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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

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1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

AMENDMENT

: **PROVINCIAL ADMINISTRATION: NORTH WEST: OFFICE OF THE PREMIER:** Kindly note that the post of Director: Stakeholder Management, Cooperative Governance and Protocol in the Office of the Premier advertised in the Public Service Vacancy Circular 26 dated 25 July 2025 with the closing date 08 August 2025, the reference number was erroneously captured as Ref: NWP/OOP/2023/47. The correct Reference number is REF NO: NWP/OOP/2025/47.

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**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF COMMUNITY SAFETY, ROADS AND TRANSPORT**

It is the Department's intention to promote Equity (race, gender and disability) through the filling of these posts with a candidate whose appointment/promotion/transfer will promote representativity in line with the numeric targets contained in our Employment Equity Plan.

- APPLICATIONS** : For The Department of Community Safety, Roads and Transport to be submitted to: Acting Chief Director: Fleet Management, Cnr Harvey & Rhodes Avenue, Oranjesig, Bloemfontein, 9300 or delivered by Hand at Government Garage Building, Bloemfontein. Applications can also be emailed in this address: fleetrecruitment@freetrans.gov.za
- CLOSING DATE** : 15 August 2025
- NOTE** : Department of Community Safety, Roads and Transport – Fleet Management trading entity, Directions to applicants: All applications must be submitted on a New Z83 form, which can be downloaded on internet at www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Each application form must be fully completed, duly signed and initialed by the Applicant. The application must indicate the correct Job title, the office where the position is advertised and the Reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of Foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from country of origin when shortlisted. All non-SA Citizens will be required to submit a copy of proof of South African permanent residence when shortlisted. Applications that do not comply with the above-mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the Application not being considered during the selection process. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointments.

OTHER POSTS

- POST 27/205** : **CHIEF ARTISAN GRADE A MECHANICAL (X3 POSTS)**
- SALARY** : R480 261 per annum, (OSD)
- CENTRE** : Bloemfontein Ref No: FMTE 01/07/2025
Kroonstad Ref No: FMTE 02/07/2025
Bethlehem Ref No: 03/07/2025
- REQUIREMENTS** : Appropriate Trade Test Certificate (Diesel Mechanic). 10 Years experience required as an Artisan / Artisan Foreman. Valid driver's license. Special requirements (Skills needed): Experience in a Vehicle Mechanical environment would be preferred. Ability to communicate effectively in English at all levels. Technical report writing. Project Management. Computer aided technical applications. Knowledge of Legal Compliance. Problem solving and analysis. Decision making skills. Change Management. Planning and organising skills.

		Knowledge of Production process and skills. Financial Management. Technical design and analysis knowledge.
<u>DUTIES</u>	:	Supervision of workshop personnel and their workload. Ensuring internal training. Administration tasks. Assisting in budget requirements and spending of budget allocation. Control of stores and spares. Job-card admin via Computer system (OSIS). Attend relevant meetings. Ensure compliance of the OHAS Act.
<u>ENQUIRIES</u>	:	Mr. L Leiee at 082 498 7917
<u>POST 27/206</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER REF NO: FMTE 06/07/2025</u>
<u>SALARY</u>	:	R397 116 - R467 790 per annum (Level 08)
<u>CENTRE</u>	:	Qwawa Fleet Management
<u>REQUIREMENTS</u>	:	Grade 12. National Diploma in Public Administration/ Administrative Management/ Public Management/ equivalent qualification at (NQF level 6). A minimum of two (2) years' experience/supervisory level. A Valid driver's license. Skills and Competencies: Computer literacy (MS Word, Power Point, Excel and Outlook), Good communication skills (written and verbal), Problem solving skills, Report writing skills, Analytical skills, Administration skills, Planning and organizing skills; Confidentiality, Team player, Flexible, Accuracy, attention to detail and ability to work under pressure and independently.
<u>DUTIES</u>	:	Provide administrative support to Fleet Management; Provide support to Facilities Management function; Provide support to Fleet Management Operations; Supervise and develop administrative staff.
<u>ENQUIRIES</u>	:	Mr. L Leiee at 082 498 7917
<u>POST 27/207</u>	:	<u>ARTISAN FOREMAN GRADE A MECHANICAL (X3 POSTS)</u>
<u>SALARY</u>	:	R382 047 per annum
<u>CENTRE</u>	:	Bloemfontein Ref No: FMTE 04/07/2025 (X2 Posts) Kroonstad Ref No: FMTE 05/07/2025 (X1 Post)
<u>REQUIREMENTS</u>	:	An Appropriate Trade Test Certificate in Diesel or Electromechanical Minimum of 5years experience as an Artisan. A valid Driver's License. Valid driver's license (C1). Knowledge and Skills: Relevant legislation and Public Service Regulations, Knowledge of SLAs, Knowledge of legal compliance Knowledge in automotive, Knowledge in mechanical and electrical components, Knowledge of power machines, i.e motor, Knowledge of hydraulics system equipment's, Knowledge of electrical and mechanical analogues. computer skills, Communication, Creativity, Planning and Organizing and Conflict Management.
<u>DUTIES</u>	:	Supervise compliance of plant and equipment in the workshop/building facilities/site. Control and monitor the Maintenance and services rendered. Perform administrative and related functions. Maintain and advance expertise. Manage resources.
<u>ENQUIRIES</u>	:	Mr. L Leiee at 082 498 7917
<u>POST 27/208</u>	:	<u>CLEANER (X16 POSTS)</u>
<u>SALARY</u>	:	R138 436 per annum (Level 02)
<u>CENTRE</u>	:	Bloemfontein Ref No: FMTE 07/07/2025 (X7 Posts) Welkom Ref No: FMTE 08/07/2025 (X1 Post) Kroonstad Ref No: FMTE 09/07/2025 (X1 Post) Bethlehem Ref No: FMTE 10/07/2025 (X1 Post) Qwaqwa Ref No: FMTE 11/07/2025 (X6 Posts)
<u>REQUIREMENTS</u>	:	Grade 10 or equivalent appropriate qualification as recognised by SAQA. Knowledge, Competencies, And Skills: Basic literacy and numeracy. Able to read and write. Communication skills. Good Interpersonal relations and Knowledge of Batho Pele Principles. Knowledge of cleaning products/materials and equipment. Knowledge of operating cleaning equipment. Good interpersonal skills. Ability to work under pressure. Team work. Client focus and responsiveness. Be able to to perform manual work. Show commitment and loyalty. Must be punctual, productive and show good behaviour towards customers. Knowledge Health and Safety measures. Working procedures in respect of working environment.
<u>DUTIES</u>	:	Cleaning of Offices, storerooms, corridors, elevators, and boardrooms. Dust and take out waste and provide water during meetings. Refill aqua coolers/s. Washing walls and windows. Cleaning equipment and machinery. Cleaning all

general kitchen utensils. Scrubbing toilets and polishing office floors. Vacuum cleaning using vacuum machine. Provide toilet paper in the toilets. Keep and maintain cleaning materials and equipment.

ENQUIRIES : Mr. L Leiee at 082 498 7917

POST 27/209 : **GENERAL WORKER REF NO: FMTE12/07/2025 (X7 POSTS)**

SALARY : R138 486 per annum
CENTRE : Bloemfontein
REQUIREMENTS : ABET level 2 or equivalent appropriate qualification as recognised by SAQA. Knowledge, Competencies, And Skills: Basic literacy and numeracy. Able to read and write. Knowledge of cleaning procedures and gardening principles. Ability to operate basic garden equipment and machinery. Knowledge of maintenance of relevant equipment. Good interpersonal relations Be able to work in a team. Be able to perform manual work. Show commitment and 55 loyalty. Must be punctual, productive and show good behaviour towards customers Communication skills.

DUTIES : Perform general assistant work. Maintain premises and surroundings. Maintenance and safekeeping of gardening equipment. Moving furniture and equipment as required. Removing garbage and empty boxes. Assist in receiving stock and goods. Reporting losses/damage to equipment. Loading and offloading of goods.

ENQUIRIES : Mr. L Leiee at 082 498 7917

DEPARTMENT OF EDUCATION

APPLICATIONS : Place applications in the Box at Security Marked Public Service Applications at Saambou Building, Ground Floor, corner Charlotte Maxeke and Aliwal Street Bloemfontein. Or use e-mail address specified for each position on the advert.

CLOSING DATE : 21 August 2025

NOTE : It is the intention to promote representativity in the Department through the filling of these posts. The candidature of applicants from designated groups especially in respect of people with disabilities will receive preference. Applicants must apply using the NEW Z83 form which can be downloaded at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>. From 1 January 2021 should an application be received using the incorrect application form for employment (Z83), it will not be considered. Please ensure to complete ALL fields on the new Z83 application form. A recent comprehensive, detailed Curriculum Vitae (CV) containing, inter alia, a complete chronological record of training, experience, competencies, and previous employment record as well as the names and telephone numbers of three persons willing to act as referees. Applicants are not required to submit copies of qualifications and other relevant documents on application but must only submit the Z83 and curriculum vitae (Only shortlisted candidates will be required to submit certified documents). All shortlisted candidates will be subjected to personnel suitability checks on criminal records, citizenship verification, financial records, qualification verification and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. Separate applications must be submitted for every vacancy. N.B.: Please note that: Incomplete and late applications will not be considered. (applications couriered, and 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 couriered, e-mailed or hand delivered timeously. Failure to comply with the procedure outlined above, will lead to an application being rejected. Applicants are requested to complete the new Z83 form properly which must be authenticated by a signature and initialled on both pages and clearly quoting the relevant Reference Number for each post applied for. Applicants are informed that applications and CVs will not be returned; Applicants who terminated their services with voluntary severance packages may not apply; salary progression on the salary scales is subject to performance assessment; The FSDoE reserves the right not to fill advertised positions. It is expected of candidates to be available for selection interviews on a date, time and place determined by the Free State Department of Education. It is the applicants' responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Non-RSA residents/permanent residents will submit proof only when shortlisted. Applicants are respectfully informed that if no notification of appointment is

received within 4 months of the closing date, they must accept that their application has been unsuccessful. Please note it might be expected of short-listed applicants to complete a project. Successful candidates on level 13 and higher must undergo a Competency test. Introduction and general measures: NB: as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Entry level requirement for SMS posts: In terms of the Directive on Human Resource Management and Development on Public Service Professionalisation Volume 1, a requirement for appointment into SMS posts is the 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/>. Certificate to be submitted prior to appointment. Regarding e-mailed applications: Applications must be submitted as a Single document/One Attachment to the e-mail address specified for each position. (kindly note that e-mailed applications and attachments should not exceed 15mb). it remains the candidate's responsibility to ensure that their application is successfully submitted.

OTHER POSTS

<u>POST 27/210</u>	:	<u>CLINICAL NURSE PRACTITIONER: BLOEMFONTEIN AUTISM SCHOOL</u>
		<u>REF NO: PS8/2025/01</u>
<u>SALARY</u>	:	R476 367 – R559 548 per annum, (OSD)
<u>CENTRE</u>	:	Bloemfontein Autism School - Bloemfontein
<u>REQUIREMENTS</u>	:	A minimum of 4 years appropriate recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Basic qualification accredited with SANC in terms of Government Notice 425 (i.e., Diploma degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post-basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R 212 in the relevant speciality. The following qualification will be an added advantage: Clinical nursing practitioner with Primary Health Care – PGS course. Driver's license. Preference will be given to candidates with a degree qualifications.
<u>DUTIES</u>	:	Manage and run the clinic. Assess medical conditions. Give medical care and support to learners. Hand out medication. Admit new learners with serious conditions. Refer and escort learners to different hospitals. Make follow-up evaluation regarding long term medication. Control ARV medication. Handle day to day medical problems. Give Information about family planning, HIV/AIDS, and relevant subjects.
<u>ENQUIRIES</u>	:	Ms T. Molotsi at 081 046 6712
<u>APPLICATIONS</u>	:	E-mail application to: erecruitment2@fseducation.gov.za
<u>POST 27/211</u>	:	<u>SOCIAL WORKERS</u>
<u>SALARY</u>	:	R325 200 – R382 374 per annum, Salary according to OSD. Salary notch will be determined taking years of experience after registration with the South African Council for Social Service Professions as Social Worker into consideration. Minimum notch.
<u>CENTRE</u>	:	Jimmie Roos Special School Re No: PS8/2025/02 (X1 Post) Ladybrand Special School Ref No: PS8/2025/03 (X1 Post) Fakkel Special School Ref No: PS8/2025/04 (X1 Post)
<u>REQUIREMENTS</u>	:	Registration with the South African Council for Social Service Professions (SACSSP) as Social Worker. A relevant 4-year degree in Social Work or an equal Qualification. Experience of multi-disciplinary teams and project management. Good interpersonal and management skills. Willingness to work irregular hours and to travel extensively. Knowledge of one of the African languages of the region. A qualification in Education and registration with SACE will be an added advantage. Computer literacy. Excellent English written and verbal skills. Knowledge of the National Curriculum Statement and White Paper 6. In-depth knowledge of policies governing education in general and inclusive education specifically. Preference will be given to candidates with a degree qualifications. Valid Driver's license.

<u>DUTIES</u>	:	Interviewing learners with challenging behaviours, do developmental assessments. Design and implement Individual Development Plans. Render Therapeutic Services. Parental guidance. Connecting with sources and services in the community. Multi professional teamwork. Writing of reports. Practice a sound administrative system. Organize social meetings and assist management.
<u>ENQUIRIES</u>	:	Ms E. Taljaardt Tel No: (051) 541 1015 (Jimmie Roos Special School) Mr T.J Boshofs Tel No: (016) 976 0470 (Fakkel Special School) Mr. J.A Dreyer Tel No: (051) 924 2049 (Ladybrand Special School).
<u>APPLICATIONS</u>	:	Jimmie Roos Special School , E-mail application to: erecruitment2@fseducation.gov.za Ladybrand Special School , E-mail application to: erecruitment4@fseducation.gov.za Fakkel Special School , E-mail application to: erecruitment4@fseducation.gov.za
<u>POST 27/212</u>	:	<u>STAFF NURSE: JIMMIE ROOS SPECIAL SCHOOL REF NO: PS8/2025/05 (X1 POST)</u>
<u>SALARY</u>	:	R220 614 – R250 500 per annum
<u>CENTRE</u>	:	Jimmie Roos Special School, Dewetsdorp
<u>REQUIREMENTS</u>	:	Grade 12. Qualification that allows registration with the SANC as Staff Nurse. Registration with the SANC as an Enrolled Nurse, Driver' license.3 years' experience in working with youth with severe emotional and behavioural challenges will be an added advantage. Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC. Demonstrate basic understanding of nursing legislation and related legal and ethical nursing practices.
<u>DUTIES</u>	:	Perform a basic clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of basic nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic communication with patients, supervisors and other clinicians. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating basic care including awareness and willingness to respond to patients 'needs and requirements nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility.
<u>ENQUIRIES</u>	:	Ms E. Taljaardt Tel No: (051) 541 1015
<u>APPLICATIONS</u>	:	E-mail application to: erecruitment3@fseducation.gov.za
<u>POST 27/213</u>	:	<u>TEAM LEADER: CHILD AND YOUTH CARE WORKER</u>
<u>SALARY</u>	:	R203 748 – R230 700 per annum
<u>CENTRE</u>	:	Rosenhof Special School, Bloemfontein Ref No: PS8/2025/06 (X1 Post) Jimmie Roos Special School, Dewetsdorp Ref No: PS8/2025/07 (X2 Posts)
<u>REQUIREMENTS</u>	:	A Grade 12 Certificate as well as a Child Youth & Care Certificate.
<u>DUTIES</u>	:	Be a team leader for the Child Youth & Care Workers regarding: Provide a home for the learners where they feel safe. Promote healthy relationships between learners and learners and staff, give guidance, orientate new learners, give emotional support, receive back absconded learners, search learners, adherence to daily time tables, supervise learners in their tasks at the hostel, see to orderly assembly, inspections, supervise hygiene, dress code and extra-mural activities, discipline learners where necessary, give attention, motivate learners, keep busy with activities over weekends, attend meetings, attend in service training, accompany learners to hospital, clinic, sports activities, camps, church and cultural events.
<u>ENQUIRIES</u>	:	Ms E. Taljaardt Tel No: (051) 541 1015 (Jimmie Roos Special School) Ms N. Davids Tel No: (051) 522 6771 (Rosenhof Special School)
<u>APPLICATIONS</u>	:	Rosenhof Special School , E-mail application to: erecruitment2@fseducation.gov.za Jimmie Roos Special School , (E-mail application to: erecruitment3@fseducation.gov.za)

<u>POST 27/214</u>	:	<u>CHILD AND YOUTH CARE WORKER: JIMMIE ROOS SPECIAL SCHOOL REF NO: PS8/2025/08 (X2 POSTS)</u>
<u>SALARY</u>	:	R184 320 – R206 802 per annum
<u>CENTRE</u>	:	Jimmie Roos Special School, Dewetsdorp
<u>REQUIREMENTS</u>	:	A Grade 12 Certificate as well as a Child & Youth Care Certificate
<u>DUTIES</u>	:	Provide a home for the learners where they feel safe. Promote healthy relationships between learners and learners and staff, give guidance, orientate new learners, give emotional support, receive back absconded learners, search learners, adherence to daily time tables, supervise learners in their tasks at the hostel, see to orderly assembly, inspections, supervise hygiene, dress code and extra-mural activities, discipline learners where necessary, give attention, motivate learners, keep busy with activities over weekends, attend meetings, attend in service training, accompany learners to hospital, clinic, sports activities, camps, church and cultural events.
<u>ENQUIRIES</u>	:	Ms E. Taljaardt Tel No: (051) 541 1015
<u>APPLICATIONS</u>	:	E-mail application to: erecruitment3@fseducation.gov.za

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

- APPLICATIONS** : To apply for the below positions, please apply online at <http://jobs.gauteng.gov.za> Only online applications will be considered.
- CLOSING DATE** : 15 August 2025
- NOTE** : In line with the Department's employments Equity Plan, Females and People with Disabilities are encouraged to apply. Applicants must utilise the most recent Z83 application form for employment, issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016. All fields in the New Z83 form must be completed, initialled and signed. Furthermore, a comprehensive Curriculum Vitae (CV) must also be attached. Failure to attach the completed Z83 and Comprehensive Curriculum Vitae (CV) will result in disqualification. The New Z83 form is obtainable from any Public Service Department or the DPSA website www.dpsa.gov.za/documents. Only shortlisted candidates will be requested to submit certified copies of qualifications, identity document and valid driver's license (where driving/travelling is an inherent requirement of the job) not older than six (06) months. It is our intention to promote representation (race, gender and disability) in the Public Service through the filling of posts and candidates whose transfer/promotion/appointment will promote representation will receive preference. It is the Department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. If you do not receive any response from us within 3 months, please accept your application was unsuccessful.

OTHER POST

- POST 27/215** : **ADMINISTRATIVE CLERK REF NO: REFS/ 023112 (X5 POSTS)**
Branch: Transport
Directorate: Provincial Regulatory Entity
Re-advert, this is the readvertisement of REFS/022919. Applicants who previously applied must re-apply.
- SALARY** : R228 321 per annum (Level 05), (plus benefits)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Grade 12 certificate or NQF level 4 equivalent qualification. No experience required. Skills and Competencies: Planning and organization, good verbal and written communication skills, Job Knowledge, Teamwork, Ability to work under pressure. Computer literacy (Ms word, Excel and Power point) and good interpersonal relations. Knowledge of GPRA or legal administrative office functions. Knowledge and understanding of the National Road Traffic Acts, Public Service Acts. Be prepared to work under pressure.
- DUTIES** : To provide general administration duties - typing, scanning, filing, emailing etc. Basic secretariat functions for Gauteng Provincial Regulatory Entity and supporting units including logistical arrangements for meetings. Manage the attendance register for the sub-directorate. Tracking incoming and outgoing mail. Records Management. Provide Administration support. Perform Gauteng Provincial Regulatory Entity admin functions. Perform Customer Service and Client after-care functions.
- ENQUIRIES** : Mr. E. Mpateni Tel No: (011) 355 7252 / Ms. L. Alexander Tel No: (011) 355 7232

DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION

- CLOSING DATE** : 15 August 2025 at 23:59 pm
- NOTE** : All attachments for online application via email must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title in full as it is on the advert not abbreviations and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. JPEG (picture/snapshot) application will not

be accepted. Failure to do so, your application will be disqualified. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). The Department does not accept applications via fax. Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. Some shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the posts' technical and generic requirements. If you have not been contacted within three (03) months after the closing date of this advertisement, based on the unfolding recruitment and selection processes, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA). Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. The Department reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be required to enter into an employment contract and a performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s). Successful completion of the Senior Management Pre-Entry Programme (Nyukela) is required before the appointment can be made for Senior Management posts. Enrolment for the course should be made on the NSG's website at <https://www.thensg.gov.za/training-course/sms-pre-entry-programme> suitably qualified, dynamic, passionate, and experienced qualifying persons are invited to apply for the vacant position.

MANAGEMENT ECHELON

<u>POST 27/216</u>	:	<u>CHIEF DIRECTOR: SPORTS AND RECREATION REF NO: SACR/02/2025/01</u> Directorate: Sport and Recreation (05 years contract)
<u>SALARY</u>	:	R1 494 900 per annum (Level 14), (all-inclusive package)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	The successful candidate should have a Grade 12 Certificate and should have an undergraduate qualification (NQF Level 7) in Sport and Recreation Management / Sport Science / Sport Management / Health Science in Sport or relevant qualification. A compulsory Pre-Entry Senior Management Certificate will be required before the assumption of duty. A minimum of 5 years' experience at a senior management level. A valid driver's license. Knowledge:

		Change Management, Programme and Project Management, Conflict Management, Financial, People Management and empowerment. Communication, Problem Solving and analysis, client orientation and Customer Focus, Services Deliver Innovation. Skills: Planning and organizing, Strategic capability and Leadership, Policy formulation and Policy analysis skills.
<u>DUTIES</u>	:	Managing and monitoring sport academies, federations, and club development. Managing the implementation of recreation programmes and school sports services. Managing the development and implementation of competitive sports framework/policy and strategy. Facilitate and coordinate strategic and operational planning of the Recreation/Mass Participation Programme (MPP) in the Department. Planning, promoting, and implementing the National SRSA DORA Grant (Siyadlala Project) across the recreation hubs as per the approved business plan. Consolidating the newly established recreational hubs to include geographical spatial positioning for Sport & Recreation Sector. Supporting the re-engineering (Hub Programme) of the Recreation Programme in line with the new policy imperatives as per the sport plan/act to a Recreation Policy. Promoting and coordinating an integrated school sport programme. Consolidating and implementing the School Sport Strategy as part of the Provincial Policy Plan/Act in conjunction with GDE. Promoting participation in school sport by all the learners and schools in the province in collaboration with GDE. Implementing and promoting the National SRSA programmes. Strengthening, consolidating, and supporting the newly elected provincial school sport civil society structure for Gauteng Province (teacher led and driven) with requisite staffing, administrative, and financial support. Forging partnerships with Sport Federations, Tertiary Institutions, School Sport Structures, and other civil society structures on a common matter of school sport. Promoting, developing, managing, coordinating, and implementing the delivery of Sport Development Programmes. Gauteng Sport Academy plan implemented (Provincial Academy programme implemented, Regional Academy programme implemented, Capacity Building programme). The management, coordination, implementation, and monitoring of the club development programme (including the four (4) nodal rural areas project). Coordinating Gauteng Sport Awards. Coordinating stakeholder relationships. Promoting Gauteng as the preferred Home of Competitive Sport. Consolidating, managing, and implementing the newly adopted GPG Bidding & Hosting Strategy on Sporting, Cultural & MICE programmes in line with the Competitive Sport Strategy and the new policy approach and Sporting Plan/Act.
<u>ENQUIRIES</u>	:	Mr. Ouwen Gaveni Tel No: (011) 355 2861 / 071 855 8934 or Ms. Itumeleng Maisane Tel No: (011) 355 2697
<u>APPLICATIONS</u>	:	to be emailed to: SACR.RecSMS@gauteng.gov.za
<u>POST 27/217</u>	:	<u>DIRECTOR: INFRASTRUCTURE DEVELOPMENT REF NO: SACR/02/2025/02</u> Directorate: Infrastructure Development (05 years contract)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 266 714 per annum (Level 13), (all-inclusive package)
	:	Head Office
	:	The successful candidate should have a Grade 12 Certificate plus a Degree qualification in Built Environment / Engineering / Quantity Surveying / Architecture / Town and Regional Planning / Infrastructure Project Management (NQF Level 7) as recognized by SAQA. A compulsory Pre-Entry Senior Management Certificate will be required before the assumption of duty. A minimum of 5 years' experience at a middle/ senior managerial level in Infrastructure Management and Project Management environment. A valid driver's license. Knowledge: Construction Industry Development Board Act of 2000 and Regulations; All best Practices Guides issued by the Construction Industry Development Board; Council for Built Environment Act of 2000; PFMA / DoRA / Treasury Regulations / Practice Notes / Instructions / Circulars; Provincial / Departmental Supply Chain Management Policies; Promotion of Access to Information Act (PAIA); Promotion of Administration Act (PAJA); National Building Standards Act and Regulations; Occupational Health and Safety Act and Regulations; Expanded Public Works Programme; Broad based Black Empowerment Act; Preferential Procurement Act and Regulations; Government Immovable Asset Management Act; Public Service Act and

	Regulations; Labour Relations Act. Change Management, Programme and Project Management, Conflict Management, Financial, People Management and empowerment, Problem Solving and Analysis, Client Orientation and Customer Focus, Services Deliver Innovation. Skills: Decision making; Management of projects; Analytic skills; Negotiation skills; Financial management; Strategic and operational; Planning and organizing; Problem solving; Conflict management; Verbal and written communication. Leadership; Computer literacy; Report writing. Relationship management.
<u>DUTIES</u>	: Direct the customization of national policies, norms and standards for infrastructure. Manage the application of costs norms in terms of infrastructure projects. Direct and improve infrastructure plans and inputs to the Provincial Infrastructure Plan; Departmental Strategic Plan; Annual Performance Plan and Annual Report. Direct integrated and seamless planning between commissioning of buildings and associated equipment. Review the Medium Term, Annual and Adjustment Budgets including motivations for rollovers and direct finalized submissions. Direct land identification, acquisition and appropriateness including provision of services. Manage the provision of special data, information and maps. Direct and approve the infrastructure Programme Management Plan which includes the delivery management procurement strategy, construction procurement strategy and plan. Review and sign off the Infrastructure Programme Implementation Plan. Direct regular site visits and monthly progress reports. Manage condition assessments of provincial and budgets through GDID. Direct implementation of OHS at all provincial owned infrastructure. Effective management of purchase orders, payments and authorization in line with delegations. Direct the implementation of monitoring over Municipalities in terms of the maintenance of infrastructure. Direct the needs and allocation of professional built environment services to different sub-directorates. Manage professional architectural, quantity surveying and engineering services. Manage the spending of the infrastructure grant (ECD grant) to achieve value for money. Manage the infrastructure grant budget to support the realization of Departmental services. Use of funds in Directorate effectively, efficiently and in compliance with Public Finance Management Act. Undertake planning for future human resources needs. Manage performance and development. Establish and maintain effective and efficient communication arrangements. Develop and implement the operational plan.
<u>ENQUIRIES</u>	: Mr. Ouwen Gaveni Tel No: (011) 355 2861 / 071 855 8934 or Ms. Itumeleng Maisane Tel No: (011) 355 2697
<u>APPLICATIONS</u>	: to be emailed to: SACR.RecSMS@gauteng.gov.za
<u>POST 27/218</u>	: <u>DIRECTOR: LIBRARY INFORMATION SERVICES AND PROVINCIAL ARCHIVES REF NO: SACR/02/2025/03</u> Directorate: Library Information Services and Provincial Archives (05 years contract)
<u>SALARY CENTRE REQUIREMENTS</u>	: R1 266 714 per annum (Level 13), (all-inclusive package) : Head Office : The successful candidate should have a Grade 12 Certificate plus a undergraduate qualification (NQF level 7) in Archival Studies / Libraries & Information Science or relevant qualification. A minimum of 5 years' experience in middle/senior Managerial level in the relevant field. A compulsory Pre-Entry Senior Management Certificate will be required before the assumption of duty. A valid driver's license. Skills: Decision making. Management of projects. Technical Analytic skills. Financial Management. Strategic and operational. Planning and organizing. Problem solving. Conflict management. Verbal and written communication. Leadership. Computer literacy. Report writing. Knowledge of: The Constitution of 1996. PFMA. Promotion of access to information act. Promotion of administration justice act. Electronic communication and transaction act. National archives and records services act. Change Management, Programme and Project Management, Conflict Management, Financial, People Management and empowerment.
<u>DUTIES</u>	: Oversee the development and implementation of archives and library policies. Oversee and manage the preservation of public and non-public records and ensure accessibility to the public. Manage the development, transformation, promotion and modernization of libraries and information services. Manage financial support to municipal library services by providing earmarked transferred allocation. Oversee the implementation of reading and library

		programs to inculcate the culture of reading. Identify the needs for library and archives infrastructure.
<u>ENQUIRIES</u>	:	Mr. Ouwen Gaveni Tel No: (011) 355 2861 / 071 855 8934 or Ms. Itumeleng Maisane Tel No: (011) 355 2697
<u>APPLICATIONS</u>	:	to be emailed to: SACR.RecSMS@gauteng.gov.za
<u>POST 27/219</u>	:	<u>DIRECTOR: CREATIVE ARTS REF NO: SACR/02/2025/04</u> Directorate: Creative Arts (05 years contract)
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), (all-inclusive package)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	The successful candidate should have a Grade 12 Certificate plus a undergraduate qualification (NQF level 7) in Art Management / Creative Arts / Fine Arts / Arts Craft and design / Arts and Culture Development Management or relevant qualification. A minimum of 5 years of experience in middle/senior managerial level in the Arts and Culture environment. A compulsory Pre-Entry Senior Management Certificate will be required before the assumption of duty. A valid driver's license. Skills: Strategic Capabilities and leadership. People management and empowerment. Problem solving. Interpersonal relationship. Conflict resolution. Programme and Project management. Policy analysis and development. Policy/objectives formulation. Financial Management. Research. Analytical thinking. Change management. Knowledge: Knowledge of Management. Services Delivery Innovation. Problem Solving and Analysis.
<u>DUTIES</u>	:	Increase the market for creative products through regional promotional and market expansion campaigns. Support provincial marketing campaigns that promote such cultural and creative products, industries or attractions as festivals, heritage routes and live events. To facilitate research. Undertake national and international trade missions to expand and develop markets for Gauteng creative products and destinations. Explicitly align creative industries activities with the Gauteng Growth and Development Strategy and with local government in the province. Promote the development and marketing of provincial cultural tourism strategies by fostering coordinated efforts among provincial and local tourism, arts, humanities, and heritage agencies. Expand participation in and develop collaborative approaches to cultural tours among cultural organizations, cultural venues, cultural enterprises and annual programmes and initiatives. Work with government at all levels to improve visibility and access to local cultural offerings by improving promotional advertising signposting and general infrastructure in creative communities. Provides a coordinating framework for investment and implementation in the province. To develop organizational and business support mechanisms and programmes to creative workers and practitioners in these sectors.
<u>ENQUIRIES</u>	:	Mr. Ouwen Gaveni Tel No: (011) 355 2861 / 071 855 8934 or Ms. Itumeleng Maisane Tel No: (011) 355 2697
<u>APPLICATIONS</u>	:	to be emailed to: SACR.RecSMS@gauteng.gov.za
<u>POST 27/220</u>	:	<u>DIRECTOR: RISK AND INTEGRITY MANAGEMENT REF NO: SACR/02/2025/05</u> Directorate: Risk and Integrity Management (05 years contract)
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), (all-inclusive package)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	The successful candidate should have a Grade 12 Certificate plus an undergraduate qualification (NQF level 7) in Risk Management/ Audit/ Business Continuity/ Ethics Management as recognized by SAQA. A minimum of 5 years' experience at middle/senior managerial level. A valid driver's license. A compulsory Pre-Entry certificate in senior management service. Knowledge: Working Knowledge of government planning and reporting frameworks, Knowledge of setting outcomes targets, developing performance measures and gathering performance data risk management frameworks and processes. Financial planning, Budget management, Project management, Programme and Government Policies such as: PFMA and Treasury Regulations, Corporate Governance frameworks and King Reports Projects and programmes of the Department, Change Management, Conflict Management, People Management and empowerment. Problem Solving and analysis, client orientation and Customer Focus, Services Deliver Innovation

		Skills: Good Communication skills and well-developed interpersonal relationships at all levels. Ability to conduct presentations and deliver objective reports in an accurate and timely manner. Creativity: Logical, Innovative and Creative thinker and flexible team player.
<u>DUTIES</u>	:	Manage the development and implementation of ethics and integrity policies. Manage the implementation of Anti-corruption strategies. Manage the implementation of the Code of Conduct. Manage the monitoring of remuneration work outside the Public Service. Manage the facilitation and monitoring of financial disclosure. Manage the development and maintenance of the gift register. Manage the conduction of employee educational and awareness programmes. Manage the establishment of systems in relation to risk assessment and appropriate measures, the reporting of corruption, investigation mechanisms and referral to the relevant law enforcement agency where necessary.
<u>ENQUIRIES</u>	:	Mr. Ouwen Gaveni Tel No: (011) 355 2861 / 071 855 8934 or Ms. Itumeleng Maisane Tel No: (011) 355 2697
<u>APPLICATIONS</u>	:	to be emailed to: SACR.RecSMS@gauteng.gov.za
<u>POST 27/221</u>	:	<u>DIRECTOR: FINANCIAL ACCOUNTING REF NO: SACR/02/2025/06</u> Directorate: Financial Accounting (05 years contract)
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), (all-inclusive package)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	The successful candidate should have Grade 12 certificate plus an undergraduate qualification (NQF level 7) in B. Com Accounting, Auditing / Financial Management / Supply Chain Management / Management Accounting as recognised by SAQA. 5 years' experience in middle / senior managerial level and relevant experience financial environment. A compulsory Pre-Entry Senior Management Certificate. A valid driver's license. Skills: Communication both verbal and written. Analytical. Report-writing. Research. Computer literacy (MS Teams). Planning and Organisation. Presentation and training. Problem Solving. Negotiation. Decision making. Resilience. Self-motivation. Interpersonal skills. Customer service. Knowledge: Government Financial Management Systems and PERSAL. Cash Basis of Accounting (MCBA). Public Finance Management Act (PFMA). Treasury Regulations and related Treasury Instruction notes and guidelines. Government Supply Chain Management procedures and the Division of Revenue Act.
<u>DUTIES</u>	:	Manage revenue efficiently and effectively by developing and implementing appropriate processes. Manage and ensure maintenance of an accurate and effective cashier systems. Manage revenue efficiently and effectively by developing and implementing appropriate processes. Manage and provide strategic direction for the directorate. Manage resources (Human, Financial, Equipment/Assets).
<u>ENQUIRIES</u>	:	Mr. Ouwen Gaveni Tel No: (011) 355 2861 / 071 855 8934 or Ms. Itumeleng Maisane Tel No: (011) 355 2697
<u>APPLICATIONS</u>	:	to be emailed to: SACR.RecSMS@gauteng.gov.za
<u>POST 27/222</u>	:	<u>DIRECTOR: COMMUNICATIONS REF NO: SACR/02/2025/07</u> Directorate: Communications (05 years contract)
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), (all-inclusive package)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	The successful candidate should have Grade 12 certificate plus an undergraduate (NQF level 7) in Communications / General Management / Public Management or equivalent.as recognized by SAQA. Minimum of 5 years' experience in middle/ senior managerial level related to communications and relevant experience in financial environment. A compulsory Pre-Entry Senior Management Certificate. A valid driver's license. Knowledge: PFMA/ Treasury Regulations. All different contract options for leases. Provincial/Departmental Supply Chain Management Policies. Public Service Act of 1994 and Regulations of 2001. Government Immovable Asset Management Act of 2007. Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils. Basic Conditions of Employment Act, 1997. Service Delivery Innovation. Skills: Communication. Report writing. Analytical.

<u>DUTIES</u>	:	Negotiation. Facilitation. Presentation. Interpretation of legislation. Financial and administrative skills. Budgeting. Problem solving and analysis.
	:	Manage the development, management, and promotion of the Departmental communication strategy. Develop key messages per day/week linked to the communication programme based of DSACR priorities and milestones. Monitor, evaluate, and take corrective action on the implementation of communication strategies, policies, and systems. Manage the provision of multimedia services to the Department. Manage the establishment and formation of good media relations. Manage the compilation of speeches, media statements, and articles. Manage the development, costing and presentation of media-buying plans. Manage the monitoring an evaluation of media-coverage of the department. Manage the coordination, facilitation, and management of community outreach programmes. Manage the liaising and coordinating of the communication framework with relevant stakeholders. Manage the with the coordinating of services to departments' communicators and build communication strategy capacity within the Department. Assist with the development of DSACR communication policy, model, key performance indicators and other standards or DSACR communicators. Write articles for Gauteng news, media statements, news releases, speeches and opinion pieces. Manage marketing and events.
<u>ENQUIRIES</u>	:	Mr. Ouwen Gaveni Tel No: (011) 355 2861 / 071 855 8934 or Ms. Itumeleng Maisane Tel No: (011) 355 2697
<u>APPLICATIONS</u>	:	to be emailed to: SACR.RecSMS@gauteng.gov.za
<u>POST 27/223</u>	:	<u>DIRECTOR: INTERGOVERNMENTAL RELATIONS REF NO: SACR/02/2025/08</u> Directorate: Intergovernmental Relations (05 years contract)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 266 714 per annum (Level 13), (all-inclusive package)
	:	Head Office
	:	An undergraduate qualification (NQF Level 7) as recognized by SAQA in Public Administration / Development Studies / Social Science as recognized by SAQA. Minimum of 5 years of experience at middle /senior managerial level. A compulsory Pre-Entry Senior Management Certificate. A valid driver's license. Knowledge and understanding of stakeholder relations legislative and policy framework, procedures, systems and processes applicable in public service. Knowledge and understanding of Community Relations and projects commitments, priorities, systems and processes. Knowledge of Government Protocols and International Protocols. Knowledge of Provincial Government Priorities. Knowledge of Government Legislative Framework. Analytical Skills, Project Management Skills, Report writing skills, Communication Skills and Problem-solving skills.
<u>DUTIES</u>	:	Develop fiscal frameworks that promote redistribution and equity, foster self-sufficiency and recognize the autonomy of provincial and governments. Promote good governance, accountability, and transparency. Ensure the vertical and horizontal alignment between agreed policies and resource allocation. Promote the economy, efficient, effective and equitable utilization of public resources in the delivery of services. Enforce financial management legislation applicable to provincial and local governance. Support and monitor the Functionality of IGR system. Coordinate social cohesion and stakeholder liaison. Manage the directorate.
<u>ENQUIRIES</u>	:	Mr. Ouwen Gaveni Tel No: (011) 355 2861 / 071 855 8934 or Ms. Itumeleng Maisane Tel No: (011) 355 2697
<u>APPLICATIONS</u>	:	to be emailed to: SACR.RecSMS@gauteng.gov.za

**PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DEPARTMENT OF HUMAN SETTLEMENTS**

APPLICATIONS

: must be posted to: The Head of Department, KwaZulu-Natal Department of Human Settlements, Private Bag X54367, Durban, 4000 or hand delivered to: The Director: Human Resource Management, Department of Human Settlements, Ground Floor, Murchison Passage, 353-363 Dr Pixley ka Seme Street, Durban, 4001. Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs

FOR ATTENTION

: marked for the attention of Ms. N Mungwe

CLOSING DATE

: 15 August 2025

NOTE

: Directions to applicants: Applicants using the manual application process must ensure that the new Z83 application form (obtainable from any Public Service institution) is completed, duly signed and initialled as failure to do so may lead to disqualification of the application during the selection process. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources. Applicants are discouraged from sending applications through registered mail because the Department will not be responsible for non-collection of these applications. No late applications will be accepted. Applications submitted electronically will be taken as a final application and may not be amended or supplemented in any way after the closing date indicated in the advertisement. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to comply with the above instructions will result in the disqualification of your application. NB: All shortlisted candidates may be subjected to a technical exercise that intends to test the relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise candidates recommended for appointment at the SMS level will be required to produce a Pre-entry certificate for the course offered by the National School of Government (NSG) prior to their appointment. The course is available at the NSG under the name Certificate for entry into and the full details can be obtained by following the link: <https://www.thensg.gov.za/trainingcourse/smspre-entryprogramme>. The KwaZulu-Natal Provincial Government is an equal opportunity, affirmative action employer and preference will be given to suitably qualified candidates from designated groups in terms of Employment Equity Act, 1998. The Department reserves the right not to make these appointment/s. Note: Applications not submitted on the fully completed new Z83 application forms will not be considered.

MANAGEMENT ECHELON

POST 27/224

: **CHIEF DIRECTOR: CORPORATE SERVICES REF NO: CD - CMS 07/2025**

SALARY

: R1 494 900 per annum (Level 14)

CENTRE

: Durban

REQUIREMENTS

: Applicants must be in possession of a Degree at NQF level 7 as recognised by SAQA in Law, Human Resource Management/ Human Resource Development/ Organisational Development/ Public Management, coupled with 5 years relevant senior management experience. SMS Pre-Entry is not a requirement for shortlisting submitted prior to the appointment. A valid driver's license. All shortlisted candidates will be subjected to a technical exercise designed to test the relevant technical elements of the job. The logistics of this exercise will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA competency-based assessments). The competency assessment will test generic managerial competencies using the mandated DPSA SMS competency assessment tool. Knowledge, Skills and Competencies: Knowledge of the Constitution of RSA, National Housing Act and National Housing Codes. Work experience and working knowledge of the Promotion of

Administrative Justice Act; Knowledge of the Public Service Act, Public Service Regulations, Labour Relations Act, Collective Bargaining Prescripts, Human Resource Policies and Practices of the Public Service, Transformation of the Public Service (White Paper), Public Finance Management Act and Municipal Finance Management Act, Treasury Regulations, and DPSA's Toolkit for Organisational Design. Knowledge of and Skills in Organisational Development, Facilities Management, Fleet Management and Security Services Management; Skills and Work experience in Human Resource Administration and multi-year Human Resource Planning. Computer literacy; Strategic Capability and Leadership; People Management and Empowerment; Knowledge Management; Service Delivery Innovation (SDI); Problem Solving and Analysis; Client Orientation and Customer Focus; Communication Skills; Ability to work under pressure; Flexibility to work after hours; Teamwork-oriented. Experience with maintaining open relationships with all labour unions.

DUTIES

: The successful candidate will perform the following Key Performance Areas: Ensure the provision of legal support services in the department; Ensure provision of asset management services in the department. Ensure the provision of strategic information management and information technology services in the department. Define and drive the implementation of corporate strategies in the department. Ensure effective and efficient management of human and financial resources of the chief directorate.

ENQUIRIES

: Related to the post can be directed to: Mr. SM Mbili Tel No: (033) 392 6434

PROVINCIAL ADMINISTRATION: LIMPOPO

DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS

The Department of Co-operative Governance, Human Settlements and Traditional Affairs is an equal opportunity employer with clear employment equity targets. The Department is committed to providing equal opportunities and affirmative action employment practices. It is our intention to promote representation in terms of race, gender, and disability. Women and people with disabilities are encouraged to apply. The Department of Co-operative Governance, Human Settlements & Traditional Affairs would like to invite suitably qualified candidates who are creative, energetic, self-driven, and hardworking and have a passion for improving the standard of living of citizens of Limpopo, to apply for the positions as it appears below.

<u>APPLICATIONS</u>	:	Should be submitted online through http://erecruitment.limpopo.gov.za Hand delivered applications should be submitted to 28 Market Street (Next to UNISA) Registry Office (First Floor) or alternatively post to The Head of Department; Department of Co-operative Governance, Human Settlements and Traditional Affairs, Private Bag X9485, Polokwane 0700.
<u>CLOSING DATE</u>	:	22 August 2025
<u>NOTE</u>	:	Applications should be submitted on a New Z83 form obtainable from all Public Service Departments or at www.dpsa.gov.za (must be completed in full), and a comprehensive copy of your Curriculum Vitae only (Certified copies of ID matric certificate, drivers' license and qualifications will be requested from shortlisted candidates only). The specific reference number for the post must be quoted. SMS candidates are required to produce proof of completion of National School of Government Senior Management Pre-Entry Programme prior to appointment. The course is obtainable on link: https://www.thensg.gov.za/training-course/sms-pre-entryprogramme . "All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise for SMS posts, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with 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." Short-listed candidates for the above posts will be subjected to a Security clearance and verification of qualifications. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). Successful incumbents will be expected to sign a performance agreement within one month after the assumption of duty. The successful candidate will also be required to disclose their financial interest in accordance with the prescribed regulations. Failure to comply with the requirements will result in the applicants being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. However, should there be any dissatisfaction; applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No.3 of 2000. The Department reserves the right to make an appointment in respect of the advertised posts.

MANAGEMENT ECHELON

<u>POST 27/225</u>	:	<u>CHIEF DIRECTOR: HUMAN SETTLEMENT PROGRAMMES AND PROJECT MANAGEMENT REF NO: COGHSTA 01/25</u> Branch: ISHS
<u>SALARY</u>	:	R1 494 900 per annum (Level 14), (all-inclusive salary package)
<u>CENTRE</u>	:	Region A
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF Level 7) in Built Environment/ Project Management/Town & Regional Planning as recognized by SAQA. Minimum 5 Years of experience at a senior managerial level and valid driver's license (with exception of person with disability). Core And Process Competencies: Proven experience in both project and programme management and evaluation. Sound and in-depth knowledge of the Housing Legislative Framework, prescripts, policies, and practices relevant to the human settlements Sector,

		application of the legislative framework governing the public service e.g. Public Service Act, Labour Relations Act, PFMA, Housing Act no 107 of 1997, Town Planning and Township Ordinance 15 of 1986, Development and Facilitation Act 67 of 1995, National Housing Code of 2009, National Home Builders Registration Act (NHBRC Act), National Building Regulation and Standard Act of 1997. Skills And Knowledge: Strategic Capability and Leadership; Programme and Project Management; Change Management; Financial Management; People Management and Empowerment; Knowledge Management; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Policy Formulation; Research and Computer utilization, Negotiation skills and Presentation skills.
<u>DUTIES</u>	:	Manage Planning and Implementation of all Human Settlements and Housing Programmes which include amongst others Rural Housing, Enhanced People's housing Process, Community Residential Units, Emergency and Disaster housing, Social Housing, Farmworker housing, Financed Linked Subsidy Programme, Engineering bulk and reticulation infrastructure and Eradication of Asbestos programme. Drafting programme and projects implementation strategies and managing their implementation. Ensure compliance with all built environment and Housing legislative frameworks which include amongst others Building Regulations, National Environmental Management Act (NEMA), Housing Consumers Protection Measures Act and DoRA, Facilitate responses to queries from SCOPA, AGSA and other stakeholders; Manage resources (financial, human and physical).
<u>ENQUIRIES</u>	:	Mr. Ramagoshi Phuti Tel No: (015) 294 2225
<u>POST 27/226</u>	:	<u>DIRECTOR: COMMUNITY DEVELOPMENT PROGRAMME REF NO: COGHSTA 02/25</u> Branch: Cooperative Governance
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), (all-inclusive salary package)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Public Administration/Development Studies/Community Development (NQF Level 7) as recognized by SAQA. Minimum 5 Years of experience at a middle/senior managerial level and valid driver's license (with exception of person with disability). Core And Process Competencies: Sound and in-depth knowledge of relevant prescripts: Constitution of the Republic of South Africa, Local Government Municipal Structures Act, Local Government Municipal System Act, White Paper on Transformation of Public Service and other key Public Service and Legislative frameworks. Understanding and knowledge of broader community development related policies, frameworks and norms and standards. Strategic capability and leadership. Skills And Knowledge: Problem Solving, Change Management, People management and empowerment, Client Orientation and Customer Focus, Stakeholder Management, Facilitation, Communication and Diversity management.
<u>DUTIES</u>	:	Oversee implementation and evaluation of Community Development Programmes. Monitor early warning and database on community concerns. Coordinate research on community development; ensure marketing and profiling of the work of CDWs in districts through intergovernmental forums; manage integrated development interventions in partnership with other relevant stakeholders; policy development and analysis. Co-ordinate and improve participation of communities in government programmes. Promote and mobilize communities to access services provided by government. Assist communities to identify and communicate their needs to government within the national, provincial and local government sphere. Manage resources (Financial, human and physical).
<u>ENQUIRIES</u>	:	Ms. Mokhomole Makgano Tel No: (015) 294 2270
<u>POST 27/227</u>	:	<u>DIRECTOR: STRATEGIC PLANNING, RESEARCH, MONITORING & EVALUATION REF NO: COGHSTA 03/25</u> Branch: Corporate Services
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), (all-inclusive salary package)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Strategic Management/Public Administration or equivalent qualification (NQF 7) as recognized by SAQA. A post-graduate qualification (NQF Level 8) will be an added advantage. Minimum of five (5)

		years' relevant experience at senior/middle management level in Strategic Planning, Monitoring and Evaluation, Research and/ or Policy Management. A valid driver's license (with exception of person with disability). Core And Process Competencies: Knowledge and understanding of the Public Finance Management Act. Government-wide Monitoring and Evaluation Framework. Treasury Regulations. Framework for Strategic Plans and Annual Performance Plans. Public Service Act and Regulations. Service Delivery Improvement prescripts. Batho Pele Principles. Process Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Skills And Knowledge: Strategic Capacity and Leadership, Problem Solving, Change Management, People Management and empowerment, Financial Management Stakeholder Management, Facilitation, Communication Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, and Programme and Project Management.
<u>DUTIES</u>	:	Develop and publish Strategic Plans and Annual Performance Plans. Coordinate the development of Operational Plans of the Branches within CoGHSTA. Coordinate research and policy management. Coordinate the monitoring and evaluation of the CoGHSTA APPs and Operational Plans. Coordinate, develop, and monitor the implementation of the CoGHSTA Service Delivery Improvement Plan. Lead the implementation of Annual Performance Plans, Operational Plans, and oversee the Audit and Risk Management processes of the Directorate. Manage and ensure effective and efficient utilization of financial, human and physical resources of the Directorate in line with applicable legislation.
<u>ENQUIRIES</u>	:	Ms. Mokhomole Makgano Tel No: (015) 294 2270
<u>POST 27/228</u>	:	<u>DIRECTOR: RISK, ANTI FRAUD & CORRUPTION MANAGEMENT REF NO: COGHSTA 04/25</u> Branch: HOD Support
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 266 714 per annum (Level 13), (all-inclusive salary package) Polokwane An undergraduate qualification in Risk Management/Internal Auditing (NQF Level 7) as recognized by SAQA. Minimum 5 Years of experience at a middle/senior managerial level and valid driver's license (with exception of person with disability). Core And Process Competencies: Sound and in-depth knowledge of Risk Management and Corporate Governance, PFMA and other related prescripts; Extensive Knowledge of Enterprise wide Risk Management best Practices; Experience in conducting risk assessments within an organisation. Knowledge and experience in developing and compiling risk registers. Experience in conducting risk awareness and training. A thorough understanding of Risk Management and Business Continuity Management; Experience in risk governance (Risk Policy, strategy, risk appetite). Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service, e.g. Public Service Act, Labour Relation Act, PFMA; Skills And Knowledge: Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation (SDI); Problem Solving and Analysis; People Management and Empowerment; Client Orientation and Customer Focus; Communication; Research; Computer Utilization; Policy Formulation; Investigation.
<u>DUTIES</u>	:	Manage the development and implementation of fraud and corruption prevention measures i.e policies/strategies; Oversee and monitor the conducting of investigation on fraud and corruption related matters in both the Department & Municipalities; Oversee awareness workshops on Anti-Corruption and security within Municipalities; Monitor, coordinate, implement review and improve the Risk Management Framework; Coordinate and facilitate the institutionalization risk management; Establish, maintain and ensure a good working relationship within the Department and relevant stakeholders; Manage resources (Financial, human and physical).
<u>ENQUIRIES</u>	:	Ms. Mokhomole Makgano Tel No: (015) 294 2270

<u>POST 27/229</u>	:	<u>DIRECTOR: LOCAL ECONOMIC DEVELOPMENT REF NO: COGHSTA 05/25</u> Branch: Cooperative Governance
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), (all-inclusive salary package)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Developmental Studies/Economics (NQF Level 7) as recognized by SAQA. Minimum 5 Years of experience at a middle/senior managerial level and valid driver's license (with exception of person with disability). Core And Process Competencies: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g. Public Service Act, Labour Relation Act, PFMA, Understanding of the public services environment, Project Management, Government systems and structures, Functional Ability, HR matters, finance, Planning and Organising, Applicable legislations. Skills And Knowledge: Problem solving; Financial Management; Proven Managerial skills; Accomplished leader; Change agent; Advanced strategic; planning skills; Research orientated person; Confident communicator; Financial management; People management skills; Networking skills; Innovative thinking; Strategic and conceptual orientation; Organisational skills; Adaptability to meet the goal during changes; Policy formulation.
<u>DUTIES</u>	:	Provide strategic support and monitoring towards the development and implementation of municipal LED strategies and plans, Coordinate and support the development of LED capacity in municipalities, Facilitate the enhancement LED through coordination and the establishment of partnerships in collaboration with the Limpopo Provincial Department of Economic Development, Environment and Tourism and other stakeholders; Support LED flagship programmes and catalytic projects in municipalities, Develop and strategies for the implementation of the Small Towns Revitalization Programme and the Integrated Urban Development Framework. Oversee and support the implementation of the Community Work Programme and Expanded Public Works Programme; Manage resources (financial, human and physical).
<u>ENQUIRIES</u>	:	Mr. Monkoe Mphodi Tel No: (015) 294 2223

OTHER POSTS

<u>POST 27/230</u>	:	<u>CHIEF CONSTRUCTION PROJECT MANAGER: HUMAN SETTLEMENTS PROGRAMME & PROJECT MANAGEMENT REF NO: COGHSTA 06/25</u> Branch: ISHS
<u>SALARY</u>	:	R1 266 450 per annum (Level OSD), (all-inclusive salary package)
<u>CENTRE</u>	:	Waterberg
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Built Environment field (NQF 6) as recognized by SAQA with a minimum of 6 years' experience as a registered Professional Construction Project Manager with the SACPCMP; and valid driver's license (with exception of person with disability). Core And Process Competencies: Sound and in-depth knowledge of Town planning application of the legislative framework governing the public service, National Building Regulations & standard, SANS 10400 Building Regulations, Occupational Health & safety Act, Human Settlement Planning & Design, National Housing Code, PFMA etc. Skills And Knowledge: Negotiation skills, Presentation skills, People management, Research, Time Management, Communication both formal and informal, Creativity, Self-Management, Analytic skills, Programme & Project management, Facilitation skills, Dispute/conflict resolution skills, Computer-aided Architectural, Team building, Problem solving, Managerial skills, Financial managerial skills.
<u>DUTIES</u>	:	Project design and analysis effectiveness; Maintain project operational effectiveness; Financial management; Governance; People management.
<u>ENQUIRIES</u>	:	Mr. Monkoe Mphodi Tel No: (015) 294 2223
<u>POST 27/231</u>	:	<u>DEPUTY DIRECTOR: LOCAL ECONOMIC DEVELOPMENT REF NO: COGHSTA 07/25</u> Branch: Cooperative Governance
<u>SALARY</u>	:	R1 059 105 per annum (Level 12), (all-inclusive salary package)
<u>CENTRE</u>	:	Mopani

<u>REQUIREMENTS</u>	:	An undergraduate qualification in Developmental Studies/Economics (NQF level 6) as recognized by SAQA. Five (5) years' experience within the environment of which three (3) must be at supervisory level and valid driver's license (with exception of disabled applicants). Core And Process Competencies: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Act, Labour Relation Act, National/LED framework MSDP; Municipal LED strategies, Provincial Spatial Rationale PFMA/MFMA, Constitution; White Paper on Local Govt, National Development Plan & Limpopo Development Plan. Skills and Knowledge: Negotiation skills, Presentation skills, People management skills, Time management, Communication, both formal, and informal; Project mgt skill, Leadership skill, Financial mgt skill, People management skill, Analytic skills, Investment Analysis Research skills.
<u>DUTIES</u>	:	Coordinate and manage functionality of Municipal and Provincial LED forum; Manage the development and review of Municipal LED strategies; Coordinate the implementation of LED initiatives and intervention; Monitor the development and roll-out of public employment programme (Community Work Programme & EPWPP within the Province). Support implementation of Small-Town revitalization programme and Integrated Urban Development Framework.
<u>ENQUIRIES</u>	:	Mr. Monkoe Mphodi Tel No: (015) 294 2223
<u>POST 27/232</u>	:	<u>DEPUTY DIRECTOR: MUNICIPAL FINANCE REF NO: COGHSTA 08/25</u> Branch: Cooperative Governance
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 059 105 per annum (Level 12), (all-inclusive salary package) Capricorn
	:	An undergraduate qualification (NQF level 6) in Accounting/ Auditing/ Financial Management as recognized by SAQA. Five (5) years' experience within the environment of which three (3) must be at supervisory level and valid driver's license (with exception of disabled applicants). Core and Process Competencies: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Act, Labour Relation Act, PFMA, etc. Skills And Knowledge: Negotiation skills; Presentation skills; People management skills; Time management; Communication, both formal, and informal.
<u>DUTIES</u>	:	Monitor and support Municipal Public Accounts Committees and governance structures (Audit and Risk Committees); Monitor and support municipalities on the development and implementation audit action plans.; Support and monitor the implementation of the MPRA in the Municipalities in respect of General Valuation Rolls, supplementary valuation rolls and functionality of Limpopo Provincial Valuation Appeal Board in line with Municipal Property Rates Act no. 6 of 2004; Submission of the Annual financial statements (section 131 (2)(a) of MFMA. Monitor and provide hands on support on the preparation, timely submission of Annual Financial Statements to Auditor-General SA, Improved financial viability.
<u>ENQUIRIES</u>	:	Ms. Monyela Hlokammoni Tel No: (015) 294 2073
<u>POST 27/233</u>	:	<u>DEPUTY DIRECTOR: MEC ADMIN SUPPORT REF NO: COGHSTA 09/25</u> Branch: MEC Support
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum (Level 11), (all-inclusive salary package) Polokwane
	:	An undergraduate qualification in Public Administration/ Public Management / Political Studies (NQF 6) as recognized by SAQA. Five (5) years' relevant experience of which three (3) Must be at supervisory level and valid driver's license (with exception of person with disability). Core And Process Competencies: Knowledge of Ministerial operations; Public Service Regulation; Public Service Act; PFMA; Knowledge of the Political and Parliamentary Processes in South Africa; Broad knowledge and understanding of Functional areas covered by the Executing Authority's Portfolio; Skills & Knowledge: Negotiation skills; Facilitation skills; Report Writing; Time management; Ability to Communicate with people at different levels and from different backgrounds; Creative/innovative; Analytical Thinking skills; Language Skills; Good grooming and Presentation; Good Telephone Etiquette; Good Organizational skills; Good People skills; High level of reliability; Basic written communication skills; Ability to act with tact and discretion.

<u>DUTIES</u>	:	Manage the administrative and coordination activities within the office of the executive authority; Liaise with internal and external role players with regard to matters relating to the portfolio of the executive authority; Render a cabinet/executive council support service to the executive authority; Supervise employees.
<u>ENQUIRIES</u>	:	Ms. Monyela Hlokammoni Tel No: (015) 294 2073
<u>POST 27/234</u>	:	<u>DEPUTY DIRECTOR: HUMAN SETTLEMENTS CAPACITY DEVELOPMENT</u> <u>REF NO: COGHSTA 10/25</u> Branch: ISHS
<u>SALARY</u>	:	R896 436 per annum (Level 11), (all-inclusive salary package)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF 6) as recognized by SAQA; Five (5) years' experience within the environment of which three (3) Must be at supervisory level and valid driver's license (with exception of person with disability). Core and Process Competencies: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g. Public Service Regulation; Public Service Act; Housing Act, Housing Code; Breaking New Ground Policies. Skills & Knowledge: Negotiation skills, Presentation skills, People management skills, Time management, Communication, both formal and informal, Computer skill, Numeracy skill, Creative/Innovative, Analytical thinking skills.
<u>DUTIES</u>	:	Manage capacity building for Provincial and Municipality officials on Human Settlement matters; Manage municipal accreditation in the province; Manage Human Settlements consumer education; Manage development of emerging contractors and cooperatives; Manage the provision secretarial services of quarterly provincial human settlements forum meetings.
<u>ENQUIRIES</u>	:	Ms. Monyela Hlokammoni Tel No: (015) 294 2073
<u>POST 27/235</u>	:	<u>CONSTRUCTION PROJECT MANAGER: HUMAN SETTLEMENTS</u> <u>PROJECTS REF NO: COGHSTA 11/25</u> Branch: ISHS
<u>SALARY</u>	:	R879 342 per annum (Level OSD), (all-inclusive salary package)
<u>CENTRE</u>	:	Capricorn
<u>REQUIREMENTS</u>	:	National higher diploma (Built Environment field) with a minimum of 4 years and six months' certified experience BTech (Built Environment field) with a minimum of 4 years' certified managerial experience. Honours degree in any Built Environment field with a minimum of 3 years' experience Valid driver's license. Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment. Core and Process Competencies: Sound and in-depth knowledge of Town planning, application of the legislative framework governing the public service e.g., National Building Regulations & standard, SANS 10400 Building Regulations, Occupational Health & Safety Act, Human Settlement Planning & Design, National Housing Code, PFMA etc. Skills & Knowledge: Negotiation skills; Presentation skills; People management skills; Research; Time management; Communication skills (both formal and informal); Creativity skills; Self-management; Analytical skills; Programme and project management skills; Facilitation skills; Dispute/conflict resolution skills; Computer-aided skills; Architectural; Team building; Problem solving and analysis; Managerial skills and financial management skills.
<u>DUTIES</u>	:	Manage and co-ordinate all aspects of projects; Project accounting and financial management; Office administration; Research and Development.
<u>ENQUIRIES</u>	:	Ms. Monyela Hlokammoni Tel No: (015) 294 2073
<u>POST 27/236</u>	:	<u>ASSISTANT DIRECTOR: MUNICIPAL FINANCE REF NO: COGHSTA 12/25</u> Branch: Cooperative Governance
<u>SALARY</u>	:	R582 444 per annum (Level 10)
<u>CENTRE</u>	:	Capricorn
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Accounting/Auditing/Financial management (NQF 6) as recognized by SAQA; A minimum of 3 years relevant experience and valid driver's license (with exception of person with disability). Core And Process Competencies: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the local government,

		MFMA, MPRA, Municipal Systems Act, Municipal Structures Act, MBRR etc. Skills & Knowledge: Negotiation skills, Presentation skills, People management skills, Time management, Communication, both formal, and informal.
<u>DUTIES</u>	:	Monitor and support functionality of MPAC and governance structures (Audit and risk committees); Monitor and support municipalities on development and implementation of audit action plans; Support and monitor the implementation of MPRA; Monitor and provide hands on support on the preparation, timely submission of AFS to AGSA; Improved financial viability.
<u>ENQUIRIES</u>	:	Ms. Palmer Olivia Tel No: (015) 294 2094
<u>POST 27/237</u>	:	<u>ASSISTANT DIRECTOR: HUMAN SETTLEMENTS CAPACITY DEVELOPMENT REF NO: COGHSTA 13/25</u> Branch: ISHS
<u>SALARY CENTRE REQUIREMENTS</u>	:	R582 444 per annum (Level 10) Polokwane An undergraduate qualification (NQF 6) as recognized by SAQA; A minimum of 3 years relevant experience and valid driver's license (with exception of person with disability). Core And Process Competencies: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Regulation, Public Service Act, Housing Act, Housing Code, Breaking New Ground Policies. Skills & Knowledge: Negotiation skills; Presentation skills; People management skills; Time management; Communication, both formal and informal; Computer skills; Numeracy skills; Creative/Innovative; Analytical thinking skills.
<u>DUTIES</u>	:	Co-ordinate and facilitate capacity development for provincial and Municipal Officials on human settlements matters; Co-ordinate and Facilitate accreditation of Municipalities; Co-ordinate and facilitate Human settlements Consumer Education; Co-ordinate and facilitate service provider capacity development. Co-ordinate and facilitate secretariat services for Provincial Human Settlements Forum meetings.
<u>ENQUIRIES</u>	:	Ms. Palmer Olivia Tel No: (015) 294 2094
<u>POST 27/238</u>	:	<u>DISASTER PRACTITIONER: RESPONSE AND RECOVERY REF NO: COGHSTA 16/25</u> Branch: Cooperative Governance
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum (Level 08) Polokwane An undergraduate qualification in Disaster Management (NQF Level 6) as recognized by SAQA or Equivalent. A minimum of 2 years' experience in Disaster Management and a valid driver's license (with exception of person with disability). Core And Process Competencies: Sound and in-depth knowledge of Batho Pele Principles; Public Service Act; Disaster Management Act; PFMA; MFMA; Disaster Management Framework and other related acts. Computer literacy; Dynamics, culture and language of the target community. Skills & Knowledge: Negotiation skills; Presentation skills; People management skills; Time management; Communication; Computer skills; Numeracy skills; Report writing skills.
<u>DUTIES</u>	:	Coordinate the implementation of a uniform approach to the dissemination of early warning messages; Coordinate all rehabilitation and reconstruction strategies following a disaster in a developmental manner; Coordinate disaster response and recovery activities in the province; Coordinate the implementation of emergency relief, reconstruction and rehabilitation in an integrated and developmental manner.
<u>ENQUIRIES</u>	:	Ms. Masha Raesibe Tel No: (015) 294 2068
<u>POST 27/239</u>	:	<u>ADMIN OFFICER: DEMAND REF NO: COGHSTA 17/25</u> Branch: Financial Management Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07) Polokwane An undergraduate qualification in Supply Chain Management or related field (NQF 6) as recognized by SAQA. A minimum of 1-2 years relevant experience and valid driver's license (with exception of person with disability). Core And Process Competencies: Sound and in-depth knowledge of relevant prescripts,

		application of the legislative framework governing the public service e.g., Public Service Act, Labour Relation Act, PFMA, etc. Skills & Knowledge: Negotiation skills; Presentation skills; People management skills; Time management; Communication, both formal, and informal.
<u>DUTIES</u>	:	Compile pre-order checklist in compliance with preferential procurement policy; liaise with end-users for proper specifications/terms of reference; invitation of end user for departmental procurement planning meetings; confirmation /updating of service providers details (departmental databases/panels); compilation of inspection questionnaires forms; benchmarking of procurement less than R500 000.00.
<u>ENQUIRIES</u>	:	Ms. Masha Raesibe Tel No: (015) 294 2068
<u>POST 27/240</u>	:	<u>STATE ACCOUNTANT: SALARIES REF NO: COGHSTA 18/25 (X2 POSTS)</u> Branch: Financial Management Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07) Polokwane An undergraduate qualification in Accounting/Financial Management (NQF 6) as recognized by SAQA. A minimum of 1-2 years' experience in the salary and expenditure management / various disciplines related to financial management and a valid drivers' license (with exception of person with disability). Core And Process Competencies: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., PFMA, PPPFA, Treasury regulation, Batho Pele Principles, DORA, Public Service Act, Computer Literacy and Delegation of Authority, PERSAL, BAS, Finest, Skills & Knowledge: Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy, Negotiation skills, Presentation skills, People management skills, Time management, Communication, Computer skill, Numeracy skill.
<u>DUTIES</u>	:	Implementation of salary deductions and allowances; Facilitation of Payroll; Implementation of salary freeze and recall; Implementation of Tax maintenance and Tax reconciliation.
<u>ENQUIRIES</u>	:	Ms. Masha Raisibe Tel No: (015) 294 2068
<u>POST 27/241</u>	:	<u>STATE ACCOUNTANT: HOUSING FINANCE & CONTRACTUAL PAYMENT REF NO: COGHSTA 19/25 (X3 POSTS)</u> Branch: Financial Management Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07) Polokwane An undergraduate qualification in Accounting/Financial Management (NQF 6) as recognized by SAQA. A minimum of 1-2 years' experience in expenditure management / various disciplines related to financial management and a valid drivers' license (with exception of person with disability) Core and Process Competencies: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., BAS, PFMA, PPPFA, Treasury regulation, Batho-Pele principles, DORA, Public service act, Computer literacy and delegation of authority, Skills & Knowledge: Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy, Negotiation skills, Presentation skills, People management skills, Time management, Communication, Computer skill, Numeracy skill; Conflict resolution skills.
<u>DUTIES</u>	:	Receive, register and verify payment claims from claims and contract management; Check and verify availability of accompanying documents; Verify beneficiaries' lists with HSS approved status report; Reporting; Safe keeping of claims for audit purposes.
<u>ENQUIRIES</u>	:	Ms. Malahlela Nora Tel No: (015) 294 2224
<u>POST 27/242</u>	:	<u>PERSONAL ASSISTANT REF NO: COGHSTA 20/25</u> Branch: HOD Support
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07) Polokwane An undergraduate qualification in Management Assistant/Secretarial/Office Management/Public Management (NQF 6) as recognized by SAQA; A minimum of 1-year experience. Core And Process Competencies: Sound and in-depth knowledge of relevant prescripts, application of the legislative

		framework governing the public service e.g., Public Service Act, Labour Relation Act, PFMA, etc. Skills & Knowledge: Negotiation skills, Presentation skills, People management skills, Time management, Communication both formal, and informal.
<u>DUTIES</u>	:	Provide secretarial support; Manage the office; Manage the filing system; Maintain the HOD's diary; Management of telephone enquiries; Manage and monitor the budget commitment register.
<u>ENQUIRIES</u>	:	Ms. Malahlela Nora Tel No: (015) 294 2224
<u>POST 27/243</u>	:	<u>PERSONAL ASSISTANT (CONTRACT LINKED TO CHAIRPERSON'S TERM OFFICE) REF NO: COGHSTA 21/25</u> Branch: Traditional Affairs
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Management Assistant/Secretarial/Office Management/Public Management (NQF 6) as recognized by SAQA; A minimum of 1-year experience. Core And Process Competencies: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Act, Labour Relation Act, PFMA, etc. Skills & Knowledge: Negotiation skills, Presentation skills, People management skills, Time management, Communication, both formal, and informal.
<u>DUTIES</u>	:	Provide secretarial support; Manage the office; Manage the filing system; Maintain the Chairperson's diary; Management of telephone enquiries; Manage and monitor the budget commitment register.
<u>ENQUIRIES</u>	:	Ms. Malahlela Nora Tel No: (015) 294 2224
<u>POST 27/244</u>	:	<u>PERSONNEL OFFICER: RECRUITMENT & SELECTION REF NO: COGHSTA 22/25</u> Branch: Corporate Services
<u>SALARY</u>	:	R269 499 per annum (Level 06)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Public Administration/Human Resource Management (NQF 6) as recognized by SAQA. Core And Process Competencies: Sound and in-depth knowledge of Public Service Act, Public Regulation PFMA, Human Resource Management; PERSAL Systems. Skills & Knowledge: Presentation skills; People management skills; Time management skills; Communication skills (both formal and informal) and Computer Literacy.
<u>DUTIES</u>	:	Administering advertised vacant posts on the structure; Coordinate selection processes, Facilitate PERSAL appointments; Administering Placements of officials.
<u>ENQUIRIES</u>	:	Ms. Malahlela Nora Tel No: (015) 294 2224
<u>POST 27/245</u>	:	<u>LEGAL ADMIN OFFICER: LITIGATION & LEGAL ADVISORY REF NO: COGHSTA 14/25</u> Branch: Corporate Services
<u>SALARY</u>	:	Grade 1: R252 855 per annum, (OSD) Grade 2: R292 596 per annum, (OSD) Grade 3: R324 579.per annum, (OSD) Grade 4: R388 392 per annum, (OSD) Grade 5: R464 634.per annum, (OSD)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Law (NQF 6) as recognized by SAQA; A minimum of 0-8 years relevant experience. Valid South African driver's license (with exception of person with disability). Core and Process Competencies: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g. Public Service Act, Labour Relation Act, PFMA, etc. Skills & Knowledge: Counselling skills; Interpersonal relations; People management skills; Time management; Planning and execution; Communication; Computer skills; Teamwork.
<u>DUTIES</u>	:	Render effective and efficient litigation services to the department and municipalities; Provide Legal opinions and advice to the Department, Municipalities and Statutory Bodies; Liaison with the Office of the State Attorney; Office administration support.

<u>ENQUIRIES</u>	:	Ms. Palmer Olivia Tel No: (015) 294 2094
<u>POST 27/246</u>	:	<u>LEGAL ADMIN OFFICER: CONTRACT DRAFTING & COMPLIANCE REF NO: COGHSTA 15/25</u> Branch: Corporate Services
<u>SALARY</u>	:	Grade 1: R252 855 per annum, (OSD) Grade 2: R292 596 per annum, (OSD) Grade 3: R324 579 per annum, (OSD) Grade 4: R388 392 per annum, (OSD) Grade 5: R464 634 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Polokwane An undergraduate qualification in Law (NQF 6) as recognized by SAQA; A minimum of 0-8 years relevant experience. Valid South African driver's license (with exception of person with disability). Core and Process Competencies: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g. Public Service Act, Labour Relation Act, PFMA, etc. Skills & Knowledge: Counselling skills; Interpersonal relations; People management skills; Time management; Planning and execution; Communication; Computer skills; Teamwork.
<u>DUTIES</u>	:	Render effective and efficient contract management services to the department, municipalities and other statutory bodies; Drafting of legally binding and watertight contracts/SLA's and MoUs to ensure effective service delivery; Ensure compliance by the service providers and contractors in the implementation of projects; Liaison with the Office of the Premier: Shared Legal Services on litigation emanating from the department; Office administration support.
<u>ENQUIRIES</u>	:	Ms. Palmer Olivia Tel No: (015) 294 2094
<u>POST 27/247</u>	:	<u>DRIVERS: HOUSE OF TRADITIONAL LEADERS REF NO: COGHSTA 23/25 (X2 POSTS)</u> Branch: Traditional Affairs (Contract Linked to Chairperson's Term Office)
<u>SALARY</u>	:	R193 359 per annum (Level 04)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	Grade 10/ ABET / AET qualification as recognized by SAQA. Valid driver's license with Professional Driving Permit. Candidates to undergo Competency Test Driving. Core and Process Competencies: Skills & Knowledge: Knowledge & skills in: Report Writing, Time management, Good Communication Skills, Creative/innovative, Analytical Thinking, Good Organizational skills, Good People skills, High level of Reliability, Basic written communication skills, Ability to act with tact and discretion.
<u>DUTIES</u>	:	Collect and deliver documents; Transport employees in the office of the Department and guests and special advisors of the Executing Authority; Render a general support function in the office of the Executing Authority; Maintain knowledge on the policies and procedures that applies in the work environment.
<u>ENQUIRIES</u>	:	Ms. Mabina Reneilwe Tel No: (015) 294 2046
<u>POST 27/248</u>	:	<u>HANDYMAN: FACILITIES REF NO: COGHSTA 24/25</u> Branch: Corporate Services
<u>SALARY</u>	:	R163 680 per annum (Level 03)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	Grade 10/ ABET / AET qualification as recognized by SAQA. Core And Process Competencies: Basic knowledge of building maintenance, plumbing, carpentry, electrical maintenance and equipment repairs. Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service such as: Occupational Health and Safety Act. Skills & Knowledge: Interpersonal Skills; Technical skills; Time management skills; Good Written and communication skills; Group dynamics; Diversity & Change management.
<u>DUTIES</u>	:	Routine maintenance of office buildings and other infrastructure services i.e. electricity, sewer systems, buildings and equipment's as well as assisting with inspection of maintenance of contractor's work; Daily recording of maintenance works performed and needs; Assisting with the planning, scheduling and

ENQUIRIES

execution of maintenance tasks; Basic housekeeping and other ad-hoc tasks identified by supervisor.
: Ms. Kobe Kwena Tel No: (015) 294 2094

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF HEALTH**

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

<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>CLOSING DATE</u>	:	15 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 Z 83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short-listed candidates will be subject to a vetting process prior to appointment. If no response is received from the Mpumalanga Department of Health within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. Please quote the correct references when applying and where possible the station / centre where the post is. www.mpuhealth.gov.za Only Online Applications will be accepted. NB: Candidates who are not contacted within 90 DAYS after the closing date must consider their applications as having been unsuccessful. Please note the department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications)

OTHER POSTS

<u>POST 27/249</u>	:	<u>MANAGER NURSING (PN-A9): PHC REF NO: MPDOH/AUG/25/274</u>
<u>SALARY</u>	:	R1 155 099 – R1 320 732 per annum
<u>CENTRE</u>	:	Bushbuckridge Sub-district (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Basic qualification accredited with SANC in terms of Government Notice R425 (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2025). A tertiary qualification in Health Sciences, preferably in Public Health. A minimum of ten (10 years appropriate / recognizable experience in nursing after registration as a Professional Nurse. At least 5 years of the period referred to above must be appropriate / recognizable experience in management level at Public Health Service. Competencies: Knowledge of the District Health System, District Health Planning, District Health Expenditure Reviews. A demonstrable understanding of the PFMA and Treasury Regulations, Financial Management, People Management and Empowerment, Client Orientation and Customer Care. Skills: Leadership, Excellent Communication skills (verbal and written), Problem Solving, Computer Literacy and Presentation Skills. Ability to work under pressure. Valid driver's licence.
<u>DUTIES</u>	:	Manage and evaluate the implementation of policy frameworks for service delivery by Primary Health Care facilities. Monitor and evaluate the implementation of services by CHC's and clinics, including mobile clinics.

		Coordinate and evaluate implantation of the five streams for health system strengthening. Facilitate transformation of nursing management. Coordinate and manage NPO's that provide PHC services. Monitor optimal functioning of clinic committees. Monitor and evaluate the norms and standards for nursing practice in Primary Health Care. Promote professionalism in Primary Health Care.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 27/250</u>	:	<u>DEPUTY MANAGER NURSING (PN-A8): COMPREHENSIVE HAS CLINICAL MANAGEMENT AND TREATMENT (CCMT) REF NO: MPDOH/AUG/25/275</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 028 091 - R1 172 427 per annum Provincial Office, Mbombela (Nelspruit) Senior Certificate / Grade 12 plus 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 (2025). A minimum of nine (9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council (SANC) in general nursing. At least four (4) years of the period referred to above must be appropriate/recognizable experience in management of HIV, AIDS, STIs and TB, preferably at supervisory or operational management level. Valid drivers' licence. Knowledge and experience in the development and HIV, STIs, and TB policies and guidelines. Knowledge of Public Finance Management Act, Division of Revenue Act and other relevant financial prescripts. An accredited certificate in HIV Management Key Competencies: Knowledge of Data Management systems such as, Tier.net, WebDHIS. Sound and in-depth knowledge of relevant prescripts, particularly HIV clinical guidelines and policies. Knowledge and experience in clinical mentorship and support. Application of the legislative framework governing the Public Service e.g., Public Service Act, PFMA, Basic Conditions of Employment Act, Labour Relations Act, Employment Equity Act, Promotion of Access to Information Act, Skills development Act and various bargaining council regulations. Ability to develop and monitor quality standards. Skills requirements: Presentation skills, People Management skills, Financial Management skills, Time Management, Report writing skills, Co-ordination skills, Strategic planning skills and Research skills and leadership skills. Sound knowledge, skills and experience in Monitoring and Evaluation. Excellent verbal, written and presentation, and communication skills. Data analytics. Ability to work independently and under pressure.
<u>DUTIES</u>	:	Manage and coordinate the Comprehensive HIV Treatment Programme at the provincial office. Manage the resources allocated to the Sub-directorate. Develop, monitor and review HIV and TB clinical guidelines and policies. Ensure the integration of HIV-TB programmes with other programmes. Liaise with stakeholders on all HIV clinical and treatment programmes. Monitor and develop quality HIV treatment standards. Provide technical support to Districts and sub-districts.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 27/251</u>	:	<u>DEPUTY MANAGER NURSING (PN-A8): HIV, AIDS AND STI PREVENTION PROGRAMMES REF NO: MPDOH/AUG/25/276</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 028 091 - R1 172 427 per annum Provincial Office, Mbombela (Nelspruit) Senior Certificate / Grade 12 plus 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 (2025). A minimum of nine (9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing

		<p>Council (SANC) in general nursing. At least four (4) years of the period referred to above must be appropriate / recognizable experience in management of HIV, AIDS, STIs and TB, preferably at supervisory or operational management level. Valid drivers' licence. Knowledge of Public Finance Management Act, Division of Revenue Act and other relevant financial prescripts. An accredited certificate in HIV Management will be an added advantage. Key Competencies: Knowledge of Data Management systems such as, Tier.net, WebDHIS. Sound and in-depth knowledge of relevant prescripts, particularly HIV prevention guidelines and policies. Knowledge and experience in clinical mentorship and support. Application of the legislative framework governing the Public Service e.g., Public Service Act, PFMA, Basic Conditions of Employment Act, Labour Relations Act, Employment Equity Act, Promotion of Access to Information Act, Skills development Act and various bargaining council regulations. Ability to develop and monitor quality standards. Skills requirements: Presentation skills, People Management skills, Financial Management skills, Time Management, Report writing skills, Co-ordination skills, Strategic planning skills and Research skills and leadership skills. Sound knowledge, skills and experience in Monitoring and Evaluation. Excellent verbal, written and presentation, and communication skills. Data analytics. Ability to work independently and under pressure.</p>
<u>DUTIES</u>	:	<p>Manage and coordinate the HIV, AIDS and STIs Prevention programmes at provincial office. Manage the resources allocated to the Sub-directorate. Develop, monitor and review HIV, AIDS, and STIs prevention guidelines and policies. Ensuring the integration of HIV, STIs and TB prevention programmes with other prevention programmes. Liaise with stakeholders on all HIV, STI, TB and other prevention programmes. Monitor and develop quality HIV prevention standards. Provide technical support to Districts and sub-districts.</p>
<u>ENQUIRIES</u>	:	<p>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.</p>
<u>POST 27/252</u>	:	<p><u>DEPUTY MANAGER NURSING (PN-A8): PARTNERSHIP AND STAKEHOLDER MANAGEMENT REF NO: MPDOH/AUG/25/277</u></p>
<u>SALARY CENTRE REQUIREMENTS</u>	:	<p>R1 028 091 - R1 172 427 per annum</p> <p>Provincial Office, Mbombela (Nelspruit)</p> <p>Senior Certificate / Grade 12 plus 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 (2025). A minimum of nine (9) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council (SANC) in general nursing. At least four (4) years of the period referred to above must be appropriate/recognizable experience in management of HIV, AIDS, STIs and TB, preferably at supervisory or operational management level. Valid drivers' licence. Knowledge and experience in management of stakeholders and building partnerships. Knowledge of Public Finance Management Act, Division of Revenue Act and other relevant financial prescripts. Key Competencies: Contract management skills. Financial and human resource management skills. Good communication and writing skills. Application of the legislative framework governing the Public Service e.g., Public Service Act, PFMA, Basic Conditions of Employment Act, Labour Relations Act, Employment Equity Act, Promotion of Access to Information Act, Skills development Act and various bargaining council regulations. Ability to develop and monitor and assess contracts, namely SLAs and MOUs. Skills requirements: Presentation skills, People Management skills, Financial Management skills, Time Management, Report writing skills, Co-ordination skills, Strategic planning skills and Research skills and leadership skills. Sound knowledge, skills and experience in stakeholder management. Excellent verbal, written and presentation, and communication skills. Data analytics. Ability to work independently and under pressure.</p>
<u>DUTIES</u>	:	<p>Manage and coordinate stakeholders and partnerships. Manage the resources allocated to the Sub-directorate. Develop, monitor and review Memorandum of Understanding (MOUs) and Service Level Agreements (SLAs). Develop platforms for stakeholder participation and involvement. Develop strategic partnerships and stakeholder management frameworks. Facilitate the signing</p>

		of contractual agreements between DOH and other health care providers. Monitor compliance with departmental policies and guidelines by stakeholders and partners. Liaise with internal health programmes and MPAC.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 27/253</u>	:	<u>DEPUTY DIRECTOR: HIV, STI AND TB DATA ANALYST REF NO: MPDOH/AUG/25/278</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum, (all-inclusive remuneration package) Provincial Office, Mbombela (Nelspruit) Senior Certificate / Grade 12 plus an undergraduate qualification (NQF Level 7) in Information Management, Public Health, Health Informatics, or a related field as recognized by SAQA. At least a minimum of three (3) years' experience in monitoring and evaluation of HIV, AIDS, STIs and TB programmes at supervisory level (ASD) or equivalent position. Valid driver's licence. Knowledge of health information systems such as District Health Information System (DHIS), Tier.Net, eHealth systems, PFMA, financial Management, human resource management, client orientation and customer care, and national data reporting requirements. Experience in data analytics, particularly in-depth analysis of HAST indicators in relation to other health programmes. Strong analytical and problem-solving skills for data analysis, policy development, and strategic planning. Proficiency in digital transformation and ICT solutions related to HAST in information in particular and health data in general. Ability to lead and coordinate data analytics teams across multiple levels the health system. Skills needed amongst others, are analytical, excellent communication, computer statistical software, Leadership, presentation.
<u>DUTIES</u>	:	Overseeing HAST data analytics processes at all levels. Manage and coordinate the functionality of Nerve Centre's at all levels. Generate monthly, quarterly and annual HAST indicator performance reports. Monitoring and evaluating provincial and district health indicators to support evidence-based decision-making. Implementing and strengthening data analytics frameworks to enhance performance monitoring. Support digital health transformation initiatives and ensure integrated data analytics using or including other electronic health record systems. Coordinating with stakeholders such as the National Department of Health, ICT service providers, and district offices to improve health data analysis. Provide mentorship and technical support to M&E Officers, managers, and relevant personnel on data analysis.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 27/254</u>	:	<u>CLINICAL PSYCHOLOGIST GRADE 1 REF NO: MPDOH/AUG/25/280 (X2 POSTS)</u>
<u>SALARY CENTRE</u>		R872 709 - R930 183 per annum Nkangala District: Witbank Hospital (X1 Post) KwaMhlanga Hospital (X1 Post)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Master's Degree in Clinical Psychology. Current registration with the Health Professional Council of South Africa (HPCSA) as a Clinical Psychologist (2025). Knowledge, Skills and Competencies: Sound clinical knowledge regarding Clinical Psychology diagnostic assessment and treatment procedures. Knowledge and the ability to administer and interpret psychological tests. Ability to function in a multi-disciplinary team. Excellent Communication and interpersonal relationship skills. Quality Assurance and Improvement. Problem solving skills. Competency in psychological assessment and report writing within the context of forensic Mental HealthCare services. Ability to develop and implement psychological rehabilitation programmes. Teaching and training ability. Administration skills. Knowledge of all applicable legislation pertaining to

		Mental Health Care and forensic Mental Health. Psychotherapeutic and clinical knowledge in patient assessment, diagnosis and treatment across the lifespan. Ethical and legislative framework of practice. Departmental guidelines and policies. Evidence based psychological practice. Understanding of broader community, cultural, contextual and socio-economic factors which impact mental health. Ability to work within a multidisciplinary team. Good organization and time management skills. Excellent communication and interpersonal relations. Sensitivity to gender, racial, ethnic, sexuality and disability issues. Computer Literacy in Microsoft Word, Excel, Outlook, PowerPoint, etc. Valid driver's licence.
<u>DUTIES</u>	:	Ensure the rendering of clinical psychologist services to hospital facilities. Ensure the development of training material and provide training in mental health to the wider MDT. Part of a multidisciplinary team. Outreach to regional and district hospitals and PHC Participation in the development of psychological services in the region. Participation in academic activities.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 27/255</u>	:	<u>OPERATIONAL MANAGER NURSING (PN-B3): PHC REF NO: MPDOH/AUG/25/286 (X6 POSTS)</u>
<u>SALARY CENTRE</u>	:	R693 096 – R789 861 per annum
	:	Ehlanzeni District: Buffelspruit CHC (X1 Post) Elandsfontein Clinic (X1 Post) Xanthia Clinic (X1 Post) Goromane Clinic (X1 Post) Nkangala District: Botleng Ext 3 Clinic (X1 Post) Tweefontein "D" Clinic (X1 Post)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or Equivalent qualification that allows registration with the SANC as a Professional Nurse (2025) plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in Primary Health Care. A minimum of nine (09) years of appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (05) years of the period referred to above must be appropriate / recognizable experience in Primary Health Care after obtaining the 1 year post basic PHC Nursing Science qualification. Experience and knowledge of the District Health System. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how these impact on service delivery. Demonstrate a basic understanding of HR and finance and practices. Knowledge of relevant legal framework such as Nursing Act, Health Occupational and Safety Act, Patients Right Charter, Batho Pele Principles, Operational Management Skills. Problem Solving, planning and Organizing Skills. Expected to work under pressure and on night duty. Leadership. Supervisory, problem-solving, conflict resolution, inter-personal and communication and communication skills. Demonstrate an in-depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Computer literacy will be an added advantage (MS Word, Excel, PowerPoint and Outlook). Computer literacy.
<u>DUTIES</u>	:	Manage and provide PHC facility supervisory in line with the PHC Supervision Guideline. Ensure clinical nursing practice by the nursing team in the facility in accordance with the scope and practice and nursing standard as determined by the relevant health facility. Promote quality nursing care as directed by the professional scope of practice and standard in accordance with the PHC delivery package. Ensure the implementation on National Core Norms and Standards including Six Priority Areas. Advocate for patients through ensuring adherence to Batho Pele Principles. Coordinate community involvement and participation. Manage and monitor effective use and maintenance of assets and infrastructure of the facility. Monitor information management and documentation.

<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 27/256</u>	:	<u>ASSISTANT MANAGER NURSING (AREA) (PN-A7) REF NO: MPDOH/AUG/25/290 (X4 POSTS)</u>
<u>SALARY CENTRE</u>	:	R693 096 - R813 732 per annum
	:	Nkangala District: Impungwe Hospital (X1 Post)
	:	Ehlanzeni District: Rob Ferreira Hospital (X1 Post)
	:	Bongani TB Specialized Hospital (X1 Post)
	:	Gert Sibande District: Elsie Ballot Hospital (X1 Post)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2025). A minimum of eight (8) years' appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least three (3) years referred to above must be appropriate / recognisable experience at management level. A Diploma / Degree in Nursing Administration and Management will be an added advantage. Knowledge/skills: Basic computer literacy, strong Leadership, Good communication and Sound Interpersonal skills. Ability to work under pressure, manage own time, function as an effective leader of the nursing team. Implement and manage change. Willingness to work shifts and standby in accordance with the requirements of the unit and nursing services. Report writing skills.
<u>DUTIES</u>	:	Delegate, Supervise and coordinate the provision of effective and efficient patient care through adequate quality nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive work relationships with nursing and other stakeholders. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards, policies, PMDS, procedures, Contingency and Strategic Plans. Monitor and ensure proper utilization of human, financial and physical resources. Quality management including infection control, information management and clinical audits. Participating in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage human resources. Monitor and ensure proper utilization of financial and physical resources. Implement all relevant prescripts. Manage and monitor proper utilization of human financial and material resources. Manage the budget according to PFMA.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 27/257</u>	:	<u>ASSISTANT MANAGER NURSING (PN-A7): COMPREHENSIVE HAS CLINICAL MANAGEMENT AND TREATMENT (CCMT) REF NO: MPDOH/AUG/25/292 (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R693 096 - R813 732 per annum
	:	Ehlanzeni District: Mbombela Sub-district (X1 Post)
	:	Nkomazi Sub-district (X1 Post)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2025). A minimum of eight (8) years' appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least three (3) years referred to above must be appropriate/recognisable experience in HIV, AIDS,

		STIs and TB at management level. A Diploma / Degree in Nursing Administration and Management will be an added advantage. Valid drivers licence. An accredited certificate in HIV Management will be an added advantage. Knowledge of Public Finance Management Act, Division of Revenue Act and other relevant financial. Key Competencies: Knowledge of Data Management systems such as, Tier.net, DHIS. Sound and in-depth knowledge of relevant prescripts. Application of the legislative framework governing the Public Service e.g., Public Service Act, PFMA, Basic Conditions of Employment Act, Labour Relations Act, Employment Equity Act, Promotion of Access to Information Act, Skills development Act and various bargaining council regulations. Skills requirements: Presentation skills, People Management skills, Financial Management skills, Time Management, Report writing skills, Co-ordination skills, Strategic planning skills and Research skills. Sound knowledge, skills and experience in Monitoring and Evaluation. Excellent verbal and written communication skills. Ability to work independently and under pressure.
<u>DUTIES</u>	:	Manage and coordinate the CCMT Programme at district level. Manage the resources allocated to the programme. Monitor and review HIV clinical guidelines and policies. Liaise with stakeholders on all HIV clinical and treatment programmes. Monitor compliance to quality HIV treatment standards. Provide technical support and mentorship to facilities.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 27/258</u>	:	<u>ASSISTANT MANAGER NURSING (PN-A7): VERTICAL TRANSMISSION PROGRAMME (VTP) REF NO: MPDOH/AUG/25/293</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R693 096 - R813 732 per annum Ehlanzeni District Office, Mbombela (Nelspruit) Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2025). A minimum of eight (8) years' appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least three (3) years referred to above must be appropriate/recognisable experience in HIV, AIDS, STIs and TB at management level. A Diploma/Degree in Nursing Administration and Management will be an added advantage. Valid driver's licence. An accredited certificate in HIV Management will be an added advantage. Knowledge of Public Finance Management Act, Division of Revenue Act and other relevant financial prescripts. Key Competencies: Knowledge of Data Management systems such as, Tier.net, WebDHIS. Sound and in-depth knowledge of relevant prescripts. Application of the legislative framework governing the Public Service e.g., Public Service Act, PFMA, Basic Conditions of Employment Act, Labour Relations Act, Employment Equity Act, Promotion of Access to Information Act, Skills development Act and various bargaining council regulations.
<u>DUTIES</u>	:	Manage and coordinate the Vertical Transmission Programme at district level. Manage the resources allocated to the programme. Monitor and review HIV clinical guidelines and policies. Liaise with stakeholders on all HIV clinical and treatment programmes. Monitor compliance to quality VTP standards. Provide technical support and mentorship to the sub-districts. Ensure integration and collaboration with other programmes.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 27/259</u>	:	<u>OPERATIONAL MANAGER (PN-A5): GENERAL UNIT REF NO: MPDOH/AUG/25/295 (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R549 192 - R629 121 per annum Gert Sibande District:

Amajuba Memorial Hospital (X1 Post)

Nkangala District:

Impungwe Hospital (X1 Post)

REQUIREMENTS

: Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of seven (7) years of appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing (2025). A Diploma / Degree in Nursing Administration and Management will be an added advantage. Knowledge/skills: Basic computer literacy, strong Leadership, Good communication and Sound Interpersonal skills. Ability to work under pressure, manage own time, function as an effective leader of the nursing team. Implement and manage change. Willingness to work shifts and standby in accordance with the requirements of the unit and nursing services. Report writing.

DUTIES

: The candidate will be responsible for Planning, Organizing, Managing, and coordinating as well as maintaining optimal Nursing Services as an Operational Manager in OPD Unit. Develop / establish and maintain constructive working relationships with Nursing and stakeholders (i.e. inter- Professional, inter-sectoral and multi – disciplinary team workers). Participate in the analysis, formulation, and implementation of nursing guidelines, practices, Standards, and procedures. Effectively manage the utilization of Human, Financial and Physical resources. Maintain professional Growth / Ethical standards and self-development. Deliver a supportive service to the Nursing Service and the institution by taking overall supervision after hours and on weekends. Ensure implementation of Norms and Standards and Ideal Hospital Framework and develop Quality Improvement Plans. Manage Performance and Development of staff as well as participating in the Managers scheduled meetings. Exercise control of discipline, grievance and other labour related issues in terms of laid down policies or procedures. Manage data in the unit and ensure submission to the facility information office. Identify develops and control Risk Management Systems within the unit. Provide safe therapeutic environment as laid by Nursing Acts, Occupational Health and safety Acts and all the applicable prescripts. Implementation and management of Infection Prevention and Control protocols. Uphold the Batho Pele and Patients Right Principles.

ENQUIRIES

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

POST 27/260

: **CLINICAL NURSE PRACTITIONER GRADE 1 (PN-B1): PHC REF NO: MPDOH/AUG/25/296**

**SALARY
CENTRE**

REQUIREMENTS

: R476 367 – R559 548 per annum
: Xanthia Clinic (Ehlanzeni District)
: 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.

DUTIES

: 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

		<p>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.</p>
<u>ENQUIRIES</u>	:	<p>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.</p>
<u>POST 27/261</u>	:	<u>ASSISTANT DIRECTOR: FINANCE REF NO: MPDOH/AUG/25/297</u>
<u>SALARY</u>	:	R468 459 per annum, (plus service benefits)
<u>CENTRE</u>	:	Bethal Hospital (Gert Sibande District)
<u>REQUIREMENTS</u>	:	<p>Senior Certificate / Grade 12 plus Diploma / Degree (NQF Level 6/7) in Finance / Financial / Accounting Management as recognised by SAQA. At least a minimum of three (3) years' extensive at supervisory/managerial (Level 7/8) within Finance Environment. Knowledge of legislative prescripts governing the public sector Financial Administration, but emphasis should be on the Public Finance Management Act and Treasury Regulations, the Preferential Procurement Policy Framework Act of 2000, supply chain management. A guide to Accounting Officer/Authority and practice notes. Full knowledge of management and performance on the transversal system used in Government. Skills such as MS Word and Excel Spreadsheet application of any software, financial analytical skills, will be a pre-requisite. Extensive knowledge of all relevant legislation. Practical knowledge of Basic Accounting System (BAS) and LOGIS including SCOA (Standard Chart of Accountants). Analytical skills. A valid driver's licence.</p>
<u>DUTIES</u>	:	<p>Responsible for the effective financial management and accounting which includes: the implementation of financial systems and timely submission of financial reports in strict compliance with the PFMA and other prescripts, preparation and maintenance of bank reconciliation statements, preparation, compilation and interpretation of Interim and Annual Financial Statements. Develop and manage the budget processes in the institution in conjunction with hospital management and other stakeholders in line with departmental financial strategy. Improve supply chain management compliance in line with related prescripts. Develop, implement and monitor measures designed to optimize revenue collection. Manage institutional fleet, and maintenance/repairs of infrastructure and buildings. Ensure that all payments for compensation of employees, goods and services, transfers, subsidies and reporting are efficiently and effectively performed. Reconcile all ledger accounts with control accounts in the ledger. Liaise with relevant role players regarding transversal financial matters. Ensure that all financial records and documents are kept safe and up to date. Must be able to identify, develop and implement internal controls (including policies) to prevent unauthorized, irregular and fruitful expenditure. Ensure effective management of debtors. Manage Finance staff, undertake human resources and other related administrative functions, and ensure sound financial management is provided all the time within the hospital. Identification of measure cost drivers and develop strategies to minimize overspending of budget.</p>
<u>ENQUIRIES</u>	:	<p>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.</p>
<u>POST 27/262</u>	:	<u>ASSISTANT DIRECTOR: HIV, AIDS, STIS AND TB (HAST) MONITORING AND EVALUATION REF NO: MPDOH/AUG/25/298</u>
<u>SALARY</u>	:	R468 459 per annum, (plus service benefits)
<u>CENTRE</u>	:	Provincial Office, Mbombela (Nelspruit)
<u>REQUIREMENTS</u>	:	<p>Senior Certificate / Grade 12 plus Diploma / Degree (NQF Level 6/7) in Health, Social Sciences or related qualification as recognised by SAQA. At least a</p>

		<p>minimum of three (3) years' extensive experience in monitoring and evaluation at supervisory / managerial (Level 7/8) within Health Environment. Valid drivers licence. Key Competencies: Knowledge of Data Management systems such as, Tier.net, WebDHIS. Sound and in-depth knowledge of relevant prescripts. Application of the legislative framework governing the Public Service e.g., Public Service Act, PFMA, Basic Conditions of Employment Act, Labour Relations Act, Employment Equity Act, Promotion of Access to Information Act, Skills development Act and various bargaining council regulations. Skills requirements: Presentation skills, People Management skills, Financial Management skills, Time Management, Report writing skills, Co-ordination skills, Strategic planning skills and Research skills. Sound knowledge, skills and experience in Monitoring and Evaluation. Excellent verbal and written communication skills. Ability to work independently and under pressure.</p>
<u>DUTIES</u>	:	<p>Contribute to strategic planning of the HAST Chief Directorate. Co-ordinate the compilation and submission of the HAST Business Plan. Co-ordinate data verification and validation processes. Conduct data analytics. Facilitate and co-ordinate quarterly and annual strategic performance reviews at District and Provincial level. Co-ordinate the compilation and ensure the submission of performance reports in line with the APP, DORA and Operational Plan requirements. Co-ordination of the District Implementation Plans (DIPs). (HAST Programmes). Co-ordinate and support the functionality of Nerve Centre's at all levels. Conduct evaluations for HAST programmes.</p>
<u>ENQUIRIES</u>	:	<p>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.</p>
<u>POST 27/263</u>	:	<u>HEALTH INFORMATION OFFICER REF NO: MPDOH/AUG/25/299</u>
<u>SALARY</u>	:	R397 116 per annum, (plus service benefits)
<u>CENTRE</u>	:	Matikwana Hospital (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	<p>Senior Certificate / Grade 12 plus three (3) years' experience in DHIS or Diploma / Degree in Statistic / Information Management as recognized by SAQA plus three (3) relevant experience. Advanced computer literacy. Presentation and data analysis skills. Extensive knowledge of Health Information systems. Ability to work under pressure. Knowledge of public health indicators and data elements. Advanced knowledge in the management of registers and all relevant source documents. Knowledge of data quality assessment tools and methods. Skills in data consolidation, verification and validation process. A valid driver's licence.</p>
<u>DUTIES</u>	:	<p>Conduct database management of DHIS in the hospital and other relevant systems. Conduct facility data and performance review meetings. Conduct data verification, validation and consolidation of hospital data from all sources. Timeously capture data on the Web-DHIS and upload into the system. Support DHIS version updates and workshops relating to new versions. Support implementation of National, Provincial and District Health Information systems. Conduct data quality audit for the facility and quality improvement plans. Monitor implementation of health information policies.</p>
<u>ENQUIRIES</u>	:	<p>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.</p>
<u>POST 27/264</u>	:	<u>LABOUR RELATIONS OFFICER REF NO: MPDOH/AUG/25/300</u>
<u>SALARY</u>	:	R325 101 per annum, (plus service benefits)
<u>CENTRE</u>	:	Ehlanzeni District Office, Mbombela
<u>REQUIREMENTS</u>	:	<p>Senior Certificate / Grade 12 or equivalent qualification plus three (3) years relevant experience or Diploma / Degree (NQF level 6/7) in Labour Relations / Public Administration / Human Resources Management or relevant field as recognized by SAQA. Computer Literacy certificate with the ability to work on Microsoft Word, PowerPoint, Microsoft Excel good analytical skills, Good written and verbal communication skills. Good Interpersonal relations and the ability to work independently and under pressure.</p>

<u>DUTIES</u>	:	Support the implementation of employee relations policies, plans, systems, guidelines, procedures and processes to create a conducive labour relations environment, in line with the relevant public service prescripts. Assist in conducting ER investigations, resolving disputes and grievances, ensuring proper preparation, presenting cases and representing the Department at conciliation and arbitration, where required. Represent the Department at Disciplinary cases, where required, ensuring adequate preparation, presentation of cases and obtaining a mandate before disciplinary hearings. Provide ER advice and facilitate capacity-building initiatives to the business unit on request for non-complex matters. Assist in coordinating the department's collective bargaining processes and agreements, including preparation of the DBC, identification of items, review of minutes and ensuring the implementation of decisions taken at the DBC. Follow up on employee relations issues with management and employees. Administered and maintained a reliable labour relations reporting system for allocated cases, ensuring timely submission of required statistics, drafting quarterly, annual, and ad hoc reports/ statistics, and capturing cases on PERSAL.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 27/265</u>	:	<u>PERSONNEL PRACTITIONER REF NO: MPDOH/AUG/25/301</u>
<u>SALARY</u>	:	R325 101 per annum, (plus service benefits)
<u>CENTRE</u>	:	Mmamehlhake Hospital (Nkangala District)
<u>REQUIREMENTS</u>	:	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.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 27/266</u>	:	<u>PERSONNEL PRACTITIONER: WITBANK INTERNAL MEDICINE REF NO: MPDOH/AUG/25/302</u>
<u>SALARY</u>	:	R325 101 per annum, (plus service benefits)
<u>CENTRE</u>	:	Witbank TB Specialized Hospital (Nkangala District)

<u>REQUIREMENTS</u>	:	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.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 27/267</u>	:	<u>SOCIAL MOBILISATION OFFICER REF NO: MPDOH/AUG/25/305 (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R325 101 per annum, (plus service benefits)
	:	Ehlanzeni District Office (X1 Post)
	:	Bushbuckridge and Nkomazi Sub-district (X1 Post)
	:	(Cluster) and Chief Albert Luthuli Sub-district (X1 Post)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 or equivalent plus three (3) years' experience in HIV Programmes or Diploma / Degree (NQF Level 6/7) in Public Administration / Public Management as recognised by SAQA. valid drivers' licence. Training certificates in HIV programmes. Certificates or knowledge of computer literacy. Skills and key competencies: Good computer skills, excel, word, power-point etc. Ability to organize events and campaigns. Proficiency in English and other languages. Good communication and writing skills, particularly in English. Knowledge of Data Management systems such as Tier.net, WebDHIS. Sound and in-depth knowledge of HIV programmes. Knowledge of at least two African languages.
<u>DUTIES</u>	:	Promote and market HIV and TB services and programmes. Coordinate campaigns and events. Liaise with different media platforms to promote HAST programmes. Support condom distribution. Develop and monitor implementation of social mobilization activities. Compile and submit reports.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 27/268</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (PN-A2): GENERAL NURSING REF NO: MPDOH/AUG/25/306</u>
<u>SALARY CENTRE</u>	:	R324 384 – R382 107 per annum
	:	Lillydale Clinic (Ehlanzeni District)

<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.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 27/269</u>	:	<u>PHARMACIST ASSISTANT (POST-BASIC) GRADE 1 REF NO: MPDOH/AUG/25/310 (X4 POSTS)</u>
<u>SALARY CENTRE</u>	:	R250 947 – R282 921 per annum
	:	<u>Nkangala District:</u> Middelburg Hospital (X1 Post) KwaMhlanga Hospital (X1 Post)
	:	<u>Gert Sibande District:</u> Amersfoort Clinic (X1 Post) Embalenhle CHC (X1 Post)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus registered as Post- Basic Pharmacist Assistant with South African Pharmacy Council (SAPC) (2025). Valid work permit will be required from non-South Africans. Skills in terms of consultations. Knowledge of current health and public service legislation, regulations and policies. Good communication, problem solving and conflict management skills. Professionalism, accuracy, flexibility, independence and ethical behaviour.
<u>DUTIES</u>	:	Ensure proper receipt recording and storage of all medicines and consumables according to standard operating procedures handled in the area of operations. Ensure responsibility and accountability for safe patient medicine use. Compounding and preparation of any medicines as delegated. Promote correct evaluation prescriptions and legal processing of medicine prescription, stocktaking and distribution of supplies to the client. Promotion of Public Health. Ensure accurate recording of statistics and administrative requirements as required by policy.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF TRANSPORT SAFETY AND LIAISON**

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

- APPLICATIONS** : Applications stating the relevant reference number must be sent to: Head of Department: Department of Transport, Safety and Liaison, Southern Life Building, Cnr Du Toitspan and Chapel Street, Kimberley, 8300. "Note" in line with DPSA Circular 19 of 2022, applicants should submit applications on the new Z83 form only. Applications may be emailed to dtsl_recruitment.ncpg.gov.za
- FOR ATTENTION** : Ms.J.J.Jafta
- CLOSING DATE** : 22 August 2025
- NOTE** : Note" in line with DPSA Circular 19 of 2022, (Only Z83 and CV are submitted, on other documents) the form which can be downloaded at www.dpsa.gov.za-vacancies or obtained at any government department. A recently updated, comprehensive CV, with at least two (2) contactable references should accompany the fully completed and signed new (Z83) form. The provision of certified copies of qualifications will only be required from shortlisted candidates for submission on or before the day of the interview. Shortlisted applicants will be subjected to qualification verification, reference checking, security screening and vetting. Should you be in possession of a foreign qualification, it is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation only when shortlisted. Correspondence will be limited to successful candidates only. Short-listed candidates will be expected to avail themselves at the Department's convenience. The department reserves the right not to make appointments to the advertised post. Incomplete applications, applications received after the closing date or applications without SAQA verification reports for foreign qualifications will not be considered. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Each application for employment form (Z83) must be duly signed and initialled by the applicant. Failure to sign this form will lead to disqualification during the selection process. Applications submitted using the old Z83, as well as not submitting the required documents will result in the application not being considered. All applications, including those submitted via registered mail must reach the department before 16:00 on the day of the closing date; late applications will not be considered.

OTHER POST

- POST 27/270** : **DEPUTY DIRECTOR ADMINISTRATIVE SUPPORT AND COORDINATION OFFICER IN THE OFFICE OF THE MEMBER OF THE EXECUTIVE COUNCIL REF NO: S4.1/07/01**
Directorate: Office Of the Head of Department
- SALARY** : R896 436 per annum (Level 11), all-inclusive package to be structured in accordance with MMS dispensation.
- CENTRE** : Kimberley
- REQUIREMENTS** : Bachelor's degree in administration/ public administration and/or equivalent qualification at NQF level 7. three (3) years experience applicable to the relevant discipline at Assistant Director level. Valid driver's license. Knowledge: Broad knowledge and understanding of the functional areas covered by the Executive Authority's portfolio, Proven management competencies, Working knowledge of the political and parliamentary processes in South Africa. Computer literacy, Flexibility, Verbal and written communication skills and Interpersonal relations. Analytical thinking, Leadership, Teamwork, Ability to work under pressure, Proven management competencies, Understanding of the Public Service Regulations and related prescripts.
- DUTIES** : Manage the administrative and coordination activities within the office of the Executive Authority. Liaise with internal and external role players with regard to matters relating to the portfolio of the executive authority. Render a Cabinet/Executive Council support service to the Executive Authority.
- ENQUIRIES** : Mrs J Jafta at 069 224 6157

NOTE

: (Women and persons with disabilities are encouraged to apply)

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

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

- APPLICATIONS** : The Head of Department, Department of Community Safety and Transport Management, Private Bag X19, Mmabatho, 2735 Office No. 105, 1st Floor, Tirelo Building, Cnr Albert Luthuli Drive and Dr. James Moroka Drive, for Attention Kegomoditswe Makaota Tel No: (018) 200 8258 OR email to the relevant e-mail address associated with the post applied for. E-Mail address: CSTMrecruitment03@nwpg.gov.za
- CLOSING DATE** : 15 August 2025
- NOTE** : Applications must be submitted on the improved Z83, approved to be utilized with effect 01 January 2021, which must be completed in such a manner that provides sufficient information about your candidature and the post applied for by completing all relevant fields. The declaration must be signed and initials on the second page are not mandatory. Should the applicant/s use incorrect application form for employment (Z83), or not compliant to the notes, the application/s will not be considered for selection purposes (disqualified). The Z83 must be accompanied by detailed Curriculum Vitae with at least three (3) names of referees with current contact details. Subjects of relevant qualification/s should be mentioned in the CV. Completion of the Z83 form: Part A: All fields must be fully completed. Parts B: All fields, except date of birth and ID number, may be left blank. Part C, D, E, F and G may be left blank, marked as not relevant, and use dashes or N/A if they do not apply to you or the position applied for and as long as the CV has been attached and provides the required information, however question related to conditions that prevent re-appointment under Part F is compulsory for applicants seeking re-employment into the Public Service. Applicants do not have to submit copies//proof/certificates/attachments/drivers licence/qualifications on application, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. The employment application form (Z83) is obtainable at any National or Provincial Department, and it is accessible on the DPSA web-site, www.dpsa.gov.za Failure to submit or comply with the requested documents will result in the application not being considered. Should the applicant fail to submit or not comply with the requested documents, or not meet minimum requirements of the job as per the post advertised, this will result in the employment application not being considered. Qualifications of shortlisted candidates will be verified with SAQA. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA) only when shortlisted. Positions requiring tertiary qualification/s must be accompanied by copies of academic record/transcript(s). Candidates must indicate the number of the post/reference number in their applications. Candidates requiring additional information regarding an advertised post must direct their queries to the person reflected as enquiries below the post applied for. Applications should be forwarded in time to the department since applications received after the closing date indicated below will as a rule not be accepted. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. Personnel suitability check records will be conducted. Applicants must disclose if she/he is not a Director/Shareholder of a company or conducting any business with organ of State. They must also disclose or inform whether he/she is performing any additional remunerative work outside his /her normal duties. All appointments are subjected to a positive qualifications verification as well as security clearance. SMS appointments are also subjected to SMS competency assessment as a DPSA requirement. All shortlisted candidates for SMS posts and positions with requisite skills will be subjected to a technical exercise that intends to test relevant technical elements of the job. Applicants who do not possess SMS Pre-Entry Certificate shall be considered for shortlisting and interviews but cannot be appointed before they successfully obtain the

certificate. (SMS Pre-Entry Programme) is offered by the National School of government, information can be accessed via this link: <https://www.thensg.gov.za>. The appointee to SMS post must be in possession of such, prior to taking up the post.

MANAGEMENT ECHELON

<u>POST 27/271</u>	:	<u>DIRECTOR: DISTRICT OPERATIONS REF NO: 42/2025/26</u> Chief Directorate: District Coordination and Government Fleet
<u>SALARY</u>	:	R1 266 714 per annum. The inclusive remuneration package consists of a basic salary, contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract.
<u>CENTRE REQUIREMENTS</u>	:	Bojanala Grade 12 certificate plus a recognised NQF 7 Qualification in Public Administration/Administration Management or equivalent qualification. Five (5) years of experience at middle/ senior managerial level in Administration. The requirements for appointment at SMS Level include the successful completion of the Senior Management Pre-entry Programme as endorsed by NSG. Valid Drivers' License. Knowledge: Knowledge of Government Communications Regulatory Frameworks. Knowledge of Public Finance Management Act (PFMA). Knowledge of public services Act, public services regulations and frameworks. Ability to Conceptualise policy and apply it successfully. Skills: Written and verbal communication skills at a high level (report writing, presentation, etc.). Planning and organising. Computer Literacy. Negotiation. Must have good interpersonal skills and be able to maintain positive interpersonal relations. Ability to work independently and as part of the team. Must be willing to travel and be able to work under pressure. Must be able to manage and empower staff. High level of reliability, ability to act with tact and discretion. Personal Attributes: A creative, assertive and confident approach. Ample initiative and an independent work ethic, self-motivated and reliable. Ability to provide vision, set organisational direction and inspire others to deliver organisational mandate. Must have good interpersonal skills and be able to maintain positive interpersonal relations. Ability to work independently and as part of the team. Must be willing to travel and be able to work under pressure. Must be able to manage and empower staff. High level of reliability, ability to act with tact and discretion. Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service delivery innovation, Problem Solving and analysis, Client orientation, Customer Focus and Communication.
<u>DUTIES</u>	:	Oversee the District by monitoring law and order for all modes of transport through law enforcement services. Oversee monitoring, evaluating and oversight of Police Services. Ensure implementation of partnerships strategy to mobilize role players and stakeholders to strengthen service delivery by Police Service. Ensure implementation of Road Safety within the District. Ensure the provision of Government fleet Services in the District. Managing the provision of Transport Operations. Ensure management and controlling operator licenses and permits. Managing the provision of Corporate Management Services within the District. Facilitation of District development model for the Department. Provide strategic Leadership. Manage key areas of personnel.
<u>ENQUIRIES</u>	:	Mr. PT Mohono Tel No: (018) 200 8101

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF AGRICULTURE**

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 18 August 2025
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to complete a practical assessment and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 27/272** : **ENGINEERING TECHNICIAN (PRODUCTION LEVEL): LANDCARE: EDEN (OUDTSHOORN) REF NO: AGR 27/2025 R1**
- SALARY** : Grade A: R391 671 per annum
Grade C: R586 665 per annum
(Salary will be determined based on post registration experience as per OSD prescribed).
- CENTRE REQUIREMENTS** : Department of Agriculture, Western Cape Government
: An appropriate 3-year National Diploma in Civil Engineering or relevant qualification; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician; A minimum of 3 years relevant post qualification technical (engineering) experience. A valid driving license (Code B or higher). Competencies: Knowledge of the following: Technical: Project Management; Technical design and analysis; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing, Technical consulting; Generic: Problem solving and analysis; Decision making; Teamwork; Creativity; Customer focus and responsiveness; Communication (written and verbal); Computer skills; People Management; Planning and Organising; Change Management.
- DUTIES** : Render technical services: Assist engineers, technologists and associates in field, workshop and technical office activities; Promote safety in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and produce technical designs with specifications and submit for evaluation and approval by the relevant authority; Perform administrative and related functions; Provide input into the budgeting process as required; Compile and submit reports as required; Provide and consolidate inputs to the technical/engineering operational plan; Develop, implement and maintain databases; Supervise and control technical and related personnel and assets; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; Liaise with relevant stakeholders on engineering related matters.
- ENQUIRIES** : Mr H Muller at Tel No: (044) 803 3721
- POST 27/273** : **ENGINEERING TECHNICIAN (PRODUCTION LEVEL): LANDCARE: EDEN (RIVERSDALE) REF NO: AGR 28/2025 R1**
- SALARY** : Grade A: R391 671per annum
Grade C: R586 665 per annum
(Salary will be determined based on post registration experience as per OSD prescribed).
- CENTRE** : Department of Agriculture, Western Cape Government

<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma in Civil Engineering or relevant qualification; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician; A minimum of 3 years relevant post qualification technical (engineering) experience. A valid driving license (Code B or higher). Competencies: Knowledge of the following: Technical: Project Management; Technical design and analysis; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing, Technical consulting; Generic: Problem solving and analysis; Decision making; Teamwork; Creativity; Customer focus and responsiveness; Communication (written and verbal); Computer skills; People Management; Planning and Organising; Change Management.
<u>DUTIES</u>	:	Render technical services: Assist engineers, technologists and associates in field, workshop and technical office activities; Promote safety in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and produce technical designs with specifications and submit for evaluation and approval by the relevant authority; Perform administrative and related functions; Provide input into the budgeting process as required; Compile and submit reports as required; Provide and consolidate inputs to the technical/engineering operational plan; Develop, implement and maintain databases; Supervise and control technical and related personnel and assets; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; Liaise with relevant stakeholders on engineering related matters.
<u>ENQUIRIES</u>	:	Mr H Muller Tel No: (044) 803 3721
<u>POST 27/274</u>	:	<u>ENGINEERING TECHNICIAN (PRODUCTION LEVEL): LANDCARE (CALEDON) REF NO: AGR 52/2025</u>
<u>SALARY</u>	:	Grade A: R391 671 - Grade C: R586 665 per annum, (Salary will be determined based on post registration experience as per OSD prescribed).
<u>CENTRE REQUIREMENTS</u>	:	Department of Agriculture, Western Cape Government
	:	An appropriate 3-year National Diploma in Civil Engineering or relevant qualification; A minimum of 3 years relevant post qualification technical (engineering) experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician; A valid driving license (Code B or higher). Competencies: Knowledge of the following: Project Management; Technical design and analysis knowledge; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing, technical consulting. Skills needed: Problem solving and analysis; Decision making; Teamwork; Creativity; Customer focus and responsiveness; Communication (written and verbal); Computer skills; People Management; Planning and Organising; Change Management; Ability to work under adverse field conditions; Ability to work under pressure; Prepared to travel.
<u>DUTIES</u>	:	Render technical services: Assist engineers, technologists and associates in field, workshop and technical office activities; Promote safety in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and produce technical designs with specifications and submit for evaluation and approval by the relevant authority; Perform administrative and related functions; Provide input into the budgeting process as required; Compile and submit reports as required; Provide and consolidate inputs to the technical/engineering operational plan; Develop, implement and maintain databases; Supervise and control technical and related personnel and assets; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical engineering. technology to improve expertise; Liaise with relevant stakeholders on engineering related matters.
<u>ENQUIRIES</u>	:	Mr G Jephthas Tel No: (028) 425 4819

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
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CLOSING DATE : 18 August 2025
NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to complete a practical assessment and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

POST 27/275 : **STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF NO: DEDAT 31/2025**

SALARY : R397 116 - R467 790 per annum (Level 08)
CENTRE : Department of Economic Development and Tourism, Western Cape Government

REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) with Accounting or Economics as majors; A minimum of 1 year relevant experience in a management accounting or similar environment; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Management; Customer service; Project Management; Accounting Finance and Audit; Information Technology; Financial analysis; People Management. Skills in the following: Numeracy; Computer Literacy in MS Office; Language skills; Presentation; Research; Excellent verbal and written communication skills; Interpersonal relations; Flexibility; Innovation; Organising; Delivering Results and Meeting Customer Expectations; Adhering to Principles and Values; Writing and Reporting; Presenting and Communicating Information; Working with People; Ability to work under pressure.

DUTIES : Assist in the co-ordination of the Budgeting and Planning portfolio; Assist in the co-ordination Revenue and Expenditure Portfolio; Assist in the co-ordination of the Reporting portfolio.

ENQUIRIES : Priyanka Moodley: Priyanka.Moodley@westerncape.gov.za or Tel No: (021) 8290209

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 27/276 : **SENIOR REGISTRAR (SUB-SPECIALTY) PAEDIATRIC ENDOCRINOLOGY**
(24 Month Contract)

SALARY : R1 341 855 per annum, A portion of the package can be structured according to the individual's needs.

CENTRE : Red Cross War Memorial Children's Hospital, University of Cape Town

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Sub-Specialist in Paediatrics. Registration with the professions Council: Registration with the HPCSA as a Medical Sub-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.

DUTIES

: Clinical Service Delivery: Comprehensive Paediatric Endocrinology and general paediatric clinical care and service delivery in the Western Cape. Paediatric Endocrinology 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 Endocrinology 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 Endocrinology including completing the required training logbook and to successfully pass the College of Medicine of South Africa Fellowship in Paediatric Endocrinology examination to enable certification as a Paediatric Endocrinologist with the HPCSA. Attendance and presentation at Academic Departmental meetings and journal clubs Research: Involvement with existing research projects, clinical reviews, audits and clinical trials. The post holder is expected to conduct a research project towards producing a Master's (MPhil) thesis through UCT.

ENQUIRIES APPLICATIONS

: Dr M Carrihill, email: michelle.carrihill@uct.ac.za
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE

: No payment of any kind is required when applying for this post. Employees in service who opt to continue with their pension benefits as Senior Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Medical Sub-Specialist positions. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Senior Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Senior Registrars will be required to register as post-graduates with Stellenbosch University/ University of Cape Town according to the yearbook and guidelines. Please ensure that you attach an updated CV. Red Cross War Memorial Childrens Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all registrar appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plain District Hospital, Victoria Hospital and George Provincial Hospital. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration with the relevant council (including individuals who must apply for change in registration status)". Appointment as Senior Registrar will be for a maximum contract period of 2 years. Senior Registrars will function across health facilities, as per an agreed programme. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Senior Registrar will be on contract. Candidates may be subjected to a competency test. 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>	:	15 August 2025
<u>POST 27/277</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (PSYCHIATRY) (X4 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R1 341 855 per annum Grade 2: R1 531 032 per annum Grade 3: R1 773 222 per annum (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE REQUIREMENTS</u>	:	Valkenberg Hospital Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Psychiatry. Registration with a Professional Council: Registration with the HPCSA as a Medical Specialist in Psychiatry. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Psychiatry. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign-qualified employee) as a Medical Specialist in Psychiatry. Grade 3: A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign-qualified employee) as a Medical Specialist in Psychiatry. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Ability to be on call and availability for Emergency situations. Competencies (knowledge/skills): Strong record of clinical expertise, clinical governance, research, teaching and training at under and postgraduate levels. Excellent managerial, interpersonal, leadership, administrative, communication, analytical and problem-solving skills. Ability to supervise clinical training and teaching. Appropriate experience in teaching, training and supervision of students, Registrars and Medical Staff.
<u>DUTIES</u>	:	Provide specialist clinical services to inpatients and outpatients, including outreach services within the hospital catchment. Management of relevant clinical governance and administrative requirements. Leadership of a multi-disciplinary clinical team. Academic teaching, training and research.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr Rasmita Ori Tel No: (021) 826 5863 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 with their job application/on appointment. This concession is only applicable on health professionals whom apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). pool of applicants will be considered for other similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	15 August 2025
<u>POST 27/278</u>	:	<u>REGISTRAR (MEDICAL) (PAEDIATRIC SURGERY)</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</u>	:	Tygerberg Hospital, Parow Valley

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council (HPCSA) as Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as Medical Practitioner. Inherent requirements of the job: A valid (code B/EB) driver's licence. Commuted overtime is compulsory. Emergency and after hour call cover. Each Registrar will be appointed in a specific training complex but could be required to work across the platform on request. FCS part 1 as well as at least 2 years clinical experience in Surgery and/or Trauma and/or Paediatric Surgery. A current certificate of ATLS and APLS Basic Surgical Skills course completed. Competencies (knowledge/skills): Experience in research/publications. Effective leadership and interpersonal skills.
<u>DUTIES</u>	:	Provision of safe surgical care to patients. Peri-operative care of surgical patients. Participation in Intensive Care management. Learn the art and science of Paediatric Surgery, trauma, and burn care. Attend tutorials and assist with the training of interns, medical students, nursing staff and paramedics. On-site after-hours duties relating to care of newly arriving acute patients as well as inpatients. Involvement in research/audits relating to paediatric surgery, trauma, and burn care.
<u>ENQUIRIES</u>	:	Dr K. Moodley, E-mail: kitesh.moodley@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	Appointment as Registrar will be for a maximum contract period of 5 years. It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Registrars will function across health facilities, as per an agreed programme. Should registration with the HEI as a student be discontinued for any reason the appointment as a Registrar also discontinues. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with Stellenbosch University according to the yearbook and guidelines."-"Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)".
<u>CLOSING DATE</u>	:	15 August 2025
<u>POST 27/279</u>	:	<u>REGISTRAR (MEDICAL) GRADE 1 (PAEDIATRIC MEDICINE) (X8 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>	:	Red Cross War Memorial Children's Hospital (X4 Posts) George Regional Hospital (X1 Post) Groote Schuur Hospital (X2 Posts) New Somerset Hospital (X1 Post)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with the professions council: Registration with the HPCSA as Medical Practitioner. Inherent requirement of the job: Must provide after-hours emergency service. Valid driver's licence. Competencies (knowledge/skills): 12 months post-internship experience in paediatrics (under

onsite supervision of a registered paediatrician), including at least 6 months of clinical experience in general paediatrics and clinical experience with neonatal intubation and ventilation, is required. The Diploma in Child Health, the NALS certificate and additional paediatric/ neonatal experience are strongly recommended. Applicants must have a valid APLS as well as a valid FCPaed part 1. Ability to work in a professional team. Post-internship experience in general paediatrics (under onsite supervision of a registered paediatrician), including clinical experience with neonatal intubation and ventilation. Ability to achieve and maintain good interpersonal relations with staff, patients and their families. Must assist with the provision of a paediatric service. Must participate in academic activities. Completion of /or exemption from South African Community Service Excellent report, clinical note and referral writing skills. Experience with teamwork, planning, organizing and coordination. Excellent interpersonal, administrative, communication, analytical and problem-solving skills. Display empathy for patients, promote advocacy and facilitate holistic treatment. Good time management.

DUTIES : Provide a high-quality clinical service to patients and their families. Supervision of junior medical staff to ensure quality of care and good clinical outcomes. Interaction with (and supervision of where necessary) nursing staff, allied professionals, and students. Informal teaching and training of junior staff in the course of clinical work. Teaching (formal and informal) of undergraduate medical students. Achieve success in the FCPaed II exam of the CMSA prior to the end of the four-year contract. Graduation with an MMed (Paediatrics) degree prior to the end of the four-year contract. Effective and efficient administration of clinical services. Clinical leadership in the workplace. Administration of registrar rosters and the teaching program. Improve professional competence by regular self-learning and reflection with the application of current evidence.

ENQUIRIES : Dr M Salie Tel No: (021) 658-5430 Email: Moegamad.salie@westerncape.gov.za

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

NOTE : No payment of any kind is required when applying for this post. Appointment of Registrars will be for a maximum contract period of 4 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.

CLOSING DATE : 15 August 2025

POST 27/280 : **MEDICAL OFFICER GRADE 1 TO 3 (CLINICAL POLICY AND GOVERNANCE UNIT)**
Chief Directorate: Emergency and Clinical Services Support

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 : Directorate: Service Priorities Coordination
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a Professional Council: Current registration with the HPCSA as a Medical Practitioner. Experience: **Grade 1:** None after registration as a Medical Practitioner with the HPCSA in respect of

SA qualified employees. 1-year relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. **Grade 2:** A minimum of 5-years appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6-years relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10-years appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel within South Africa. Competencies (knowledge/ skills): Clinical policy and governance, management and implementation. Knowledge of financial prescripts and ability to do costing and budgeting. Knowledge of the Provincial Strategic Plan of the WC: Annual Performance Plan & Healthcare 2030 (service strategy). Incumbent must demonstrate a high level of computer literacy (Microsoft Office: Excel, Word and Powerpoint). Excellent analytical, research, report writing and presentation skills. Knowledge of the provision of clinical services for communicable and non-communicable diseases. Appropriate diverse experience in public health programmes, clinical policy, projects and/or systems. Appropriate experience in policy development and translation and implementation. -Appropriate clinical experience in the provision of services, inclusive of communicable and non-communicable diseases.

DUTIES

: Develop, adapt, and update clinical policies, governance frameworks and tools for communicable & non-communicable diseases (e.g., HIV, TB, STIs, cancer, maternal & child health). Amend and update clinical policies, guidelines, and tools (e.g., PACK Adult, PACK Child, PACK Adolescent, CGE, Maternal and Child Health) to ensure alignment with Standard Treatment Guidelines, Western Cape policies and circulars. Efficient planning to give effect to policy development and implementation. Convene and support clinical policy and governance review meetings for key interventions across the life course. Provide clinical support to other units within the SPC directorate on key health priorities, including NCDs, Mental health, perinatal, maternal and child interventions. Serve and provide technical input into national and provincial task teams, advisory committees, coordination and governance structures. Lead the Clinical Governance and Evaluation (CGE) process. Monitor and Evaluate implementation of clinical policy and guideline compliance. Support training and skills development initiatives in collaboration with the Provincial Development Centre (PDC). Coordinate and contribute to research activities, as required. Contribute to financial and human resource management in alignment with programmatic needs and business plans.

ENQUIRIES APPLICATIONS

: Dr H Goeiman Tel No: (021) 815-8741
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE

: No payment of any kind is required when applying for this post. Candidates may undergo a Competency Based Assessment. The pool of applicants may be considered for other vacant Medical Officer posts within the Chief Director Emergency & Clinical Services Support, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment. 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). Technical support in respect of clinical policy and governance to districts and relevant NPO partners (e.g., HAST Medical Officers, Family Physicians, Public health specialists) as required.

CLOSING DATE

: 15 August 2025

<u>POST 27/281</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3 (PSYCHIATRY)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R1 001 349 per annum Grade 2: R1 142 553 per annum Grade 3: R1 322 352 per annum (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE REQUIREMENTS</u>	:	Mitchells Plain District 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. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a 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: Willing and able to work shifts. Willing and able to participate in after-hours duties. Willing and able to work with patients with infectious diseases. A valid (code B/EB) driver's license. Competencies (knowledge/skills): Basic knowledge, expertise, and experience with regards to providing comprehensive clinical assessment and appropriate management of Mental Health Care Users who present to the hospital. Appropriate ongoing management of Mental Health Care Users admitted as involuntary mental health care users. Ability to function in a team under pressure in a high volume, high stress environment. Provide an efficient administration service regarding all clinical and non-clinical matters and medico-legal work. Ensure a cost-efficient service at clinical level with regards to laboratory services, blood, medicine, consumables, and equipment. Administrative and IT skills.
<u>DUTIES</u>	:	Assessment and ongoing management of Mental Health Care Users who present to the hospital. Consultation Liaison - assessment of patients in other departments in the hospital who are referred for psychiatric assessment. Assisting with supervision and teaching of medical students. Provide comprehensive medical care to patients by diagnosing and treating illnesses, injuries, and other health conditions. Prescribe and manage treatment plans, including psychotropic and non-psychotropic medication and therapies. Maintain accurate and detailed patient records. Refer patients to specialists or other healthcare providers when necessary. Liaison with tertiary psychiatric services for the transfer of patients to tertiary psychiatric hospitals. Complete the required CPD activities to maintain registration with the HPCSA. Participate in training and educational programs for healthcare professionals to ensure continued learning and development. Complete and submit required medical reports and documentation for legal and administrative purposes. Uphold the reputation and integrity of the medical profession and the ethos of the institution.
<u>ENQUIRIES</u>	:	Dr I Tayob Tel No: (021) 377-4646
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are

submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status) The pool of applicants will be considered for other similar posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.

<u>CLOSING DATE</u>	:	15 August 2025
<u>POST 27/282</u>	:	<u>PHARMACIST GRADE 1 TO 3</u>
<u>SALARY</u>	:	Grade 1: R848,862 per annum Grade 2: R917,634 per annum Grade 3: R1 001 349 per annum (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE REQUIREMENTS</u>	:	Groote Schuur Hospital, Observatory Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a Professional Council: Registration with the SAPC as a Pharmacist. Experience: Grade 1: None after registration as Pharmacist with SAPC in respect of SA qualified employees. 1-year relevant experience after registration as Pharmacist with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience after registration as a Pharmacist with the SAPC in respect of SA qualified employees. 6 years' relevant experience after registration as Pharmacist with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 13 years' relevant experience after registration as Pharmacist with the SAPC in respect of SA qualified employees. 14 years' relevant experience after registration as Pharmacist with a 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. Competencies (knowledge/skills): Knowledge of Medicine Supply Management principles. Problem solving with analytical skills while being innovative and patient orientated. Ability to plan/organize/motivate a team. Good knowledge of institutional pharmacy practices and procedures. Computer literacy (Word, Excel) as well as demonstrating experience in using JAC/ Well Sky dispensing system.
<u>DUTIES</u>	:	Dispensing and clinical interventions with medical and nursing staff. Medicine supply management. Implementing and monitoring adherence to policies. Data collection and Adverse Drug Management reporting. Assisting with training, teaching and mentoring of Pharmacy staff. Supporting the Pharmacy supervisor in providing an efficient service via process improvement strategies, complying with audit requirements and being involved in performance management.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms V Naicker Tel No: (021) 404 3216 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration 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>	:	15 August 2025
<u>POST 27/283</u>	:	<u>PHARMACIST GRADE 1 TO 3</u> West Coast District
<u>SALARY</u>	:	Grade 1: R848 862 per annum Grade 2: R917 634 per annum Grade 3: R1 001 349 per annum

		(A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE REQUIREMENTS</u>	:	Diazville CDC, Saldanha Sub-district
	:	Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a Professional Council: Registration with the South African Pharmacy Council (SAPC) as a Pharmacist. Experience: Grade 1: None after registration as Pharmacist with SAPC in respect of SA qualified employees. 1-year relevant experience after registration as Pharmacist with recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in SA. Grade 2: A minimum of 5 years' appropriate experience after registration as Pharmacist with SAPC in respect of SA qualified employees. 6 years' relevant experience after registration as Pharmacist with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service. Grade 3: A minimum of 13 years' appropriate experience after registration as a Pharmacist with SAPC in respect of SA qualified employees. 14 years' relevant experience after registration as Pharmacist with a recognized foreign Health Professional Council in respect of foreign qualified employees. Inherent requirement of the job: Willingness to work as a pharmacist within a multi-disciplinary team within the sub-district. (Code B/EB) driver's license. Competencies (knowledge/skills): Knowledge of institutional pharmacy practices and procedures, Good numeric skills/computer literate, Knowledge of Drug Supply Management Principles, Standard Treatment Guidelines and Provincial Code List. Experience with JAC/WellSky dispensing system. Meticulous and attention to detail. Good communication skills. Time management, strategic planning, prioritizing of tasks. Financial management and reporting. Good People Management and interpersonal skills, team orientated. Client orientated and Customer focused. Problem solving and analysis. Mentoring and Tutoring skills. Computer literacy (MS Word, Excel and Outlook).
<u>DUTIES</u>	:	Drug supply management within the Saldanha Bay Sub-District. Governance of dispensing practices within sub-district. Ensuring improved access to medication through strengthening of the CDU and/or DMOC. Finance and Supply Chain Management. People Management (in capacity of Delegated Supervisory Pharmacist). Quality assurance through adherence to Ideal Clinic and National audits and data collection.
<u>ENQUIRIES</u>	:	Ms. E Julius Tel No: (022) 709-7237
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<u>CLOSING DATE</u>	:	15 August 2025
<u>POST 27/284</u>	:	<u>OPERATIONAL MANAGER NURSING (SPECIALTY: PSYCHIATRY) (MALE OBSERVATION UNIT)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R693 096 per annum
<u>CENTRE</u>	:	Valkenberg 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 with Psychiatry. A post-basic nursing qualification with a 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: A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in

		Advanced Psychiatric Nursing Science after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Willingness to work after hours, weekends and public holidays, on day and night duty as required. A valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of legal framework and regulations regarding nursing practice. Good leadership and people management skills, maintain constructive relationships with members of the multi-disciplinary team. Computer literacy. Basic financial management skills.
<u>DUTIES</u>	:	Ensure adherence to MHCA prescripts and other legislation. Effective management of the ward, hospital after hours, over weekends and public holidays on a planned basis and maintain good working relationship amongst all members of staff. Manage and monitor the effective utilisation of human, financial and physical resources as per departmental policies. Co-ordinate and actively participate in focused training and development of permanent staff and nursing students according to development plan. Participate in analysis, formulation and implementation of nursing guidelines, practices, standards and procedures.
<u>ENQUIRIES</u>	:	Mr M Photo Tel No: (021) 826-5801
<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 practical and oral/written 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>	:	15 August 2025
<u>POST 27/285</u>	:	<u>OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)</u> West Coast District
<u>SALARY</u>	:	R693 096 per annum
<u>CENTRE</u>	:	Vredenburg Clinic
<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 duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48) accredited with SANC. Registration with a Professional Council: Current registration with the SANC as Professional Nurse and midwife. Experience: A minimum of 9 years' appropriate nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification (R48). Inherent requirements of the job: Valid (Code B/EB) driver's license and willingness to travel. Competencies (knowledge/skills): Good interpersonal-, leadership and communication skills, strong sense of responsibility. Demonstrate an in-depth knowledge of nursing and public service legislation, regulators and. Departmental Policies. Knowledge of Human resources and financial guidelines, policies and protocols. In depth knowledge and application of Ideal clinic and National Core Standards. Knowledge of Community Oriented Primary care. Computer literacy (MS Word, Excel and PowerPoint).
<u>DUTIES</u>	:	The effective management and execution of relevant Curative Programmes within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. The effective management and execution of relevant Child Health within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care The effective management and execution of relevant Woman's Health Services within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care The effective management and execution of relevant HAST programmes within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care Effective and efficient management of the PHC facility, mobiles, satellites and security.
<u>ENQUIRIES</u>	:	Ms AR Louw Tel No: (022) 709-5067
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post.
<u>CLOSING DATE</u>	:	15 August 2025

<u>POST 27/286</u>	:	<u>OPERATIONAL MANAGER SPECIALITY(ORTHOPAEDICS)</u>
<u>SALARY</u>	:	R693 096 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing: Orthopaedic Nursing Science. Registration with a Professional Council: Registration with the South African Nursing Council as Professional Nurse. Experience: A minimum of 9 years of appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in obtaining the one-year post-basic qualification as mentioned above. Inherent requirements of the job: Perform after-hour and weekend duties. Competencies (knowledge/skills): Principles of Management: Supervisory, leadership, problem solving, conflict resolution and interpersonal/communication skills. Knowledge of Nursing legislation related to legal and ethical nursing practices and framework. Human Resources, Labour relations legislation and Financial Management, including computer literacy (i.e. Ms Word, Excel, PowerPoint and Outlook). Extensive knowledge in General Nursing and the relevant Nursing Specialty including public sector policies and protocols.
<u>DUTIES</u>	:	Provide innovative leadership in the allocated area to realise the strategic goals and objectives of the Nursing Division. Responsible for the co-ordination and delivery of quality nursing care within the relevant department. Participate in formulation, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the relevant Department. Provide effective support and management of human, material and financial resources, as well as Functional Business FBU management principles. Manage staff performance, training and personal development of self and subordinates including management of underperformance and grievances. Collect, provide and use relevant information for the enhancement of service delivery, including participation in and encouragement of nursing research.
<u>ENQUIRIES</u>	:	Mrs. L.J. De Palo Tel No: (021) 404-2105
<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 test.
<u>CLOSING DATE</u>	:	15 August 2025
<u>POST 27/287</u>	:	<u>OPERATIONAL MANAGER NURSING (SPECIALTY UNIT: THEATRE & CSSD)</u>
		Garden Route District
<u>SALARY</u>	:	R693 096 per annum
<u>CENTRE</u>	:	Mossel Bay Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree) in Nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic qualification, with a duration of at least – year, accredited with the SANC in Medical and Surgical Nursing Science: Operating Theatre. Registration with a Professional Council: Registration with SANC as a Professional Nurse. Experience: A minimum of 9 years of appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: A Valid (Code B/EB) driver's licence and willingness to travel. Willingness to perform after-hour and weekend standby duties for the hospital. Willingness to relief the Deputy Manager Nursing and Operational Managers in the facility. Competencies (knowledge/skills): Good communication skills (verbal and written). Appropriate knowledge of legislation, regulations and Departmental Policies. The ability to promote quality patient care through the setting, implementation and monitoring of standards. Effective interpretation,

		leadership, execution of discipline, decision-making and conflict resolution skills. Computer literacy (MS Word, Excel, PowerPoint and Outlook).
<u>DUTIES</u>	:	Responsible for the coordination and delivery of quality nursing care within the Operating Theatre and Central Sterilization Unit. Participate in formulating, monitoring and implementation of policies, guidelines, standards, procedures and regulations within the relevant department. Manage human resources, including staff performance, people development and disciplinary processes. Manage material and financial resources. Provide effective support and management of functional business unit management principles. Effective management of information to enhance service delivery.
<u>ENQUIRIES</u>	:	Ms JA Mahlangu Tel No: (044) 604-6104
<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 can be subjected to a practical/ oral assessment. The pool of applicants will be considered for similar vacant posts within the Garden Route District for a period of 3 months from the date of advert.
<u>CLOSING DATE</u>	:	15 August 2025
<u>POST 27/288</u>	:	<u>OPERATIONAL MANAGER NURSING (SPECIALTY AREA: ORTHOPAEDICS)</u>
<u>SALARY</u>	:	R693 096 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<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. A post-basic nursing qualification with a duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science: Orthopaedic Nursing. Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/ recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period above must be appropriate/ recognisable experience in the specific speciality after obtaining the 1 year post-basic qualification in the relevant speciality. Inherent requirements of the job: Will be required to work shifts, weekends and public holidays. Competencies (knowledge/skills): Basic computer literacy. 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. Knowledge and insight of relevant legislation and policy related to this nursing speciality within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards.
<u>DUTIES</u>	:	The candidate will be responsible for planning, managing, co-ordinating and maintaining an optimal, specialized Nursing service as an Operational Manager in an Orthopaedics setting. Effective management and utilization of Human and Financial Resources to ensure optimal operational function in the area. Initiate and 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 F Baartman Tel No: (021) 938-4055
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	Candidates will be subjected to a practical/ competency assessment.
<u>CLOSING DATE</u>	:	15 August 2025
<u>POST 27/289</u>	:	<u>CLINICAL PROGRAMME COORDINATOR GRADE 1 (COMPREHENSIVE HEALTH SERVICES)</u> Cape Winelands Health District
<u>SALARY</u>	:	Grade 1: R549 192 per annum
<u>CENTRE</u>	:	Cape Winelands Health District Office
<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. (This dispensation is only applicable for posts of Clinical Programme Coordinator

		where it is an inherent requirement of the job, incumbent to maintain registration with the SANC). Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate or recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to work overtime if and when required. Competencies (knowledge/skills): Coordination and effective management of clinical programmes in the district, with a focus quality improvement, integration, and health outcomes. Ability to analyse Health Systems information, compile and present statistical information. Good communication, facilitating, and interpersonal skills. Project Management and Financial Management skills. Use of digital health tools and information systems to support high-quality health service delivery and reporting.
<u>DUTIES</u>	:	Plan, coordinate and support the implementation of HIV/AIDS/STI/TB/VMMC, mental health, chronic conditions, 1st 1000 days strategy, adolescent, women's, and men's health services. Stakeholder Engagement and COPC Implementation: Strengthen internal and external stakeholder collaboration and ensure effective implementation of integrated health services Implementation of Differentiated Models of Care (DMoC) and Data-Driven Project Management Digital Health Strengthening and Innovation Strengthened use of digital health tools and information systems to support high-quality health service delivery and reporting.
<u>ENQUIRIES</u>	:	Ms M Bester Tel No: (023) 348-8118
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	Shortlisted candidates will be subjected to a computer literacy test. No payment of any kind is required when applying for this post. The pool of applicants will be considered for similar vacant posts within Cape Winelands District Office for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	15 August 2025
<u>POST 27/290</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING: MIDWIFERY/NEONATOLOGY)</u> Overberg District
<u>SALARY</u>	:	Grade 1: R476 367 (PN-B1) per annum Grade 2: R583 989 (PN-B2) per annum
<u>CENTRE</u>	:	Otto du Plessis Hospital, Cape Agulhas 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 Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with a Professional Council: Registration with the SANC as Professional Nurse and Midwife. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing and at least 10 years of the period referred to above must be appropriate/recognisable experience in Advanced Midwifery after obtaining the 1-year post-basic qualification in the specialty. Inherent requirements of the job: Willingness to work shifts, day/night duty, weekends and public holidays. Also be prepared to assist in other nursing units as the operational needs requires. Competencies (knowledge/skills): Good communication and interpersonal skills. Planning and organisational skills. Knowledge of Legislation and Policies of the Department of Health relevant to clinical practice.
<u>DUTIES</u>	:	Provide holistic specialized maternal care to patients and health care education to patients and families. Provide direction, guidance and supervision to subordinates. Ensure implementation of quality improvement plan. Maintain constructive and supporting working relationships with nursing services and other stakeholders. Utilize human, material and physical resources efficiently and effectively.
<u>ENQUIRIES</u>	:	Ms N Adams Tel No: (028) 424-1167
<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. 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 the Overberg District.
<u>CLOSING DATE</u>	:	15 August 2025
<u>POST 27/291</u>	:	<u>ULTRASOUND RADIOGRAPHER GRADE 1 TO 3 (RADIOGRAPHY)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R491 256 per annum Grade 2: R575 250 per annum Grade 3: R676 716 per annum
<u>CENTRE</u>	:	New Somerset Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Ultrasound Radiography. Registration with a Professional Council: Registration with the HPCSA as a Radiographer in Ultrasound. Experience: Grade 1: None after registration with the HPCSA as a Radiographer in Ultrasound Radiography in respect of South African qualified employees. 1-year relevant experience after registration with the HPCSA in the relevant profession (where applicable) 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 Radiographer in Ultrasound Radiography in respect of South African qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) 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 Radiographer in Ultrasound Radiography in respect of South African qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Ability and willingness to be available for emergencies/mass incidents. Willingness to perform outreach at Wesfleur Hospital (1-2 days per week). Competencies (knowledge/skills): Appropriate experience in PACS (Picture Archiving and Communication Systems)/RIS (Radiology Information Systems). Comprehensive sonography education and extensive hands-on experience, demonstrating a strong commitment to professional growth and lifelong learning through advanced education, research, and staff training. A thorough understanding of human anatomy and physiology is required, along with knowledge of disease pathologies as they relate to sonographic findings. Ability to perform cranial, abdominal, vascular, musculoskeletal, obstetrics and gynaecology ultrasound. A commitment to ethical practice, maintaining patient confidentiality, a professional demeanour, and the capacity to manage stressful situations calmly are essential. Strong abilities to interact effectively with both patients and medical staff, clearly explaining technical information and collaborating on patient care. Understanding of basic computer programs and the use of reporting systems.
<u>DUTIES</u>	:	Provide a sonography service to support the general specialist disciplines at New Somerset Hospital and outreach Wesfleur Hospital (1-2 days per week). Provision of patient centred ultrasound service by adhering to departmental protocols, procedures and professional conduct. Providing management of ultrasound services while producing Ultrasound imaging, reporting and statistics. Effective and efficient operational utilisation of the sonography service within the Radiography department, including Human, Financial and Asset resources where applicable. Support to managers and colleagues which

	provides effective interdepartmental communication. Adhering to self-development. CPD compliancy and training of students.
<u>ENQUIRIES</u>	: Ms W. Omar Tel No: (021) 402 6246
<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 on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for other similar vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	: 15 August 2025
<u>POST 27/292</u>	: <u>LECTURER: POSTGRADUATE DIPLOMA NURSING PROGRAMMES</u>
<u>SALARY</u>	: Grade 1: R476 367 (PN-D1) per annum Grade 2: R583 989 (PN-D2) per annum
<u>CENTRE</u>	: Western Cape College of Nursing (based at: Metro Campus) (Directorate: Western Cape College of Nursing)
<u>REQUIREMENTS</u>	: Minimum educational qualification: Basic R425 qualification accredited with the SANC (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 or Psychiatric (where applicable). Post-basic qualification in Nursing Education registered with SANC. A specialist qualification in the following fields, Emergency Nursing, Peri Operative Nursing, Mental Health Nursing, Critical Care Nursing, Primary Care Nursing, Midwifery, Orthopedic Nursing, registered with SANC. A relevant master's degree (NQF L9). Registration with a professional council: Current registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife or Psychiatric (where applicable). Experience: Grade 1: A minimum of 4 years appropriate/ recognisable nursing experience after registration as a Professional Nurse with SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/ recognisable experience in Nursing Education after obtaining the 1- year post-basic qualification in Nursing Education. Inherent requirement of the job: Willingness to travel. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Possess knowledge of relevant Legislation, Acts, Prescripts and Policy frameworks informing the area of operation. Knowledge of nursing education programmes and curriculum. Proficiency in teaching and assessment in Nursing Education including evaluation approaches. Possess good communication (written & verbal) and presentation skills. Knowledge of policy development, interpretation, implementation, monitoring, and evaluation. Sound conflict management and decision making / problem solving skills. Good research and analytical skills. Good managerial and interpersonal skills. Computer literacy.
<u>DUTIES</u>	: Provide education and training to student nurses. Coordinate clinical learning exposure to students between college and clinical areas. Conduct clinical accompaniment of students. Coordinate the teaching and learning and assessment of R635 programmes. Develop and ensure implementation of quality assurance programmes. Collaborate with other internal and external stakeholders and build a sound relationship within the Department. Supervision of students. Participate in the development and review of nursing curricula for Post Graduate Diploma Programmes Implements the new nursing programmes in line with SANC and CHE regulations. Participate in the provisioning of Continuous Professional Development (CPD) activities at the Campus. Participate in all governance structures of the College. Support the mission and promote the image of the college.
<u>ENQUIRIES</u>	: Dr Magerman Tel No: (021) 684-1202

<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 competency test. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific post-basic qualification with the South African Nursing Council (including individuals who must apply for change in registration status).
<u>CLOSING DATE</u>	:	15 August 2025
<u>POST 27/293</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCY)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	Grade 1: R476 367 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. A post-basic nursing qualification with a duration of at least 1 year in Medical and Surgical Nursing Science: Trauma and Emergency Nursing. Registration with a professional council: Registered with the SANC as a Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Trauma & Emergency Nursing science after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirement of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet the operational requirements. Competencies (knowledge/skills): Knowledge of relevant legislation and policies of the Department of Health Western Cape. Skills to plan, organise & coordinate the service by analysing, problem solving & decision making. Leadership towards the realisation of strategic goals and objectives of the Intensive and High care unit.
<u>DUTIES</u>	:	Ensure quality patient care regarding the identification of nursing care needs, the planning and implementation of nursing care plans and the education of nursing personnel as a Professional Nurse in the Trauma & Emergency department. Render and supervise specialized clinical nursing care and support clinical staff with surgical and medical procedures. Utilize human, material and physical resources efficiently and effectively. Maintain and promote professional growth/ethical standards and development of self and others. Display of core values of the Department of Health WCG in the execution of duties, while practising within the legislation, regulations and protocols applicable to the public service.
<u>ENQUIRIES</u>	:	Ms LK De Goede Tel No: (044) 802-4352
<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: Critical Care Nursing: Trauma and Emergency.
<u>CLOSING DATE</u>	:	15 August 2025

<u>POST 27/294</u>	:	<u>CONTROL LAUNDRY MANAGER (CONTRACT MANAGEMENT AND OPERATIONS)</u>
		Directorate: Facilities Management, Sub-Directorate: Laundry Services
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate management experience in project management and management experience in the laundry and linen environment will be to your advantage. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Motivational and leadership skills. Project management. Sound knowledge and understanding of the Public Finance Management Act and Public Procurement procedures.
<u>DUTIES</u>	:	Project management of laundry revitalization, including equipment, projects. Training and mentorship of laundry and linen management staff. Provide technical support to the On-Premises Laundries. Draft laundry technical reports. Provide relief duties as Acting Control Laundry Manager at Central Laundries and Linen Services. Function as a Technical Liaison Officer for the outsourced laundry equipment maintenance contract.
<u>ENQUIRIES</u>	:	Mr A Jantjies Tel No: (021) 918-1702
<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>	:	15 August 2025
<u>POST 27/295</u>	:	<u>BED MANAGER (NIGHT DUTY)</u>
<u>SALARY</u>	:	R468,459 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate three-year National Diploma/ Degree registrable with an appropriate Health Professional Council. Experience: Appropriate experience in a hospital setting in Nursing, Healthcare or Therapy. Appropriate managerial experience. Inherent requirement of the job: Valid Code B/EB driver's licence. Willingness to work shifts – Monday – Friday 3 pm- 11pm. Competencies (knowledge/skills): Knowledge and insight of relevant legislation and policy related to bed management within the public sector, and the ability to deliver quality service. Ability to promote a quality service through the setting, implementation and monitoring of policy and standards. Ability to think and function independently, to collect and collate information, and to critically analyse data and produce reports. Computer literacy skills.
<u>DUTIES</u>	:	Responsible to plan, manage, co-ordinate and maintain patient flow activities relating to bed management at Groote Schuur Hospital. Utilise and manage resources with a focus on cost containment. Participate in training, development, quality improvement initiatives and research. Deliver support and provide feedback to the institution and department regarding optimal utilisation of Hospital inpatient facilities and resources. Manage, evaluate and report on all aspects of patient flow management.
<u>ENQUIRIES</u>	:	Ms A Moodley Tel No: (021) 404-2115
<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>	:	15 August 2025
<u>POST 27/296</u>	:	<u>ASSISTANT DIRECTOR: QUALITY IMPROVEMENT AND GOVERNANCE</u>
		Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Victoria Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3 year National Diploma/Degree or equivalent registrable with the South African Nursing Council (SANC). Experience: Appropriate experience of utilising recognised quality improvement methodology in a healthcare environment. Appropriate Hospital experience is an advantage. Appropriate experience and Evidence of delivering training in Quality Improvement methodology to groups and individuals. Inherent requirements of the job: Valid (Code B/EB) driver's

		<p>licence. Competencies (knowledge/skills): Advanced coaching experience to admin and clinical personnel in a healthcare ecosystem. Extensive working experience utilising recognised improvement methodology in a healthcare setting. Experience in translating strategic goals of health care services using quality improvement methodology to maximise efficiency and achieve good health outcomes. Experience of utilising advanced data analysis to make recommendations to management on process improvement in a health care setting. Advanced computer skills in Microsoft 365 packages.</p>
<u>DUTIES</u>	:	<p>Work within a healthcare ecosystem to support health care facilities and services along the patient pathway. Work with internal and external stakeholders to facilitate process improvement to the healthcare ecosystem. Lead and direct process improvement projects that delivers measurable operational performance improvement. Coaching of all levels of healthcare personnel in recognised quality improvement methodology to improve operational performance. Create an empowering culture within teams to translate strategic direction into meaningful sustainable objectives. Develop a training program, based on an established service improvement framework that can sustain improvement thinking and application, and assist with the development and training material to different staff categories.</p>
<u>ENQUIRIES</u>	:	<p>Mr J Vaughan Tel No: (021) 799-1201 or email: Jonathan.Vaughan@westerncape.gov.za</p>
<u>APPLICATIONS</u>	:	<p>Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").</p>
<u>NOTE</u>	:	<p>Kindly note that this post on GSH establishment; Incumbent will be seconded to Victoria hospital. Shortlisted candidates might be subjected to a competency test. No payment of any kind is required when applying for the post.</p>
<u>CLOSING DATE</u>	:	<p>15 August 2025</p>
<u>POST 27/297</u>	:	<p><u>RADIOGRAPHER: GRADE 1 TO 3 (MEDICAL PHYSICS)</u></p>
<u>SALARY</u>	:	<p>Grade 1: R397 233 per annum Grade 2: R463 941 per annum Grade 3: R543 099 per annum</p>
<u>CENTRE</u>	:	<p>Groote Schuur Hospital, Observatory</p>
<u>REQUIREMENTS</u>	:	<p>Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Radiation Laboratory Technologist (RLT) or Radiation Therapy Technologist (RTT). Registration with a Professional Council: Registration with the HPCSA as a Radiation Laboratory Technologist (RLT) or Radiation Therapy Technologist (RTT). Experience: Grade 1: None after registration with the HPCSA as an Radiation Laboratory Technologist (RLT) or Radiation Therapy Technologist (RTT) in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA as a Radiation Laboratory Technologist (RLT) or Radiation Therapy Technologist (RTT) 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 Radiation Laboratory Technologist (RLT) or Radiation Therapy Technologist (RTT) in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as a Radiation Laboratory Technologist (RLT) or Radiation Therapy Technologist (RTT) 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 as a Radiation Laboratory Technologist (RLT) or Radiation Therapy Technologist (RTT) in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as a Radiation Laboratory Technologist (RLT) or Radiation Therapy Technologist (RTT) respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: Must be willing to work shifts when required. Must have the physical and mental ability to handle medical devices, radioactive sources and equipment in a high-pressure environment. Competencies (knowledge/skills): Physical and mental ability to work with radiation devices or radioactive sources, in a high-pressure environment. Technical ability to manufacture and design appliances, together with the required academic ability. Good verbal and written communication skills as well as interpersonal skills allowing for the candidate to work both in team and individual context. Ability to work with</p>

	advanced computer systems and adhere to safety standards. Ability to work under pressure to tight deadlines. Knowledge of radiation and general safety guidelines and technical proficiency in terms of radiation laboratory and general workshop manufacturing processes and use of radioisotopes. Experience in a radiation laboratory environment and brachytherapy.
<u>DUTIES</u>	: Assist with the manufacturing and design of devices used for radiotherapy patient treatment, as well as general administration of the tasks completed within the laboratory. Have responsibility for the custodianship, storage and cleaning of radioactive sources, as well as design and manufacture of treatment and shielding devices for treatment of radiotherapy patients. Assist with the management of brachytherapy equipment and the treatment of radiotherapy patients, and have the knowledge of associated dosimetry. Be responsible for the teaching and training programme for staff and trainees that forms part of the multidisciplinary teams Assist with general oncology related duties in the department. Assist medical physics with general radiotherapy and brachytherapy/isotope quality assurance procedures as required.
<u>ENQUIRIES</u>	: Ms N Joubert Tel No: (021) 404-6240/6266 or nanette.joubert@uct.ac.za
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration 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>	: 15 August 2025
<u>POST 27/298</u>	: <u>SPEECH THERAPIST GRADE 1 TO 3</u> Garden Route District
<u>SALARY</u>	: Grade 1: R397 233 per annum Grade 2: R463 941 per annum Grade 3: R543 099 per annum
<u>CENTRE</u>	: PHC Support and Outreach George Sub District (Stationed at Garden Route District Office)
<u>REQUIREMENTS</u>	: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Speech Therapist and Audiologist or Speech Therapist. Registration with a Professional Council: Current registration with the HPCSA as a Speech Therapist and Audiologist or Speech Therapist. Experience: Grade 1: None after registration as Speech Therapist with the HPCSA in respect of SA qualified employees. One-year relevant experience after registration as Speech Therapist with the HPCSA 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 Speech Therapist in respect of SA qualified employees. A minimum of 11 years relevant experience after registration with the HPCSA as a Speech Therapist 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 Speech Therapist in respect of SA qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA as a Speech Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: A valid driver's licence (Code B/EB). Competencies (knowledge/skills): Adhere to all departmental requirements and protocols. Excellent report, clinical note and referral writing skills. Good computer skills (MS Word, Excel and PowerPoint). Comply with National Core Standards and or ideal facility/clinic requirements as applicable. Ability to provide Speech Therapy services independently and as part of a team. Clinical therapeutic skills including assessment techniques, treatment, discharge planning and follow up as needed.
<u>DUTIES</u>	: To provide Speech Therapy services at facility level (hospitals and primary healthcare facilities) and community level in the Garden Route District,

inclusive of adult and paediatric patients with disorders in speech, language, feeding, swallowing, fluency, voice and cognition within the scope of practice of a Speech Therapist. To provide education and training to healthcare professionals, community health workers and patients and plan Speech Therapy related health awareness activities according to the health awareness calendar. To adhere to departmental rules and values. To work and be part of a multi-disciplinary team. Daily collection and monthly submission of data as per departmental protocols. Effective, efficient and optimal use of resource management such as managing stock and ordering consumables. Complete weekly stats and service reports as required. Maintain own professional development, facilitate in-service training as identified. Manage review of personal performance. Provide relevant relief duty in absence of a peer colleague and provide support to supervisor.

ENQUIRIES : Ms B Zandberg Tel No: (044) 803-2700
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : Short-listed candidates may be subjected to a practical test. No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application 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. The pool of applicants will be considered for similar vacant posts within the Garden Route District for a period of 3 months from the date of advert.

CLOSING DATE : 15 August 2025

POST 27/299 : **OCCUPATIONAL THERAPIST GRADE T TO 3**
 Chief Directorate: Metro Health Services

SALARY : R397 233 per annum
CENTRE : Karl Bremer Hospital
REQUIREMENTS : Minimum educational qualification: An appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Experience: **Grade1:** None after registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. One-year relevant experience after registration with the HPCSA as an Occupational Therapist 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 Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. A minimum of 11 years relevant experience after registration with the Health Professions Council of South Africa as an Occupational Therapist 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 Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. A minimum of 21 years relevant experience after registration with the HPCSA as an Occupational Therapist in respect of foreign-qualified employees, of whom it is not required to perform community service, as required in South Africa. Inherent requirements of the job: A valid Code B/C driver's license. Competencies (knowledge/skills): Adhere to departmental requirements whilst rendering services to in-patients (and out-patients) within the medical, orthopaedic, surgical, psychiatric and paediatric fields. Ability to work as part of the multi-disciplinary team and have good communication skills. Ability to comply with National Core Standards requirements and appropriate computer skills. Knowledge on conducting comprehensive assessments, splinting, wheelchair assessments and the ability to contribute towards patient discharge plans.

DUTIES : Manage Clinical service provision in accordance with the departmental requirements and protocols. Conduct assessments and execute holistic treatment plans within all the work areas. Multidisciplinary team involvement; professional advocacy; data analysis and quality improvement; resource management. Participation in personal, departmental and hospital in-service and training programs; Mentoring and supervision of the Community Service Therapist. Systems input and participation within the Metro East Ecosystem: Contribution to improvement of internal systems within Occupational Therapy

		and the Allied component; Foster effective relationships with medical disciplines; liaison with external partners within the ecosystem to establish clear pathways and linkage to care.
<u>ENQUIRIES</u>	:	Dr S Le Roux Tel No: (021) 918-1733
<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. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for other vacant Occupational Therapist posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	15 August 2025
<u>POST 27/300</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT</u> Cape Winelands District
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Cape Winelands District Office
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An Appropriate 3-year National Diploma/Degree. Experience: Appropriate supervisory experience in an Information Management environment. Appropriate experience in the key performance areas of the job. Inherent requirements of the job: A valid driver's license (Code B/EB). Willingness to travel across the district. Competencies (knowledge/skills): In-depth knowledge of Information Management prescripts, guidelines, policies, and National and Provincial indicator datasets, and indicator development. Good analytical, report writing, and data management skills with proficiency in data visualization tools, and presentation thereof, with strong verbal and written communication skills. Advance MS Office computer literacy skills (MS Office, PowerPoint, Advanced Excel, Microsoft Word). Highly developed understanding of health information systems such as SINJANI, DHIS, SharePoint, SPV, PHCIS, Tier.Net, HECTIS, Clinicom and eCCR, to support. Good leadership and interpersonal skills, with the ability to work independently and as part of a team.
<u>DUTIES</u>	:	Support the implementation of information management policies, data collection tools, definitions, standard operating procedures, and monitor and coordinate data flow processes, according to policy time frames. Support sub-districts IM and external stakeholders in terms of data management, analysis and training. CMI audit readiness assessments, data quality monitoring and data quality improvement projects to strengthen M&E process at Sub-district and facility level. Roll out and support Health Information Systems within the district. Management of staff in the component, including staff performance, R&S process, training, disciplinary process and general support of staff.
<u>ENQUIRIES</u>	:	Mrs GE Barnardt Tel No: (023) 348-8116
<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 required to do a practical test. The pool of applicants will be considered for similar vacant posts within Cape Winelands District Office for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	15 August 2025
<u>POST 27/301</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: LABOUR RELATIONS</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in Labour Relations. Competencies (knowledge/skills): Ability to work under pressure. Ability to work independently. Good communication skills (verbal and written). Good interpersonal, consultation, negotiation, decision-making, conflict management

		and presentation skills. In-depth understanding and ability to interpret of relevant legislation pertaining to labour relations.
<u>DUTIES</u>	:	Investigate misconduct cases and represent the employer at disciplinary hearings. Conduct grievance investigations and draft findings. Ensure compliance in terms of Monitoring and Evaluation in relation to Labour relations statistics and implementation of appropriate interventions. Facilitate appropriate Labour Related training to all employees. Ensure compliance in relation to Collective Bargaining. Provide support to investigating officers and assist with drafting of charge sheets. Provide advice and support to management and all employees with regards to Labour related matters. Represent the Department at Conciliations.
<u>ENQUIRIES</u>	:	Ms B Gxasheka Tel No: (021) 404 2079
<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.
<u>CLOSING DATE</u>	:	15 August 2025
<u>POST 27/302</u>	:	<u>ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (HOSPITAL FEES AND ADMISSIONS)</u> Garden Route District
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Riversdale Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as a passed subject or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience and knowledge in Patient Administration, Medical Records, archive in a Healthcare environment, Case Management, in the administration of Hospital Memorandum Chapter 18 and UPFS. Appropriate practical experience in Clinicom, AR, JAC, HIS, BAS and LOGIS systems. Inherent requirements of the job: Willingness to work after hours (weekends, public holidays) and overtime at short notice. Willingness to rotate and/or relief staff within the admissions, archive and hospital fees department within the facility. Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Good communication skills (verbal and written), analytical and problem-solving skills. Appropriate knowledge and understanding of Hospital Fees, Hospital Information Systems (Clinicom, Account Receivable, UPFS, Cashiers Functions, Electronic Data Interchange, JAC, Medical Records and BAS) as well knowledge of Hospital Memorandum Chapter 18, PFMA, handling of state money, patient valuables (Chapter 6), applicable policies and prescripts in respect of revenue generation, reception and medical records, and all circulars, instructions, policies and procedures related to the above. Ability to execute duties accurately and working under pressure and meet strict deadlines. Appropriate supervisory experience to ensure that sound people management and labour practices are implemented in a Hospital Fees and/or Patient Administration environment. Computer Literate (Microsoft Excel, Word, Outlook, Internet).
<u>DUTIES</u>	:	Supervise admission-, hospital fees- and medical records staff and component to ensure that sound people management, labour practices and training needs are executed and implemented. Authorising and releasing journals on BAS, Clinicom, Accounts Receivables transactions, authorise/do Deposit Day Ends and Confirmation of the banking of state money. Monthly/yearly reporting to District Office and Head Office on hospital fees related transactions, in Year Monitoring, Revenue Action Plan and the reconciliation of BAS and Clinicom systems. Manage, report and monitor the institutions revenue budget, ensuring optimal revenue collection and to put mechanisms in place to improve on revenue targets and the collecting thereof in respect of debtors, medical aid schemes, state departments, SAPS, SANDF, DCS, COIDA and RAF and supporting the Case Manager. Management of medical records in respect handling patient folders and patient documents and the culling/archiving thereof.
<u>ENQUIRIES</u>	:	Mr H Crous Tel No: (028) 713-8642
<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 the Garden Route District for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	15 August 2025
<u>POST 27/303</u>	:	<u>ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT</u> Overberg District
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Caledon Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Human Resource Management matters. Appropriate experience of PERSAL and the relevant functions. Appropriate experience in all aspects of personnel and salary administration. Inherent requirements of the job: Valid (Code B/EB, C1) driver's license. Willingness to travel. Competencies (knowledge/skills): Interpretation and implementation of HR and Payroll Policies, procedures and practices. Knowledge of Recruitment and Selection, Staff Performance Management System, Labour Relations and Human Resource Development.
<u>DUTIES</u>	:	Responsible for co-ordination, supervision and control of Personnel and Salary Administration component as well as support to supervisor. Implement and monitor the relevant policies, procedures, prescripts regarding personnel, salary, leave and administration in general. Audit and revise leave, SPMS, PILIR, Pension documentation and assist with Recruitment and Selection. Implement and monitor all allowance, disallowance, transversal personnel practices, employment practices, conditions of service and service terminations documentation. Monitor compliance regarding HR policies, practices and prescripts. Assist with the compilation of the monthly CMI and quarterly Human resources Audit Action Plan as well as the monitoring and evaluation of audit reports.
<u>ENQUIRIES</u>	:	Mr WJ Talmakkies Tel No: (028) 212-1070
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	Shortlisted candidates could be subjected to a practical test. No payment of any kind is required when applying for this post
<u>CLOSING DATE</u>	:	15 August 2025
<u>POST 27/304</u>	:	<u>ADMINISTRATIVE OFFICER: FINANCE</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Metro TB Hospital Complex
<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 expenditure management. Appropriate supervisory experience. Appropriate working experience on BAS and Logis systems. Competencies (knowledge/skills): Sound Knowledge of the Public Finance Management Act (PFMA), National and Provincial Treasury Regulations, Accounting Officer's System of the Department of Health. Computer literacy (MS Word, Excel, and PowerPoint).
<u>DUTIES</u>	:	Authorising of payments on the BAS and Logis systems. Compliance Monitoring including adherence to policies and feedback to Internal Control Audit Findings. Maintenance and Clearance of Asset and Liability Accounts. Managing Revenue and Petty Cash Administration. Compilation of Annual Financial Statements, In Year Monitoring (IYM), Leases and 30-Day Payment Reporting. Human Resource Development and Management. Support to Supervisor and Finance Component.
<u>ENQUIRIES</u>	:	Mr B Silwanyana Tel No: (021) 508-7451.
<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>	:	15 August 2025

<u>POST 27/305</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL) (CBS TRAINER)</u> West Coast District
<u>SALARY</u>	:	Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum
<u>CENTRE</u>	:	West Coast District Office
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwife. Registration with a Professional Council: Registration with the SANC as Professional Nurse and Midwife. Experience: Grade 1: None. Grade 2: A minimum of 10 years' appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Grade 3: A minimum of 20 years' appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: A valid driver's (Code B/EB) license. Appropriate training/facilitation experience. Willingness to travel extensively in the district. Competencies (knowledge/skills): Knowledge and understanding of Community Based Services and the NPO Sector. Computer literacy in (Ms. Excel, Word and PowerPoint). Proficiency in report writing.
<u>DUTIES</u>	:	Plan, coordinate, facilitate and teach the integrated formal training programme developed for the Community Health Workers to address wellness in communities. Facilitate the in-service training/updating of skills and competencies (including mentoring and coaching) of the Community Health Workers, patient care assistants, community residential care workers. Conduct, monitor and evaluate all training activities offered to Community Health Workers. Support other professional nurse training initiatives of the NPO outreach team leaders according to needs identified of the district. Facilitate and compile relevant training related reports and other administrative duties with involvement of all stakeholders.
<u>ENQUIRIES</u>	:	Ms. S Delport Tel No: (022) 814-0312
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for other similar vacant posts within the West Coast District, for a period of three months from date of advert. No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	15 August 2025
<u>POST 27/306</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (X4 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum
<u>CENTRE</u>	:	Macassar CDC Kleinville CDC Nolungile CDC Khayelitsha Eastern Sub-structure
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with a Professional Council: Registration with the SANC as a Professional Nurse and Midwife. Experience: Grade 1: None. Grade 2: A Minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade

		<p>3: A Minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Willingness to work after hours. Willingness to rotate to other departments if required. Competencies (knowledge/skills): Ability to function and make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal, leadership and conflict resolution skills. Knowledge of grievance procedure and disciplinary legislation. Knowledge and understanding of nursing Code of Ethics and Professional Practice of the SANC of nursing Standard of Practice and scope of practice. Computer literate in MS Office (Excel, Word and Power point) and MS Outlook.</p>
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of quality comprehensive nursing care within the Primary Health Care context. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Participate in training programmes and research activities. Maintain workplace disciplinary of sub-ordinates.
<u>ENQUIRIES</u>	:	Ms G Viana Tel No: (021) 857-2330
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status). The pool of applicants will be considered for other vacant Professional Nurse General posts within the Chief Directorate: Metro Health Services, for a period of 3 months from the date of advert. Candidates will be required to undertake a pre-entry assessment test/practical assessment and formal interview.
<u>CLOSING DATE</u>	:	15 August 2025
<u>POST 27/307</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING)</u> Overberg District
<u>SALARY</u>	:	Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum
<u>CENTRE</u>	:	Swellendam CDC
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with a Professional Council: Registration with the SANC as Professional Nurse and Midwife. Experience: Grade 1: None after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 10 years of appropriate/recognizable experience in nursing after registration at SANC as a Professional Nurse in General Nursing. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Valid (Code B/EB/C1) driver's licence. Competencies (knowledge/skills): Good communication skills (written and verbal). Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills. Basic computer skills in MS Word, Excel, Outlook. Knowledge of relevant legislation and policies of the Department of Health Western Cape.
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of quality comprehensive nursing care within the Primary Health Care context. Maintain ethical practice within legal and regulatory frameworks. Maintain a constructive working relationship with all relevant stakeholders of the Primary Health Care Team. Utilize human, material and physical resources efficiently and effectively. Participate in training programmes and research activities. Maintain workplace disciplinary of sub-ordinates.
<u>ENQUIRIES</u>	:	Ms F Vermeulen Tel No: (028) 514-8400

<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".
<u>CLOSING DATE</u>	:	15 August 2025
<u>POST 27/308</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING)</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum (Plus, a 8% non-pensionable rural allowance of your annum basic salary)
<u>CENTRE</u>	:	Uniondale Hospital, George 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. Registration with a Professional Council: Current registration with the SANC as a Professional Nurse and Midwife. Experience: Grade 1: None after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willing to work shifts, including weekends, public holidays and night shift. A Valid (Code B/EB) driver's licence and willingness to travel. Willingness to rotate in the wards within the hospital and to the clinics in the Sub District when needed. Competencies (knowledge/skills): Basic Computer literacy (MS Office). Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Excellent communication and interpersonal skills (both written and verbal). Knowledges of Nursing Practice, Infection and Prevention Control measures and practices.
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of the nursing plan (clinical practice or patient care). Implement standards, practices, criteria, and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain constructive working relationship with nursing and other stakeholders. Utilize human, material, and physical resources efficiently and effectively.
<u>ENQUIRIES</u>	:	Mr R Lewis-Peters Tel No: (044) 814-1117
<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 practical/written assessment. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Garden Route District for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	15 August 2025
<u>POST 27/309</u>	:	<u>OCCUPATIONAL THERAPY TECHNICIAN GRADE 1 TO 2</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R269 106 per annum

<u>CENTRE REQUIREMENTS</u>	:	Grade 2: R313 800 per annum Stikland Hospital
	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapy Technician. Registration with a Professional Council: Registration with the HPCSA as an Occupational Therapy Technician. Experience: Grade 1: None after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapy Technician. Grade 2: A minimum of 10 years appropriate experience after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapy technician. Inherent requirements of the job: Valid driver's licence. Competencies (knowledge/skills): Sound communication and writing skills. Ability to function as part of a multi-disciplinary team. Good interpersonal skills. Computer literacy. Appropriate experience in providing intervention for clients with mental health challenges.
<u>DUTIES</u>	:	Contribute to Occupational Therapy Assessments through conducting screening evaluations. Contribute to Occupational Therapy intervention through planning, implementing and evaluating specified activities according to prescribed programme. Assist Occupational Therapist with Occupational Therapy Intervention in specified Occupational Therapy Area. Perform all administrative tasks related to Clinical Service Delivery. Perform general administrative duties not related to Clinical Service Delivery.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Y Louw Tel No: (021) 940-4590
	:	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 will be subjected to a practical/written and oral assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointments 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 similar 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>	:	15 August 2025
<u>POST 27/310</u>	:	<u>PHARMACIST ASSISTANT (POST BASIC) GRADE 1 TO 3</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R264 750 per annum Grade 2: R306 411 per annum Grade 3: R330 540 per annum
<u>CENTRE REQUIREMENTS</u>	:	Knysna CDC, Knysna/Bitou Sub District
	:	Minimum educational qualification: As required by the training facility and the South African Pharmacy Council (SAPC) plus Post-Basic Pharmacist Assistant qualification that allows registration with SAPC as a Pharmacist Assistant (Post-Basic). Registration with a Professional Council: Current registration with the SAPC as a Pharmacist Assistant Post Basic or Pharmacist Assistant Post Basic (Institutional) and annual proof of registration/ proof of payment. Experience: Grade 1: None after registration with the SAPC as Pharmacist Assistant (Post-Basic). Grade 2: A minimum of 5 years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Grade 3: A minimum of 13 years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Inherent requirements of the job: Valid driver's license (code B/EB) and willingness to travel in the Sub-district. Willingness to work at other clinics in the Sub-district. Willingness to work overtime and after hours as needed. Competencies (knowledge/skills): Ability to work under pressure. Good knowledge of institutional pharmacy practices and procedures. Good numeric skills. Knowledge and/or experience in handling pharmaceutical supplies particularly in clinic environment, including appropriate cold chain

	practices. Knowledge of Drug Supply Management Principles. Knowledge of Good Pharmacy Practice. Meticulous and attention to detail. Good computer skills. Ability to work as part of a team or independently.
<u>DUTIES</u>	: Working under both direct and indirect supervision of a pharmacist. Manage drug supply within the facilities, including but not limited to correct ordering of stock, receiving and checking of stock, appropriate stock control and storage, rotation of stock to prevent expiry, accurate handling of expired stock, and appropriate temperature control. Dispensing and issuing of acute and chronic scripts according to Standard Treatment Guidelines and the WCGHW Pharmaceutical Code List. Issuing medication prepared by Tertiary Institutions and CDU (Chronic Dispensing Unit) and the management thereof. Collection of all pharmacy related data, ensuring accurate compilation of monthly pharmaceutical statistics return and pricing of expired stock. Support to supervisor and colleagues within the Knysna/Bitou Sub-District, within scope of practice. Ensure the provision of high-quality services measured by outcomes of quality assurance activities.
<u>ENQUIRIES</u>	: Ms G Turner Tel No: (044) 302-8498
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within the Garden Route District for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	: 15 August 2025
<u>POST 27/311</u>	: <u>ARTISAN PRODUCTION GRADE A TO C (PLUMBING)</u> Overberg District
<u>SALARY</u>	: Grade A: R243 597 per annum Grade B: R285 816 per annum Grade C: R332 061 per annum
<u>CENTRE</u>	: Swellendam- and Cape Agulhas Sub-district (Stationed at Swellendam Hospital)
<u>REQUIREMENTS</u>	: Minimum educational qualification: Appropriate SAQA-recognized Trade Test Certificate (Plumbing). Experience: Grade A: No experience required. Grade B: At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Valid (Code B/EB/C1) driver's license. Must be willing to work over a spectrum of trades and skills, not limited to plumbing work. Must be prepared to work overtime and perform standby duties after hours, including weekends and Public Holidays, and be willing to travel and work at the facilities within the Swellendam and Cape Agulhas Sub-districts. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act. Computer literacy (MS Word, Excel and Outlook). Supervisory skills, strong administrative skills. Ability to work independently and as part of a team.
<u>DUTIES</u>	: Manage the workshop and its functions, and perform repairs, maintenance and installations for the different facilities (not limited to plumbing), and assist with managing all emergencies as per the emergency maintenance protocol. Compiling of minor specifications, attend site meetings and manage outsourced contractors. Responsible for the necessary administrative functions of the workshop, compiling reports, maintaining registers, and assist with the control of the workshop budget. Exercise control over tools, equipment and materials, and ordering of tools and materials. Management of the performance and supervision of staff, implement the disciplinary code when required and provide support to managers, supervisor and colleagues.
<u>ENQUIRIES</u>	: Ms N Wege Tel No: (028) 514-8400

<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	Candidates will be subjected to a competency test. No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	15 August 2025
<u>POST 27/312</u>	:	<u>ADMINISTRATION CLERK: HRD (EMPLOYEE DEVELOPMENT AND EMPLOYEE RELATIONS)</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 a Training & Development & Labour Relations environment preferred. Competencies (knowledge/skills): Good communication skills and Computer skills (MS Office, Excel and Word). Working knowledge of PERSAL. Knowledge of and application of applicable human resource policies. Ability to work independently.
<u>DUTIES</u>	:	Implementation of HR policy/prescripts. Effective Administrative Support in People Development by assisting with the development, implementation; evaluation of a Workplace Skills Programme, maintaining data base of training interventions and coordination of Induction Training. Effective Administrative Support in Employee Relations w r t grievances; disciplinary cases and maintenance of relevant databases. Monthly reporting on statistics in Employee Relations and People Development. Rendering of an administrative support function i. e secretariat service to the PD&T. Committee as well as the Institutional Management and Labour Committee (IMLC), preparation of distribution of agendas. Minutes, minute keeping and logistical arrangements.
<u>ENQUIRIES</u>	:	Ms. E Kadeni Tel No: (021) 834 5888
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	Shortlisted candidates will be subjected to a practical test. The pool of applicants will be considered for other vacant Administration Clerk HRD posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	15 August 2025
<u>POST 27/313</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (ASSETS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R228 312 per annum
<u>CENTRE</u>	:	Wesfleur Hospital, Southern Western Sub-structure Office
<u>REQUIREMENTS</u>	:	Minimum educational requirement: Grade 12 / Senior Certificate with Mathematics or Accountancy as a passed subject. Experience: Appropriate administrative experience. Inherent requirements of the job: Computer literacy and proficiency. 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>	:	Maintain and the update Asset Register. Procurement of assets and services adjudicated and ensure all transactions comply with the legislative requirements. Administrate asset movements, updates, barcoding and scanning of all assets. Undertake interim financial and annual asset counts, reporting of losses, theft, shortages, and surpluses. Execute disposals of all assets pertaining to SCM policies & procedures. Provide general administrative support to line managers including warehousing and payment functions.
<u>ENQUIRIES</u>	:	Ms JM Smith Tel No: (021) 816 8564, Email: Jowene.Smith@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	All shortlisted candidates will be subjected to a practical assessment.
<u>CLOSING DATE</u>	:	15 August 2025
<u>POST 27/314</u>	:	<u>ADMINISTRATION CLERK: SUPPORT (TRANSPORT)</u> Directorate: Facilities Management (Tygerberg Laundry)
<u>SALARY</u>	:	R228 321 per annum

<u>CENTRE REQUIREMENTS</u>	:	Head Office, Cape Town
	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative experience in line with the duties (key result areas/outputs). Inherent Requirement: Valid (Code EB) driver's licence, with a valid Public Driving Permit (PDP). Willingness to perform overtime/standby duties when required. Competencies (knowledge/skills): Computer literacy (MS Word, Excel and Outlook). Ability to collate, verify/validate data, work accurately and methodically. Good interpersonal and organizational skills. Computer skills (MS Word, Excel and Outlook)
<u>DUTIES</u>	:	Oversee comprehensive fleet and logistics operations by ensuring optimal control of the transport section at Tygerberg Laundry. Managing fleet maintenance, administration, and logistical effectively. Supervising staff performance and all aspects pertaining to People Management. Guaranteeing strict adherence to all safety regulations and administrative reporting requirements within the transport sector. Performing driver duties as needed. See to it that regular fleet inspections are conducted. Liaise with all stakeholders regarding fleet issues. Assist with budget planning by optimizing transport routes for linen collection from and to user departments.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr P Madikane Tel No: (021) 933-0834
	:	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>	:	15 August 2025
<u>POST 27/315</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (WAREHOUSE)</u> Garden Route District
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 312 per annum
	:	Alan Blyth Hospital, Kannaland Sub-District
	:	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 (KPA's) of the post. Experience: Appropriate supply chain management experience. Appropriate experience in LOGIS or Stock Management System. Inherent requirements of the job: A valid (code B/EB) driver's license. Willingness to travel and work at all Public Health Institutions within the Oudtshoorn and Kannaland Sub-Districts. Competencies (knowledge/skills): Appropriate practical knowledge of warehouse functions in LOGIS. Ability to function independently, plan own work activities and work in a team environment. Ability to handle conflict and problem-solving situations. Good communication skills (verbal and written) and organisational skills. Computer literacy in Microsoft Package (MS Windows, Word and Excel). Appropriate knowledge of SCM delegations.
<u>DUTIES</u>	:	Ensure the effective running of the store/warehouse. Receive and issue inventory accurately within prescribed timeframes to end users. Ensure accurate stock control i.e. verify stock levels, do spot checks, maintain min/max levels, complete bin cards. Place orders timeously and ensure continuous stock availability (zero stock outs). Record Management and proper filing and updating electronic system. Proper resolution of queries and provide assistance when needed. Assist with the preparation of inputs for the annual financial statements (inventory). Assist with the advertisement of items on Electronic Procurement System (EPS) which are not on contract. Requesting of Buy-Out approval for certain items. Manage inventory effectively in terms of the storage and safe keeping of items.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M Flink Tel No: (028) 551-1010
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subject to a practical test. The pool of applicants will be considered for similar vacant posts within the Garden Route District for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	15 August 2025

<u>POST 27/316</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (ASSETS)</u> Garden Route District
<u>SALARY</u>	:	R228 312 per annum
<u>CENTRE</u>	:	Alan Blyth Hospital, Kannaland Sub-District
<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 (KPA's) of the post. Experience: Appropriate supply chain management experience. Appropriate experience in LOGIS. Inherent requirements of the job: A valid (code B/EB) driver's license. Willingness to travel and work at all Public Health Institutions within the Oudtshoorn and Kannaland Sub-Districts. Competencies (knowledge/skills): Ability to handle conflict and problem-solving situations. Good communication skills (verbal and written) and organisational skills. Computer literacy in Microsoft Package (MS Windows, Word and Excel). Appropriate knowledge of the Accounting Officer System, SCM delegations, PFMA, PTI and NTR. Appropriate knowledge of Western Cape Supplier Database and Centralized Supplier Database. Ability to work under pressure and meet deadlines. Ability to function independently, as well as part of a multi-disciplinary team. Appropriate knowledge of the Electronic Procurement System (EPS) and LOGIS procurement system.
<u>DUTIES</u>	:	Receive, issue and distribute assets to end-users. Constant spot check with BI-annual stocks and assist with input for the preparation for the Annual Financial Statements. Management of assets, i.e. disposal process, movements, stock taking and compliance. Perform administrative duties, audit compliance and handling of enquiries written and telephonically. Adhere to and implement Occupational and Health and Safety standards. Ensure that all transactions comply with legislative requirements and SCM prescripts. Perform procurement duties related to EPS process, evaluation and adjudication on system.
<u>ENQUIRIES</u>	:	Mr M Flink Tel No: (028) 551 1010
<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 the Garden Route District for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	15 August 2025
<u>POST 27/317</u>	:	<u>ADMINISTRATION CLERK: FINANCE (X2 POSTS)</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in a Fees-related environment. Competencies (knowledge/skills): Strong sense of confidentiality. Good interpersonal and communication skills. Computer literacy. Knowledge of Hospital Fees Memorandum 18, UPFS, HIS (Clinicom, AR Systems), Finance Instructions, PFMA and Treasury Instructions.
<u>DUTIES</u>	:	File, compile stats and perform relief duties. Liaise with patients, all categories of staff and external bodies. Perform main cashier, general fees administration and account related duties. Provide debt relief. Collect revenue on outstanding hospital accounts. Fees revenue and follow-up administration functions according to PWGC policies and procedures. Covering colleagues in areas.
<u>ENQUIRIES</u>	:	Ms Z Stewart Tel No: (021) 404 2217
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be required to attend a practical test.
<u>CLOSING DATE</u>	:	15 August 2025
<u>POST 27/318</u>	:	<u>ADMINISTRATION CLERK: ADMISSIONS</u> Garden Route District
<u>SALARY</u>	:	R228 321 per annum

<u>CENTRE REQUIREMENTS</u>	:	Uniondale Hospital
	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in patient administration / admissions at a hospital and /or Community Health Centre environment. Inherent requirements of the job: Willingness to work after hours (weekends, public holidays) and overtime at short notice. Willingness to rotate between facilities in the Sub-district. Competencies (knowledge/skills): The ability to accept accountability and responsibility and to work independently and unsupervised. Good communication skills (verbal and written). Knowledge of electronic patient administration systems Clinicom or PHCIS. Computer literacy in Microsoft (Word, Excel and Outlook). High ethical standards as incumbent will have access to confidential files.
<u>DUTIES</u>	:	Accurate patient assessments and patient admissions on Clinicom or PHCIS system. Complete patient discharge documentation and system discharges. Render an effective and efficient medical records service and folder management. Ensure timeous and accurate collection and submission of statistics. Monitoring and ordering of ward stock and inventory. Open and maintain patient folders and loan patient folders to relevant departments on the Clinicom or PHCIS system. Filling of patient folders, patient clinical notes and laboratory results and other documents on a daily basis. Record keeping, trace old folders, compile new folders and destruction of folders. Attend to patient enquiries.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr R Lewis-Peters Tel No: (044) 814-1117
	:	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 the Garden Route District for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	15 August 2025
<u>POST 27/319</u>	:	<u>PERSONNEL OFFICER (EMPLOYEE SOURCING)</u> Chief Directorate: Metro Health Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum
	:	Klipfontein/Mitchells Plain Sub-structure Office
	:	Minimum educational qualification: Senior certificate or equivalent qualification. Experience: Appropriate experience in Recruitment and Selection. Competencies (knowledge/skills): Computer literacy (MS Word and Excel). Ability to execute duties accurately and thoroughly. Knowledge of Departmental Recruitment and Selection policy. Good interpersonal and problem-solving skills.
<u>DUTIES</u>	:	Capture adverts on the S-CUBED system. Render a recruitment and selection process and perform verification and criminal record checks. Render an establishment control function and confirm post details. Perform secretarial duties before, during and after interviewing processes. Drafting of motivations, letters of appointment and contracts. Apply knowledge of human resource policies, procedures and directives with regard to the recruitment and selection process. Maintain and update database and post/s tracking sheet. Handle correspondence and enquiries. Effective support to supervisor, Community Health Centre's and Hospital/s.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr RS Jonker Tel No: (021) 370-5013
	:	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 these posts. Shortlisted candidates will be subjected to a practical and oral assessment.
<u>CLOSING DATE</u>	:	15 August 2025
<u>POST 27/320</u>	:	<u>ADMINISTRATION CLERK: HRD</u> Chief Directorate: Emergency and Clinical Support Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum
	:	Western Cape Government College of Emergency Care
	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative experience. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to travel. Ability to work after hours when required. Competencies (knowledge/skills): Computer literate

		(MS Word, Excel and PowerPoint). Ability to collate, analyse, verify, and report data. Ability to accept accountability and responsibility. Good interpersonal skills, and ability to maintain confidentiality. Excellent communication skills (written and verbal). Ability to work in a team and independently.
<u>DUTIES</u>	:	Provide office administration support to the WCG College of Emergency Care. Render administrative support for student recruitment-related duties. Provide administrative functional support to all components of the College.
<u>ENQUIRIES</u>	:	Mr E Petersen Tel No: (021) 938-4115
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	Shortlisted candidates will be expected to undergo a practical assessment.
<u>CLOSING DATE</u>	:	15 August 2025
<u>POST 27/321</u>	:	<u>ADMINISTRATION CLERK: FINANCE/FEES (REVENUE)</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) with Mathematics or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in a Fees/Revenue related environment. Competencies (knowledge/skills): Strong sense of confidentiality. Good interpersonal and communication skills. Computer literacy. Knowledge of BAS & AR, HIS, Clinicom, PFMA, Finance Instructions. Knowledge of procedures on how to handle state monies. Knowledge journal capturing/petty cash processes & refunds procedures.
<u>DUTIES</u>	:	Capture receipts and journals on BAS. Credit patient accounts on AR. Keeping state monies locked in the safe at all times. Issue petty cash and refund from petty cash when required to do so. Cashier relief including proper hand over when taking over from another cashier.
<u>ENQUIRIES</u>	:	Ms Z Qokoqa Tel No: (021) 404-2207
<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>	:	15 August 2025
<u>POST 27/322</u>	:	<u>ADMINISTRATION CLERK: HRM (PEOPLE MANAGEMENT)</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Western Cape College of Nursing, Stikland
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate People Management experience. Appropriate PERSAL and Recruitment and Selection experience. Inherent requirements of the job: Prepared to work overtime when required. Candidate must have a valid Driver's License. Competencies (knowledge/skills): Good interpersonal, decision making and problem-solving skills. Ability to work in a team as well as independently. Ability to work under pressure.
<u>DUTIES</u>	:	Perform all administrative duties pertaining to the personnel administration section e.g. appointments, service terminations, transfers, pension administration, salary administration, leave, housing, injury on duty, debt management and verification of documents. Responsible for capturing transactions on PERSAL and audit personnel- and leave records. Handle all personnel enquiries and correspondence (written and verbal) and file personnel data, policies, regulations and circulars. Maintain registers, i.e. PILIR, RWOPS, appointment and service terminations. Recruitment and selection.
<u>ENQUIRIES</u>	:	Mr DP Bending Tel No: (021) 831-5829.
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	Shortlisted candidates may be subjected to a practical and competency test as part of the interview process. No payment of any kind is required when applying for the post.
<u>CLOSING DATE</u>	:	15 August 2025

<u>POST 27/323</u>	:	<u>STAFF NURSE GRADE 1 TO 3</u> Overberg District
<u>SALARY</u>	:	Grade 1: R220 614 per annum Grade 2: R262 287 per annum Grade 3: R306 798 per annum
<u>CENTRE REQUIREMENTS</u>	:	Hermanus Hospital, Overstrand Sub-district Minimum educational qualification: Qualification that allows you registration with the South African Nursing Council (SANC) as Staff Nurse. Registration with a Professional Council: Registration with the SANC as Staff Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years of appropriate/recognizable experience in nursing after registration with SANC as a Staff Nurse. Grade 3: A minimum of 20 years of appropriate/recognizable experience in nursing after registration with SANC as Staff Nurse. Inherent requirements of the job: Willingness to work overtime. Willingness to work nightshift, shifts, weekends and public holidays Relieve and rotate in all areas. Competencies (knowledge/skills): Basic Computer literacy (MS Office). Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Ability to communicate effectively.
<u>DUTIES</u>	:	Provide basic clinical nursing care. Development and implementation of basic patient care plans. Effective utilization of resources. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms A Klaasen Tel No: (028) 312-1166 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<u>CLOSING DATE</u>	:	15 August 2025
<u>POST 27/324</u>	:	<u>ARTISAN ASSISTANT</u> Central Karoo District
<u>SALARY</u>	:	R193 359 per annum
<u>CENTRE</u>	:	Murraysburg Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: NQF 3 (Grade 10 or equivalent). Experience: Appropriate experience and sound knowledge of hospital plant, laundry equipment and machinery. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to do standby and work overtime and after hours, including weekends and public holidays. Physical ability to perform work at heights and in confined spaces. Willingness to travel and work at all Public Health Institutions within the Central Karoo District. Competencies (knowledge/skills): Ability to communicate effectively both verbal and written. Ability to handle conflict and problem-solving situations. Be conversant with the requirements of the Machinery and Occupational Health and Safety Act. Ability to plan own work activities, work independently and in a team.
<u>DUTIES</u>	:	Carry out and assist the Artisan Foreman / Production Artisan with category 1 maintenance: e.g., basic/elementary maintenance, installations, inspections, and repairs at Health Institutions to ensure compliance with the OHS Act and other relevant regulations or acts. Ensure an organised and neat workshop/office space. Attend to Job Requisitions and job cards. Assist with Administration duties and functions. Adhere to Occupational Health and Safety instructions. Support to Supervisor.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr C Makwela Tel No: (023) 414-8200 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	Candidates may be subjected to a competency test. No payment of any kind is required when applying for this post. The pool of applicants will be considered for similar vacant posts within the Central Karoo District for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	15 August 2025

<u>POST 27/325</u>	:	<u>HOUSEKEEPING SUPERVISOR</u> Graden Route District
<u>SALARY</u>	:	R193 359 per annum
<u>CENTRE</u>	:	Mossel Bay Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and Training Certificate (GETC)/ Grade 9 (Std 7). Experience: Appropriate housekeeping experience in a Health Environment. Appropriate administrative and supervisory experience in a Health Sector. Inherent requirements of the job: Valid driver's license (Code B/EB). Willingness to work overtime, on weekends and on Public Holidays. Competencies (knowledge/skills): Ability to work under pressure, perform physically demanding tasks and to handle heavy objects. Ability to achieve and maintaining good interpersonal relations with staff. Appropriate knowledge of infection control, linen and stock control. Good communicate skills (verbal and written). Computer literacy (MS Word and Excel).
<u>DUTIES</u>	:	Ensure that patients are served with an appropriate diet according to his/her condition. Ensure a high standard of cleanliness and hygiene within the hospital environment to prevent the spread of infection and safety hazards. Supervision of household aids. Stock, equipment and inventory control. Responsible for all administrative duties associated with supervision. Attend in-service training. Effective and efficient management of all linen and stock information and ensure communication regarding operational aspects.
<u>ENQUIRIES</u>	:	Ms JA Mahlangu Tel No: (044) 604-6104
<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 practical/written assessment. 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>	:	15 August 2025
<u>POST 27/326</u>	:	<u>PRINCIPAL PORTER</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R163 680 per annum
<u>CENTRE</u>	:	Mitchells Plain District Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and Training Certificate (GETC) Grade 10/ STD 8. Experience: Appropriate supervisory experience of porter staff and mortuary administration within a hospital environment. Inherent requirements of the job: A valid (Code B/EB) drivers' licence. Willingness to work night shifts, public holidays, weekends, overtime and be on standby. Able to supervise staff on site and off site (EC HUB). Competencies knowledge/skills): Must be of sober habits. Ability to work under pressure, unsupervised, and in a team context. Ability to work independently and in a team context. Innovative and problem-solving abilities. Strong leadership skills. Basic experience and knowledge of Performance Management System. Thorough knowledge of the Death Administration legislations and relevant policies, the removal of corpses protocol, handling of folders protocol, etc. Knowledge of Infection prevention & control. Knowledge of the grievance procedure, code of good practice: dismissal and disciplinary code and procedure for the public service. Computer Skills (MS Office, Excel, Word & Outlook).
<u>DUTIES</u>	:	Supervise the utilisation of personnel to ensure patient is transported to treatment centre timeously. Supervise, Organise and control duties of personnel effectively in order to deliver an optimal porter service to our client. Manage the physical resources and effectively apply relevant labour relation's principles. Effectively execute all administrative function applicable on the supervisory level and provide. effective support to ASD: Support Services. Ensure 24 Hour porter services. Ensure disciplined workforce and effective SPMS standards.
<u>ENQUIRIES</u>	:	Mr. M Pedro Tel No: (021) 377 4327
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	Candidates may be subjected to a competency test. No payments of any kind are required when applying for this post. As directed by the Department of Public Service and Administration, applicants must note that further checks will

		be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification, verification, criminal records and previous employment.
<u>CLOSING DATE</u>	:	15 August 2025
<u>POST 27/327</u>	:	<u>LINEN STORES ASSISTANT (LINEN BANK)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Karl Bremer Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic numeracy and literacy. Experience: Appropriate experience in linen bank in a hospital environment. Inherent requirements of the job: Prepared to work weekends and public holidays. Ability to work shifts and to work overtime when operationally required. The ability to lift heavy objects and stand for long hours. Competencies (knowledge/skills): Ability to sort and count linen and to sluice the linen. Ability to operate equipment and machinery.
<u>DUTIES</u>	:	Provide effective, efficient, safe hygiene and cleaning practices. Provide a supporting service to the supervisor. Daily collection of dirty linen from departments for the linen bank and return of clean linen from the linen bank to the wards/departments. Daily sorting, counting and sluice of dirty linen prior to transfer of linen to laundry. Perform basic routine tasks in the linen bank under supervision. Perform hard physical tasks, for example, pushing heavy linen trolleys to and from the linen bank and wards/departments.
<u>ENQUIRIES</u>	:	Mr. Du Toit Tel No: (021) 918-1230
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. Shortlisted candidates will be subjected to a practical test. The pool of applicants will be considered for other vacant Linen Stores Assistant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	15 August 2025
<u>POST 27/328</u>	:	<u>DRIVER (LIGHT DUTY VEHICLE)</u> Chief Directorate: Mtero Health Services
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Michell's Plain District Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic reading and writing skills. Experience: Appropriate driving experience in transporting passengers and goods. Inherent requirements of the job: Must be in possession of a valid Code B/EB (Code 8) driver's license. Must be in possession of a Valid PDP. Must be of Sober habits. Responsible for vehicles and maintenance. Must be willing to work irregular hours and overtime. Must be willing to be on standby. Competencies (knowledge/skills): Knowledge of transport regulations. Knowledge of fleet maintenance. Must be able to work independently.
<u>DUTIES</u>	:	Effectively rendering an efficient transport service by scheduling and transport routes to ensure responsible driving. Effective control of Loading and transporting of goods and staff compliment. Effectively maintaining GG Vehicles stationed at Hospital eg. Timely reporting of minor and major defects. Effectively examining vehicles before undertaking trips eg. Inspection of vehicles. Responsible for the prescribed records and logs with regards to the vehicles and goods handled. Assist the Transport Officer to maintain the transport fleet in a clean and roadworthy condition. Prepare reports for the supervisor if and when needed. Compliance with the Occupational Health and Safety Act.
<u>ENQUIRIES</u>	:	Mr. M Pedro Tel No: (021) 377-4327
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	Candidates may be subjected to a competency test. No payments of any kind are required when applying for this post. As directed by the Department of Public Service and Administration, applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification, verification, criminal records and previous employment.
<u>CLOSING DATE</u>	:	15 August 2025

<u>POST 27/329</u>	:	<u>HOUSEHOLD AID (THEATRE)</u> Garden Route District
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Knysna Hospital
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic numeracy and literacy. Experience: Appropriate household/cleaning experience in a health facility environment. Inherent requirements of the job: Willingness to work weekends, overtime, public holidays and night duty. Willingness to relief in other departments when necessary. Competencies (knowledge/skills): Appropriate knowledge of the correct methods of handling and disposal of refuse/waste products and adherence to policy and cleaning practices. Good communication skills. Appropriate knowledge of stock, assets, linen and equipment control. The ability to do physical tasks and operate heavy duty cleaning and household equipment.
<u>DUTIES</u>	:	Deliver an effective cleaning service such as dusting, washing, scrubbing, polishing, washing and refuse removal. Adhere to safety measures and ensure adherence to Occupational Health and Safety policies and Infection Prevention Control measures. Render assistance to the supervisor with general housekeeping duties such as control of cleaning and household equipment, care and control of linen and serving of meals to patients. Support to housekeeping supervisor and adhere to policies and cleaning practices.
<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 will be subjected to a practical/written assessment. The pool of applicants will be considered for similar vacant posts within the Garden Route District for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	15 August 2025
<u>POST 27/330</u>	:	<u>PHARMACIST GRADE 1 TO 3 (SESSIONS) (20 SESSIONS PER WEEK)</u> Garden Route District (Contract until 31 March 2026)
<u>SALARY</u>	:	Grade 1: R409 per hour Grade 2: R442 per hour Grade 3: R482 per hour
<u>CENTRE</u>	:	Knysna CDC, Knysna/Bitou Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: A qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a Professional Council: Registration with the SAPC as a Pharmacist. Experience: Grade 1: None after registration as a pharmacist with the SAPC in respect of SA qualified employees. 1-year relevant experience after registration as pharmacist with a recognised foreign Health Professional council in respect of foreign qualified employees, of whom it is not required to perform Community service as required in South Africa. Grade 2: A minimum of 5 years appropriate experience after registration as a pharmacist with the SAPC in respect of SA qualified employees. 6-years relevant experience after registration as pharmacist with a recognised foreign Health Professional council in respect of foreign qualified employees, of whom it is not required to perform Community service as required in South Africa. Grade 3: A minimum of 13 years appropriate experience after registration as a pharmacist with the SAPC in respect of SA qualified employees. 14-years relevant experience after registration as pharmacist with a recognised foreign Health Professional council in respect of foreign qualified employees, of whom it is not required to perform Community service as required in South Africa. Inherent requirements of the job: A valid (code B/EB) driver's license. Ability to work with and within a diverse multi-disciplinary team. Competencies (knowledge/skills): Appropriate knowledge of National and Provincial Health Policies and Pharmaceutical acts and laws. Ability to work accurately under pressure and maintain a high standard of professionalism. Sound Management and conflict handling skills. Computer literacy including Pharmacy Dispensing and Stock Systems, Microsoft Excel, Microsoft Word, Microsoft PowerPoint (To be specified in application/CV). Good communication skills (written and verbal).

<u>DUTIES</u>	:	Maintaining a value driven culture in line with national and provincial treatment guidelines and the Western Cape Code List of approved medicines. Effective monitoring of pharmaceutical expenditure, implementation, and evaluation of budgetary control measures. Ensure accessibility to medication and pharmaceutical care for patients. Maintain and improve the quality of patient care as a member of the multi-disciplinary team within the primary health care setting, which includes but is not limited to Antimicrobial Stewardship and rational medicine use prescription reviews. Effective Dispensing, compounding, and mixing of pharmaceuticals in line with statutory requirements. Ordering and maintaining stock levels. Assist supervisor with placing of orders from depot and ensuring stock levels is maintained. Ensure sufficient stock without overstocking to prevent the expiration of medicine. Record keeping for statistical feedback. Ensure that all operations adhere to pharmacy act.
<u>ENQUIRIES</u>	:	Ms GA Turner 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 may be requested to perform 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 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 relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Garden Route District for a period of 3 months from date of advert. Possible extension of current contract.
<u>CLOSING DATE</u>	:	15 August 2025

DEPARTMENT OF INFRASTRUCTURE

<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>CLOSING DATE</u>	:	18 August 2025
<u>NOTE</u>	:	Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to complete a practical assessment and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

<u>POST 27/331</u>	:	<u>QUANTITY SURVEYOR (PRODUCTION LEVEL): HEALTH INFRASTRUCTURE REF NO: DOI 06/2025 R1</u>
<u>SALARY</u>	:	Grade A: R761 157 - R816 852 per annum Grade B: R866 304 - R924 198 per annum Grade C: R976 029 - R1 144 008 per annum (Salary will be determined based on post registration experience as per the OSD prescript).
<u>CENTRE REQUIREMENTS</u>	:	Department of Infrastructure, Western Cape Government An appropriate Degree in Quantity Surveying or relevant qualification; A minimum of 3 years post qualification Quantity Surveying experience; Compulsory registration with the South African Council of Quantity Survey Professionals (SACQSP) as a Professional Quantity Surveyor; A valid code B driving license. Competencies: Knowledge of the following: Programme and project management; Quantity Survey principles and methodologies; Research and development; Computer-aided engineering applications; Legal

		compliance; Technical report writing, technical consulting; creating high performance culture; Networking; Professional judgement. Skills in the following: Decision making; Team leadership; Analytical; Creativity; Self-management; Financial management; Customer focus and responsiveness; Written and verbal communication; Proven computer literacy; Planning and organising; Conflict management; Problem solving and analysis; People management; Change management; Innovation.
<u>DUTIES</u>	:	Perform quantity surveying activities on buildings, structures or facilities; Co-ordinate professional teams on all aspects regarding quantity surveying; Ensure adherence to quantity determination standards; Provide quantity surveying advice and technical support in the evaluation of costs; Ensure the adoption of technical and quality strategies; Develop quantity surveying related policies, methods and practices; Provide solutions on non-compliance on quantity determination; Review the cost determinations of projects and estimates accomplished by building designers and/or sub-professional personnel; Ensure adherence to the requirements of professional registration; Human capital development; Mentor, train and develop candidate quantity surveyors and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound quantity surveying principles and code of practice; Supervise quantity surveying work and processes; Administer performance management and development; Office administration and budget planning; Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedure for procurement, SCM and personnel human resource administration; Monitor and control expenditure; Report on expenditure and service delivery; Research and development; Continuous professional development according to council guidelines; Research/literature studies on quantity survey to improve expertise; Liaise with relevant bodies/councils on quantity survey-related matters.
<u>ENQUIRIES</u>	:	Mr E du Plooy at email: Etienne.duPlooy@westerncape.gov.za
<u>POST 27/332</u>	:	<u>QUANTITY SURVEYOR (PRODUCTION LEVEL): EDUCATION INFRASTRUCTURE REF NO: DOI 56/2025 R1</u>
<u>SALARY</u>	:	Grade A: R761 157 - R816 852 per annum Grade B: R866 304 - R924 198 per annum Grade C: R976 029 - R1 144 008 per annum (Salary will be determined based on post registration experience as per the OSD prescript).
<u>CENTRE REQUIREMENTS</u>	:	Department of Infrastructure, Western Cape Government An appropriate Degree in Quantity Surveying or relevant qualification; A minimum of 3 years post qualification Quantity Surveying experience; Compulsory registration with the South African Council of Quantity Survey Professionals (SACQSP) as a Professional Quantity Surveyor; A valid code B (or higher) driving license. Competencies: Knowledge of the following: Technical: Programme and project management; Quantity Survey principles and methodologies; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing, technical consulting; creating high performance culture; Networking; Professional judgement. Generic: Decision making; Team leadership; Analytical; Creativity; Self-management; Financial management; Customer focus and responsiveness; Written and verbal communication; Proven computer literacy; Planning and organising; Conflict management; Problem solving and analysis; People management; Change management; Innovation.
<u>DUTIES</u>	:	Perform quantity surveying activities on buildings, structures or facilities; Co-ordinate professional teams on all aspects regarding quantity surveying; Ensure adherence to quantity determination standards; Provide quantity surveying advice and technical support in the evaluation of costs; Ensure the adoption of technical and quality strategies; Develop quantity surveying related policies, methods and practices; Provide solutions on non-compliance on quantity determination; Review the cost determinations of projects and estimates accomplished by building designers and/or sub-professional personnel; Ensure adherence to the requirements of professional registration; Human capital development; Mentor, train and develop candidate quantity surveyors and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound quantity surveying principles and code of practice; Supervise quantity surveying work and processes;

		Administer performance management and development; Office administration and budget planning; Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedure for procurement, SCM and personnel human resource administration; Monitor and control expenditure; Report on expenditure and service delivery; Research and development; Continuous professional development according to council guidelines; Research/literature studies on quantity survey to improve expertise; Liaise with relevant bodies/councils on quantity survey-related matters.
<u>ENQUIRIES</u>	:	Ms T Potgieter Tel No: (021) 483 4881
<u>POST 27/333</u>	:	<u>MECHANICAL ENGINEERING TECHNICIAN (PRODUCTION LEVEL): ENGINEERING SERVICES (HEALTH INFRASTRUCTURE), REF NO: DOI 21/2025 R1</u>
<u>SALARY</u>	:	Grade A: R391 671 - Grade C: R586 665 per annum, (Salary will be determined based on post registration experience as per OSD prescribed).
<u>CENTRE REQUIREMENTS</u>	:	Department of Infrastructure, Western Cape Government
	:	An appropriate 3-year National Diploma in Engineering Mechanical or relevant qualification; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician; A minimum of 3 years relevant post qualification technical (Engineering) experience; A valid code B driving licence. Competencies: Knowledge of the following: Technical: Project Management knowledge and experience: Technical design and analysis knowledge; Research and development; Computer-aided engineering; AutoCAD drawing; Knowledge of legal compliance; Technical report writing; Technical consulting; Generic: Problem solving and analysis; Decision making; Team work; Creativity; Customer focus and responsiveness; Communication; Computer skills; People Management; Planning and Organising; Change Management; Good analytical, interpersonal and organisational skills; Good verbal and written communication skills; Computer literacy (MS Project, Word, Excel, and PowerPoint).
<u>DUTIES</u>	:	Render technical services; Assist Engineers, Technologists and associates in field, workshop, and technical office activities; Promote safety in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and review and or produce technical designs with specifications and submit for evaluation and approval by the relevant authority; Perform administrative and related functions; Provide input into the budgeting process as required; Compile and submit reports as required; Provide and consolidate inputs to the technical/engineering operational plan; Develop, implement and maintain databases and supervise and control technical and related personnel and assets; Research and development; Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise and liaise with relevant bodies/councils on engineering related matters.
<u>ENQUIRIES</u>	:	Mr E du Plooy at Etienne.duPlooy@westerncape.gov.za
<u>POST 27/334</u>	:	<u>PROFESSIONAL ENGINEER (PRODUCTION LEVEL): CONSTRUCTION AND MAINTENANCE CONTRACTS (REGION 2) REF NO: DOI 107/2024 R1</u>
<u>SALARY</u>	:	Grade A: R879 342 - R938 061 per annum Grade B: R990 669 - R1 067 235 per annum Grade C: R1 127 100 - R1 323 267 per annum (Salary will be determined based on post registration experience as per OSD prescript)
<u>CENTRE REQUIREMENTS</u>	:	Department of Infrastructure, Western Cape Government
	:	Engineering Degree (B Eng/ BSC (Eng)) or relevant qualification; A minimum of 3 years post-qualification engineering experience required; Compulsory registration with ECSA as a Professional Engineer; A valid code B driving licence. Competencies: Working knowledge of the following: Road infrastructure maintenance and construction; Engineering design and analysis knowledge; Proven computer literacy (MS Office) as well as computer aided engineering applications; Programme and Project Management; Contract administration; Tender conditions and evaluation; Conditions of contract (GCC 2015); Standard Specifications (Colto); Compilation of contract documentation; Contract law and Contract adjudication; Willingness to travel away from

headquarters on a regular basis. Skills needed: Technical report writing, Sound engineering and professional judgement; Problem solving and analysis; Decision making, Teamwork, Creativity; Communication (written and verbal) and People Management.

DUTIES

: Provide technical input into tender and contract documentation and ensure through evaluation that specifications are based on sound engineering principles and according to norms and standards and code of practice; Develop cost effective construction solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures; Input into the development of tender specifications; Approval of engineering works according to prescribed norms and standards; Ensure training and development of candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Administer performance management and development; Manage resources; Ensure adherence to regulations and procedures for procurement and contract administration; Monitor, control and report on expenditure and service delivery; Continuous professional development to keep up with new technologies and procedures; Liaise with other Directorates, regional offices and local authorities regarding contracts; Human capital development including training of technical staff; Office administration and budget planning; Provide inputs for standardisation of plans and project procedure manual; Monitor, control and report on expenditure and service delivery; Input towards improvement of standard documentation and administrative procedures; Provide assistance to contractors and consultants to ensure adherence to regulations, procedures and standards; Liaise with relevant bodies/councils on engineering matters; Keep abreast of new technological changes.

ENQUIRIES

: Ms L Buys Tel No: (021) 483 6413

POST 27/335

: **STATE ACCOUNTANT: ASSURANCE SERVICES (INSPECTORATE) REF NO: DOI 101/2025**

**SALARY
CENTRE
REQUIREMENTS**

: R397 116 - R467 790 per annum (Level 08)
: Department of Infrastructure, Western Cape Government
: An appropriate 3-year National Diploma (equivalent or higher qualification); A minimum of 1-year relevant experience. A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Extensive knowledge of the following: National, Provincial and Departmental policies, prescripts and practices; Programme/project management, research and planning procedures; Public Service reporting procedures; Financial Management; Line functions and Departmental structure. Skills in the following: Computer Literacy; Strong conceptual and formulation; Excellent communication; Strategic thinking; Conflict resolution; Analytical thinking; Team-building and strong inter-personal; Conceptual and formulation; Problem solving; Report writing and presentation.

DUTIES

: Compile/provide input to assurance services standard operating procedure and operational plan; Perform further investigations on provincial forensic services referrals and/or special requests for investigations; Post auditing of expenditure vouchers/claims and financial inspections; Perform inspections at municipalities; Maintain internal control processes.

ENQUIRIES

: Mrs G Hartley Tel No: (021) 483 0498

DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS

: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**CLOSING DATE
NOTE**

: 18 August 2025
: Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries

person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

<u>POST 27/336</u>	:	<u>SUPPLY CHAIN MANAGEMENT PRACTITIONER: POLICY AND IMPLEMENTATION REF NO: DSD 86/2024 R1</u>
<u>SALARY</u>	:	R397 116 - R467 790 per annum (Level 08)
<u>CENTRE</u>	:	Department of Social Development Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years experience in a supply chain management environment. Competencies: Knowledge of the following: Policy Development; Financial norms and standards (Public Finance Management Act – PFMA, National Treasury regulations – NTR's, Provincial Treasury Directives/Instructions – PTI's); Budgeting processes; National and Provincial instruments and legislation pertaining to human resources; Financial norms and standards (Public Finance Management Act – PFMA, National Treasury regulations – NTR's, Provincial Treasury Directives/Instructions – PTI's); Financial management processes; Strategic Sourcing and Preferential Procurement / BEE; Procurement activities; Industry trends and best practices per commodity groups; Procurement best practices including sourcing strategies and the different mechanisms for procurement; Procurement policies/procedures/contract management; Records management, inclusive of registry services, and policy and procedures governing these functions; General support service such as transport management and policy and procedures governing these functions. Skills needed: Analytical and strategic thinking; Budgeting; Written and verbal communication; Numeracy; Computer literacy; Conflict resolution; Monitoring, evaluation and reporting; Presentation; Problem solving; Research. Ability to analyse, conceptualise and implement policy.
<u>DUTIES</u>	:	Develop and review departmental policies; Build capacity among internal and external stakeholders; Develop, implement and maintain control framework for supply chain; Develop standard operating procedures; Review and align delegations; Identify needs for policies, guidelines, norms and standards in respect of all SCM practices and provide advice in the development thereof; Give inputs in the development of provincial policy positions; Conduct policy evaluation; Develop and implement strategies to communicate SCM policy matters.
<u>ENQUIRIES</u>	:	Mr C Jansche van Rensburg Tel No: (021) 483 4283