and ability to work in a team environment and independently. Be responsible, diligent and ability to work under pressure
<u>DUTIES</u>	:	Ensure that private security adhere to contract specification, not misutilising equipment and conduct crowd control. Supervise the inhouse security staff and apply HR and disciplinary processes. Monitor and patrol the buildings, parking areas and perimeter fencing and ensure effective key control. Investigate crimes and incidents, and compiling writing reports and statements. Ensure accurate entries are made in the Occurrence book by the security officers. Monitor the CCTV Control Room and ensure effective of access control.
<u>ENQUIRIES</u>	:	Mr S Ndzuzo Tel No: (021) 404-3111
<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>	:	08 August 2025
<u>POST 26/219</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Oral Health Centre, Tygerberg/Mitchell's Plain Platform
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subjects and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas of the post. Experience: Appropriate experience in Supply Chain Management and Financial Management. Appropriate experience in LOGIS. Appropriate experience in obtaining quotations on an electronic purchasing system and in bid/tender administration (EPS). Competencies (knowledge/skills): Computer literacy in MS Office, email and internet. Sound knowledge of PFMA, National and Provincial Treasury Instructions, AOS.
<u>DUTIES</u>	:	Perform tasks related to procurement administration such as inviting of quotes, supply of stock and to Maintain a database of contracts (ESL). Maintain O-9 files and follow-up with Suppliers on outstanding store stock and buy-outs (RCDY). Capture requisitions and other documentation on the Supply Chain (LOGIS) system. Communicate procurement request to the Quotation Committee and End User. Provide support to Manager and assist within the Supply Chain Component. Ensure compliance to all relevant laws and prescripts in the Supply Chain Management and procurement function. Perform duties related to EPS processes, evaluation and adjudication on system and apply the RFB (Request for Buyout) process when necessary.
<u>ENQUIRIES</u>	:	Ms. B. Linnert Tel No: (021) 937-3009
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	08 August 2025
<u>POST 26/220</u>	:	<u>ADMINISTRATION CLERK: WARDS</u> Overberg District
<u>SALARY</u>	:	R228 312 per annum
<u>CENTRE</u>	:	Hermanus Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (equivalent). Experience: Appropriate administrative experience in Hospital environment. Inherent requirement of the job: Willingness to work shifts, weekends and public holidays. Relieve in other departments as operational requires. Competencies (knowledge/skills): Good Communication Skills. Computer literacy (MS Windows Word, Excel). Strong organisational and communication skills.
<u>DUTIES</u>	:	(key result areas/outputs): -Deliver an effective comprehensive clerical service within facility. Support to nursing staff. Daily filling of all patient information on patient folders on discharge/transfers in an orderly manner. Effective utilisation and management of physical resources. Information management. Effective records management.
<u>ENQUIRIES</u>	:	Ms M Klem Tel No: (028) 312-1166
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates may be subjected to a practical test and competency assessment.
<u>CLOSING DATE</u>	:	08 August 2025
<u>POST 26/221</u>	:	<u>ADMINISTRATION CLERK: FINANCE/ADMIN (PATIENT ADMINISTRATION AND FEES)</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) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Result Areas (KRA's) of the post. Experience: Appropriate experience in Hospital Fees-related environment. Inherent requirement of the job: Excellent, written and verbal communication skills and ability to maintain confidentiality. Willingness to rotate within fees section. Competencies (knowledge/skills): Computer skills in MS Office (MS Word, Excel, PowerPoint and Outlook). Knowledge and experience in Clinicom, Accounts Receivable (AR) systems, Basic Accounting System (BAS), Uniform Patient Fees Schedule (UPFS) Manual, Hospital Memorandum 18, JAC and Public Finance Management Act (PFMA).
<u>DUTIES</u>	:	Follow-up on medical aid and non-medical aid outstanding invoices in line with Hospital Fees Manual Chapter 18 and related finance instructions, including management of foreign debtors. General fees administration and account-related duties/enquiries as per UPFS and billing requirements. Perform cashier duties, including allocation of external funders and debtor payments as well as completion of all BAS transactions e.g., deposits, day-ends, journals and special journals. Control the JAC Information and JAC Error Report. Complete the balancing and reconciliation processes between BAS and AR System. Relief colleagues and undertake various other clerical duties as and when required.
<u>ENQUIRIES</u>	:	Ms R Arendse/ Raymone.Arendse@westerncape.gov.za Tel No: (021) 860 2580
<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>	:	08 August 2025
<u>POST 26/222</u>	:	<u>ADMINISTRATION CLERK: HRM (PEOPLE MANAGEMENT)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R228 312 per annum
<u>CENTRE</u>	:	Karl Bremer Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate experience in People Management administration and PERSAL. Competencies (knowledge/skills): Written and verbal communication skills. Computer literacy (MS Word, Excel, PowerPoint, Outlook), numeracy and mathematical skills. Knowledge of the People Management prescripts in the Public Service. Good interpersonal and organisational skills and the ability to function under pressure and meet deadlines.
<u>DUTIES</u>	:	Provide an efficient and comprehensive personnel and administrative function in line with relevant policy and prescripts. Provide an efficient PERSAL & Salary administration function. Provide an efficient and effective Recruitment and Selection in line with relevant policies and prescripts. Maintain effective record keeping. Provide an efficient support function to Supervisor, colleagues and Karl Bremer Hospital by efficient application of People Management Policies.
<u>ENQUIRIES</u>	:	Ms. MC Adonis Tel No: (021) 834-5887
<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. The pool of applicants will be considered for other similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a practical/oral assessment.
<u>CLOSING DATE</u>	:	08 August 2025

<u>POST 26/223</u>	:	<u>ADMINISTRATION CLERK: SUPPORT (STUDENT MATTERS)</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Western Cape College of Nursing (Southern Cape Karoo Campus, George)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Grade 12/Senior (or equivalent) Certificate. Experience: Appropriate experience of system support/assistance. Inherent requirement of the job: Valid (code B/EB) drivers license. Willingness to travel and work overtime if required. Competencies (knowledge/skills): Computer literacy in Microsoft Word and Excel. Good interpersonal and communication skills. Good numerical skills. Ability to accept accountability and responsibility and to work independently and unsupervised. Ability to effectively handle conflict. Self-Motivated and the ability to monitor and improve own work performance.
<u>DUTIES</u>	:	Advanced academic administration of higher education and South African Nursing Council. Responsible for Academic Programme administration. Effective delivery of advanced clerical tasks. Responsible for all student matters administration and related. Effective control of assets and ordering of stock.
<u>ENQUIRIES</u>	:	Dr S Mottian Tel No: (044) 813-1993
<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>	:	08 August 2025
<u>POST 26/224</u>	:	<u>ADMINISTRATION CLERK: SUPPORT (MEDICAL MANAGER)</u>
		Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Karl Bremer Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in an office environment and working in a patient administration service environment. Inherent requirements of the job: Valid driver's licence. Willingness to work overtime, public holidays, after-hours and weekends. Competencies (knowledge/skills): Ability to communicate effectively with medical & legal professionals and members of the public. Good general communication, interpersonal, organizational, report-writing and problem-solving skills. Computer literacy in MS Office Suite (Word, Excel, PowerPoint, Outlook Access). Appropriate experience in typing and minute-taking skills.
<u>DUTIES</u>	:	Effectively manage the Medicolegal office and the office of the Manager Medical Services (relief capacity). Relief in the Help Desk Manager role may occasionally be required. Effectively manage Medicolegal requests, including receiving, capturing, processing and finalizing medico-legal claim administration. Governance of the Medicolegal service, including support to the MMS; including ordering and control of stock / equipment, effective record keeping and folder management, reasonable maintenance of office equipment. Facilitate allied processes with regards to the requesting and subsequent issuing of information to patient who request access to their health record in line with the Provincial Access to Information Act, Financial Prescripts as well as the Protection of Personal Information Act.
<u>ENQUIRIES</u>	:	Dr. S Le Roux Tel No: (021) 918-1990
<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. A pool of applicants will be considered for other similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from the date of the advert. Shortlisted Candidates will be subjected to a practical/written and oral assessment.
<u>CLOSING DATE</u>	:	08 August 2025
<u>POST 26/225</u>	:	<u>ADMINISTRATION CLERK: WARDS</u>
		Central Karoo District
<u>SALARY</u>	:	R228 312 per annum
<u>CENTRE</u>	:	Beaufort West Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in patient administration in a hospital environment. Appropriate experience on Clinicom. Inherent requirements of

		the job: Willingness to work in different departments when needed. Competencies (knowledge/skills): Appropriate knowledge and experience in Hospital systems (PHCIS/CLINICOM/HECTIS/Sinjani). Good communication skills (verbal and written). Ability to function independently and within a team environment. Computer literacy (Ms Office: Word, Excel, and PowerPoint).
<u>DUTIES</u>	:	Rendering comprehensive clerical and administrative work. Provide administrative support to Supervisor and the Multidisciplinary team. Patient administration at ward level. Involvement in information Management at ward level. Coordinate ordering, maintenance and availability of stock and equipment.
<u>ENQUIRIES</u>	:	Mr T Ntombana 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. Short-listed candidates may be subject to practical testing. The pool of applicants will be considered for similar vacant posts within Central Karoo District for a period of 3 months from the date of advert.
<u>CLOSING DATE</u>	:	08 August 2025
<u>POST 26/226</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (TRANSITO CLERK)</u> Central Karoo District
<u>SALARY</u>	:	R228 312 per annum
<u>CENTRE</u>	:	Beaufort West Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in Financial and Supply Chain Management. Competencies (knowledge/skills): Appropriate knowledge and practical experience of the LOGIS System. Computer literacy (MS Word, Excel and Outlook). Ability to capture data accurately and record keeping. Sound theoretical and practical knowledge of policies regarding PFMA, Treasury Directives and legislation pertaining to Supply Chain Management environment and AOS.
<u>DUTIES</u>	:	Perform tasks related to procurement such as receiving of goods & services, supply chain stock and to maintain a database of contracts. Maintain 0-9 files and follow-up with Suppliers on outstanding store stock and buy-outs. Capture requisitions/issues and receipt vouchers documentation on the LOGIS system. Prepare order batches for payments. Filing and record keeping of receipt and issues vouchers. Provide support to Manager and assist within the Supply Chain Component. Ensure compliance to all relevant laws and prescripts in the Supply Chain Management and procurement function. Maintain open communications channel with suppliers. Ensure that all purchases are done according to existing state contracts and delegations.
<u>ENQUIRIES</u>	:	Mr R Cupido/ Ms E Abrahams 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. Shortlisted candidates will be subject to a practical 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>	:	08 August 2025
<u>POST 26/227</u>	:	<u>ADMINISTRATION CLERK: SUPPORT (NURSING) (X2 POSTS)</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Red Cross War Memorial Children's Hospital, Rondebosch
<u>REQUIREMENTS</u>	:	Minimum educational qualification: National Senior Certificate (Grade 12) or equivalent. Experience: Appropriate secretarial and or Office Administration experience in a Health environment. Competencies (knowledge/skills): Ability to work under pressure and meet deadlines. Knowledge of NIMS. Excellent typing skills, minute taking skills and Computer literacy (MS Word, Excel, PowerPoint and Office Outlook) (Proof of training attached). Good planning and organizational skills. Ability to work independently. Willingness to rotate to different portfolios within Nursing administration department, relief and other related duties.

<u>DUTIES</u>	:	Provide effective and efficient secretarial support and administrative support to Nursing. Manage the assistant manager nursing diary. Support to the management of nursing agency contract. Effective meeting management (minute taking and logistical arrangements) Provide effective /accurate typing and data capturing. Draft routine correspondence, submission and reports. Filling of documents timeously. Create register and maintain stats database for compilation of monthly reports. Meet deadlines and remain updated regarding relevant policies and procedures. Provide clerical support to nursing management for recruitment and selection processes, retainment and timeous submission of documentation to People management.
<u>ENQUIRIES</u>	:	Ms M Franken Tel No: (021 658-5187)
<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.
<u>CLOSING DATE</u>	:	08 August 2025
<u>POST 26/228</u>	:	<u>ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT (RECRUITMENT AND SELECTION)</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Red Cross War Memorial Children's Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: National Senior Certificate (Grade 12) or equivalent. Experience: Appropriate experience in Recruitment and Selection. Competencies (knowledge/skills): Basic understanding of PM Recruitment and Selection, Employment contracts, Employment equity and Permis. Ability to maintain confidentiality. Knowledge of PERSAL. Computer literacy (MS Word, Excel, PowerPoint and Office Outlook).
<u>DUTIES</u>	:	Co-ordinate and run Recruitment and selection process. Assist with compilation and placement of Advertisements. Perform general office administration duties pertaining to personnel administration within Recruitment and Selection. Assist with the PERMIS and SPMS process. Accurate record keeping as well as attending to enquires/ correspondence.
<u>ENQUIRIES</u>	:	Ms S Share Tel No: (021 658 5405)
<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.
<u>CLOSING DATE</u>	:	08 August 2025
<u>POST 26/229</u>	:	<u>TELKOM OPERATOR</u>
<u>SALARY</u>	:	R193 359 per annum
<u>CENTRE</u>	:	Red Cross War Memorial Children's Hospital, Rondebosch
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and Training Certificate (GETC) /grade 9 (Std 7). Experience: Appropriate experience in operating an electronic switchboard/PABX, a messaging and paging system. Inherent requirements of the job: Willingness to work shifts, night shifts, weekends and public holidays. Work overtime when required by operational needs. Physically able to hear and speak clearly. Competencies (knowledge/skills): Ability to operate an electronic switchboard. Excellent listening skills and telephone etiquette. Computer literacy in Microsoft Packages (Word, Excel and Outlook).
<u>DUTIES</u>	:	Handle all outgoing and incoming calls. Manage switchboard, answer telephonic queries and deliver messages. Ensure that switchboard and telephone equipment is in working order. Handling of PABX and VOIP systems. Monitor, place and record all cellular, national and international calls made. Keep records of speed dial number. Send and receive calls via the 2-way radio. Broadcast staff and information via broadcast system. Report all faults to Supervisor.
<u>ENQUIRIES</u>	:	Ms M Fredericks Tel No: (021) 658-5111
<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>	:	08 August 2025
<u>POST 26/230</u>	:	<u>HEALTH PROMOTER</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R193 359 per annum

<u>CENTRE REQUIREMENTS</u>	:	Southern Western Sub-structure Office, Lady Michaelis CDC
	:	Minimum educational qualification: General Education and Training Certificate (GETC) / Grade 9 (Std 7) Experience: Appropriate experience in working in communities and informal settlements. Hospital / Clinic experience Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to render relief duties at the PHC platform within Southern Western Sub-structure when necessary. Competencies (knowledge/skills): Good communication and interpersonal skills.
<u>DUTIES</u>	:	Render a Health Promotion service within Facilities and surrounding Community and provide Geographical support. Plan and implement health projects in facilities, schools and communities to meet objectives and assist in strengthening COPC in the community. Liaise with stakeholders to promote an integrated approach to healthcare. Render Health education sessions and support to clients. Assist teams with health promotion during campaigns and keep effective records of activities and consumables. Work together with students, assist them with health promotion projects, and compile community profiles. Support to Facility Manager at Facilities.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms LE Van Wyk Tel No: (021) 797-8171
	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The pool of applicants will be considered for other vacant Health Promoter 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>	:	08 August 2025
<u>POST 26/231</u>	:	<u>ARTISAN ASSISTANT</u> Chief Directorate: Rural Health Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R193 359 per annum
	:	Worcester Regional Hospital
	:	Minimum educational qualification: Grade 10 (or equivalent). Experience: Appropriate experience of facility maintenance, welding and plumbing with general electrical knowledge. Inherent requirements of the job: Valid (Code B/EB) driver's license. Must be prepared to work overtime as requested. Must be physically able to perform the duties required. Must be able to work on heights i.e. on ladders and scaffolding. Competencies (knowledge/skills): Knowledge of and apply the requirements of the Machinery and Occupational Health and Safety Act, as well as read, write and follow written instructions including manuals and written procedures. Ability to optimally utilise allocated resources such as tools and materials and be skilled in the usage of a variety of tools. Ability to work independently and as part of a team. Ability to adhere to safety standards. Ability to use a conventional lathe or milling machine.
<u>DUTIES</u>	:	Effective and efficient assistance with maintenance and repairs of plumbing components, including projects, installations and alterations, as well as minor maintenance on buildings and facility grounds which include: Welding work as required. Unblocking of sewer lines and toilets. Unblocking basins. Geyser installation. Assist and perform preventative maintenance on plant and equipment. Efficient and effective stock control. Efficient and effective control over equipment, tools and working area. An effectively supported HR function.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr C van der Westhuizen Tel No: (023) 348-1199
	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. The pool of applicants will be considered for similar vacant posts within Worcester Regional Hospital for a period of 3 months from the date of advert.
<u>CLOSING DATE</u>	:	08 August 2025
<u>POST 26/232</u>	:	<u>NURSING ASSISTANT GRADE 1 TO 3 (MATERNITY)</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>	:	Beaufort West 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, weekends, 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>	:	Mr TW Ntombana 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. 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 Central Karoo District for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	08 August 2025
<u>POST 26/233</u>	:	<u>TRADESMAN AID (TECHNICAL SERVICES)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R163 680 per annum
<u>CENTRE</u>	:	Worcester Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum requirements: Grade 10 (or equivalent). Experience: Appropriate experience in a maintenance environment. Inherent requirements of the job: Must be prepared to work overtime as requested. Must be physically able to perform the duties required. Competencies (knowledge/skills): Knowledge of and apply the requirements of the Machinery and Occupational Health and Safety Act, as well as read, write and follow written instructions including manuals and written procedures. Ability to optimally utilise allocated resources such as tools and materials and be skilled in the usage of a variety of tools. Ability to work independently and as part of a team.
<u>DUTIES</u>	:	Effective and efficient assistance of maintenance and repair functions, including project, installations and alterations. Efficiently and effectively stock control. Efficiently and effectively controlled equipment, tools and working area. An effectively supported HR function.
<u>ENQUIRIES</u>	:	Mr C van der Westhuizen Tel No: (023) 348-1199
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. The pool of applicants will be considered for similar vacant posts within Worcester Regional Hospital for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	08 August 2025
<u>POST 26/234</u>	:	<u>OPERATOR: TUBE FEED ROOM</u>
<u>SALARY</u>	:	R163 680 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and Training certificate (GETC) /Grade 9 (Std 7) Experience: Appropriate experience in a hospital tube feed service. Inherent requirements of the job: Willingness to work overtime on public holidays and weekends. Physically able to perform physical tasks such as lifting, packing, and pushing heavy trolleys. Competencies

		(knowledge/skills): Ability to read and write. Basic numerical skills with an ability to adapt tube feed recipes. Basic knowledge of nutritional products. Knowledge of kitchen hygiene practices. Basic knowledge of storekeeping and stock management. Good communication skills.
<u>DUTIES</u>	:	Basic stock taking, Perform basic administrative tasks as required within the department. Delivery and dispensing of tube feeds and supplements. Maintain optimal hygiene standards in the Tube Feed Room and store area. Preparation of tube feeds and oral supplements in the Tube Feed Room.
<u>ENQUIRIES</u>	:	Ms A du Toit Tel No: (021) 404 4471
<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 subjected to a practical assessment Basic stock taking, Perform basic administrative tasks as required within the department. Delivery and dispensing of tube feeds and supplements. Maintain optimal hygiene standards in the Tube Feed Room and store area. Preparation of tube feeds and oral supplements in the Tube Feed Room.
<u>CLOSING DATE</u>	:	08 August 2025
<u>POST 26/235</u>	:	<u>LINEN STORES ASSISTANT</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Stikland Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic literacy and numeracy skills. Experience: Appropriate experience of handling linen within a health environment. Inherent requirements 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>	:	Mr. M Arafdien Tel No: (021) 940-4427
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	08 August 2025
<u>POST 26/236</u>	:	<u>PORTER</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Khayelitsha CHC
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic literacy and numeracy skills. Experience: Appropriate experience. Inherent requirements of the job: Willingness to work shifts, including night shifts. Willingness to handle dead bodies/corpses. Must have sober habits to ensure safety and reliability on the job. Competencies (knowledge/skills): Ability to work under pressure and work in a team. Good interpersonal and communication skills. Ability to handle heavy objects. Ability to handle conflict.
<u>DUTIES</u>	:	Accompany walking patients and transport sitting/non-walking patients per wheelchair/trolley from reception to the consulting rooms or from the consulting rooms to the treatment centres. Direct or accompany visitors to various destinations. Assist with the loading of patients in/out of ambulances/vehicle and transfer of patients to beds/trolley and vice versa. Transferring deceased patients to the mortuary and complete registers. Delivery of medical documentation (patient files, reports, etc.) to the reception area, including the pharmacy. Delivery of medical equipment, suppliers, and other items like blood

		samples and medical records. Responsible for the cleanliness, maintenance, and reporting of defects of trolleys and wheelchairs. Effective support to colleagues and supervisor.
<u>ENQUIRIES</u>	:	Mr T Lewela Tel No: (021) 360-5209
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be required to undertake a pre-entry assessment test/practical assessment and formal interview.
<u>CLOSING DATE</u>	:	08 August 2025
<u>POST 26/237</u>	:	<u>RADIOGRAPHER GRADE 1 TO 3 (DIAGNOSTIC) (SESSIONAL: 20 HOURS PER WEEK)</u> Chief Directorate: Rural Health Services (6 Months Renewable)
<u>SALARY</u>	:	Grade 1: R262 per hour Grade 2: R306 per hour Grade 3: R358 per hour
<u>CENTRE</u>	:	George Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer. Registration with a professional council: Registration with the HPCSA as a Diagnostic Radiographer. 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: Ability to work flexible and after-hours. Competencies (knowledge/skills): Knowledge of protocols and radiation protection. Quality assurance and equipment safety. Good interpersonal skills and performance effectively as part of a multidisciplinary team. Knowledge of PACS and Radiology information systems. Good communication skills.
<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 and management of radiology unit at George Regional Hospital. Assist with training of junior radiographers. Participate in continuing professional development activities.
<u>ENQUIRIES</u>	:	Ms. SM Loff Tel No: (044) 802-4567
<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 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 Radiographer (Diagnostics) posts within the Chief Director Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a practical/written and oral assessment.
<u>CLOSING DATE</u>	:	08 August 2025