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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 34 OF 2025

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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.

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)**

<u>APPLICATIONS</u>	:	Applications should be submitted strictly online at https://jobs.gauteng.gov.za and it should be accompanied by a new Z83 and a comprehensive Curriculum Vitae (CV) only.
<u>CLOSING DATE</u>	:	10 October 2025
<u>NOTE</u>	:	Requirement of applications: No late applications will be considered. No faxed or emailed applications will be accepted. The Gauteng Department of Human Settlements promotes equal opportunity and aims to implement affirmative action measures to address the disadvantages in employment. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the department's equity plan. Candidates whose appointment will promote representativity in terms of race, disability, youth & gender will receive preference. Whites, Indians, Coloureds and Persons with disabilities are encouraged to apply. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Certified copies of qualifications, Identity and valid driver's license (where driving/travelling is an inherent requirement of the job) will be limited to shortlisted candidates only. Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. For all SMS positions, the successful completion of the Public Service Senior Management Leadership Programme as endorsed by the National School of Government and possession of the SMS Pre-Entry Certificate is required prior to appointment. For more details on the pre-entry course visit: https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/ . Following the interview and exercise, the selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic management and development for SMS posts. The Department reserves the right not to make appointment(s) to the advertised post(s).

MANAGEMENT ECHELON

<u>POST 34/68</u>	:	<u>CHIEF DIRECTOR - INFORMAL SETTLEMENT UPGRADING AND RAPID LAND RELEASE REF NO: REFS/023323</u>
<u>SALARY</u>	:	R1 494 900 per annum, (all – inclusive package)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A Matric plus an appropriate Bachelor's degree (NQF level 7) in Town and Regional Planning and/ or Built Environment. Possession of NQF level 8 qualification will be an added advantage. Registration with technical councils of SA. A minimum of 5 years' experience within Senior Management Level in Infrastructure Project Management. Possession of a Pre-Entry Certificate for SMS. Possession of a valid driver's license. The candidate should have knowledge of all the Public Service prescripts applicable to the role as well as the Department's mandate. Knowledge of performance management frameworks applicable in the Public Service and proven strategies in performance improvement. Competencies: Strategic capability and Leadership, People Management and empowerment, Programme and Project Management, Financial Management and Change Management. Problem solving and analysis, Client orientation and customer focus, Service Delivery Innovation, Honesty and Integrity. Personal Attributes: Good written and verbal communication. Self-motivated. Work well under pressure. Good Interpersonal skills. Supportive and knowing how to draw the best energy out of the team. Reliable and Responsible. Positive attitude.
<u>DUTIES</u>	:	Provide strategic direction on the development and monitor compliance of the Upgrading Informal Settlements policies, processes, and procedures. Provide strategic guidance in administration of Provincial Rapid Land Release and Informal Settlement Upgrading strategy/ programmes. Manage the establishment and maintain stakeholder Relations. Manage and monitor the implementation of the Rapid Land Release Programme. Management of the business unit.

<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Alinah Mogaswa at 072 313 8052
	:	Please apply online at https://jobs.gauteng.gov.za/
<u>POST 34/69</u>	:	<u>CHIEF DIRECTOR: SUSTAINABLE PLANNING REF NO: REFS/023326</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 494 900 per annum, (all – inclusive package)
	:	Johannesburg
	:	A Matric plus an undergraduate qualification (NQF level 7) as recognized by SAQA in Town and Regional Planning. A minimum of 5 years' experience at Senior management level within Infrastructure Delivery Planning and Regional Planning environment. Registration with SACPLAN will be an added advantage. Possession of a Pre-Entry Certificate for SMS. Possession of a valid driver's license. The candidate should have knowledge of all the Public Service prescripts applicable to the role as well as the Department's mandate. Knowledge of performance management frameworks applicable in the Public Service and proven strategies in performance improvement. competencies: Strategic capability and Leadership, People Management and empowerment, Programme and Project Management, Financial Management and Change Management. Problem solving and analysis, Client orientation and customer focus, Service Delivery Innovation, Honesty and Integrity. personal attributes: Good written and verbal communication. Self-motivated. Work well under pressure. Good Interpersonal skills. Supportive and knowing how to draw the best energy out of the team. Reliable and Responsible. Positive attitude.
<u>DUTIES</u>	:	Provide strategic on the identification, initiation and conducting of research that informs the planning and implementation of Human Settlements programmes in the province. Oversee the management of planning and design processes of sustainable human settlements. Ensure the provision of Geographical Information System (GIS) support to all projects and programmes in the departments. Provide strategic guidance in managing and optimising the department community empowerment, public participation, service delivery and community outreach programmes Management of the business unit.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Alinah Mogaswa at 072 313 8052
	:	Please apply online at https://jobs.gauteng.gov.za
<u>POST 34/70</u>	:	<u>DIRECTOR: BENEFICIARY RELATIONS MANAGEMENT REF NO: REFS/023324</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 266 714 per annum, (all-inclusive package)
	:	Johannesburg
	:	A Matric plus an undergraduate qualification (NQF level 7) as recognized by SAQA in Public Administration/Public Management. A minimum of 5 years' relevant experience in Beneficiary Management at Middle/Senior Management level. Possession of a Pre-Entry Certificate for SMS. Possession of a valid driver's license. The candidate should have knowledge of In-depth knowledge of the National Housing Code and Housing Policy; Knowledge HSS Portal; Knowledge of Programme and Project management. Competencies & Skills: Budgeting Skills; Financial Management. Strategic Capacity and Leadership. Programme and Project Management. Change Management. Personal Attributes: Good written and verbal communication skills. Self-motivated. Work well under pressure. Good Interpersonal skills. Reliable and Responsible. Positive attitude.
<u>DUTIES</u>	:	Manage and coordinate the implementation of the National Housing Needs Register (NHNR) by ensuring effective and efficient customer registration of all housing needs applicants. Provide guidance and advice to municipalities and project managers on the beneficiary list as derived from Housing Policy and Housing Subsidy System (HSS). Manage and monitor the implementation of Beneficiary and Subsidy administration. Manage and oversee the allocation of completed and quality assured houses. Ensures that the allocation policy of houses is adhered to. Management of business-unit.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Alinah Mogaswa at 072 313 8052
	:	Please apply online at https://jobs.gauteng.gov.za
<u>POST 34/71</u>	:	<u>DIRECTOR: TECHNICAL SUPPORT REF NO: REFS/023325</u>
<u>SALARY CENTRE</u>	:	R1 266 714 per annum, (all-inclusive package)
	:	Johannesburg

<u>REQUIREMENTS</u>	:	A Matric certificate plus a bachelor's degree in civil engineering / architecture /Quantity Surveyor / at NQF Level 7 as recognized by SAQA. A minimum of 5 years at Middle/Senior Management experience in infrastructure technical support services in the built environment and or housing delivery in architecture/civil engineering/quantity surveying/. Possession of a Pre-Entry Certificate for SMS. Possession of a valid driver's license. The candidate should have in-depth knowledge of National Building Standards Act of 1977 and Regulations; PFMA/DoRA/Treasury Regulations, Practice Notes, Instructions, Circulars; Construction Industry Development Board Act of 2000 and Regulations; Project and Construction Management Act of 2000. Quantity Surveyors Profession Act of 2000. Registration with one of the professional bodies above. Competencies & Skills: Technical design & analysis of built environment drawings. Competency in Green Building Standards and innovation in the built environment will be an added advantage. Financial Management. Strategic and Leadership management. Change Management. Conflict Management. Good written and verbal communication skills. Self-motivated. Work well under pressure. Good Interpersonal skills. Reliable and Responsible. Positive attitude ability to communicate at all levels of management and manage multiple teams.
<u>DUTIES</u>	:	Manage the development and review of the Department norms and standards and ensure adherence to the NHBRC Home Building manual. Develop, review and monitor the implementation of built environment innovations and best practices. Manage and improve efficiency of the project quality assurance inspectorate work engineering and architectural, technical support services in adherence to standard operating. Oversee the management of the process of final inspections on houses built to ensure compliance to building regulations, norms and standards and including standard operating procedures before payment to of contractors. Managing the process of quality inspections against designs, norms and standards building regulations. Manage the provision of the technical support services to the Department. Manage the development and implementation of alternative energy and monitor the implementation of Energy Efficiency initiatives and identify suitable Renewable Energy initiatives for subsidized housing in the province. Management of the business units. Maintenance of discipline. Management of performance and development.
<u>ENQUIRIES</u>	:	Ms. Alinah Mogaswa at 072 313 8052
<u>APPLICATIONS</u>	:	Please apply online at https://jobs.gauteng.gov.za
<u>POST 34/72</u>	:	<u>DIRECTOR - DEVELOPMENT PLANNING REF NO: REFS/023327</u>
<u>SALARY</u>	:	R1 266 714 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Matric plus an undergraduate qualification (NQF level 7) in Town and Regional Planning and/ or Built Environment. The incumbent should have at least a minimum of 5 years relevant experience in Infrastructure Project Management at Middle/Senior management level. Registration with SACPLAN will be added as an advantage. Possession of a Pre-Entry Certificate for SMS. Possession of a valid driver's license. Skills & Competencies: The incumbent should possess knowledge of Construction Industry Development Board Act of 2000 and Regulations. Council for Built Environment Act of 2000. PFMA/DoRA/Treasury Regulations, Practice Notes, Instructions, Circulars. Provincial/Departmental Supply Chain Management Policies. Provincial/Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and Regulations. Gauteng IDMS Framework. Quantity Surveyors Profession Act of 2000. Property Valuers Profession Act of 2000. Public Service Act of 1994 and Regulations of 2001. Good communications skills. Client Orientation and customer focus. People management & empowerment. Financial Management. Service Delivery Innovation. Change Management.
<u>DUTIES</u>	:	Lead and manage the application town and regional planning principles in land development. Manage the provision of Geographical Information System (GIS) and conduct environmental impact assessment. Manage and facilitate rapid land release programme. Administer and coordinate wide provincial informal settlements upgrade strategy. Management of the business unit.
<u>ENQUIRIES</u>	:	Ms. Alinah Mogaswa at 072 313 8052
<u>APPLICATIONS</u>	:	Please apply online at https://jobs.gauteng.gov.za

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

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

- APPLICATIONS** : KwaZulu-Natal Provincial Treasury, P O Box 3613, Pietermaritzburg, 3200 or 145 Chief Albert Luthuli Road, Pietermaritzburg, 3200. Applications can also be submitted via the e-services system, please assess this site (eservices.gov.za).
- FOR ATTENTION** : Ms. N Cele
- CLOSING DATE** : 10 October 2025
- NOTE** : The new Z83 form must be used effective 1st January 2021 and can be downloaded at www.dpsa.gov.za-vacancies. As per the DPSA directive applicants must fill in all sections of the z83, no incomplete Z83 forms will be accepted. The Z83 must be accompanied by a comprehensive Curriculum Vitae. Only Provisionally shortlisted applicants will be contacted and requested to submit their supporting documents. The Department will also conduct reference checks with HR of current /previous employer(s) beside the references provided on CV. Candidates will be subjected security screening and a technical assessment. Under no circumstances will be faxed, emailed and late applications be accepted. The Department discourages applications that are registered and will not be held responsible for applications sent via registered mail which are not collected from the post office. It is the responsibility of the applicant to ensure that the application reaches the Department timeously. Should you not hear from the Department within 3 months of the closing date, please regard your application as unsuccessful. Regrettably, due to excessive budget cuts, the department is not in a position to meet any travel and subsistence costs relating to recruitment processes, or relocation and resettlement costs for successful candidates. Preferences: African Males, African Females and people with disabilities who meet the requirements.

OTHER POST

- POST 34/73** : **MUNICIPAL BUDGET MANAGEMENT ANALYST REF NO: KZNPT 25/38**
- SALARY** : R896 436 per annum, (a remuneration package)
- CENTRE** : KZN Provincial Treasury, Pietermaritzburg
- REQUIREMENTS** : A - 3-year NQF Level 7 Qualification in Financial Management/ Financial Accounting/ Management Accounting. Working knowledge of the various government financial systems. Working knowledge of word processing, spreadsheet, and presentation software packages. A minimum of 3 years' experience in Public Finance/ Treasury / External Auditing or related field. A valid driver's license. People with disabilities without valid Driver's license will be assisted by the department to meet work related travel obligations. Skills, Knowledge, And Competencies: Working knowledge of: Public Sector, particularly Local government sphere Knowledge of: Public Sector Financial Management systems and relevant legislations/ statutes including: the constitution (as amended), Municipal Finance Management Act (MFMA), Public Finance Management Act (PFMA) and Treasury regulations, Municipal Systems Act (and amendments), Municipal Structures Act, Municipal Property Rates Act, Public Finance Service Regulatory Framework (PSRF), SCM Regulations, PFMA Regulations i.r.o Supply Chain Management, Provincial Procurement Act and Regulations, Provincial Internal Audit Act, PGDS (Provincial Growth and Development Strategy) National Treasury Guideline Documents & Circulars In Year monitoring and National Treasury Returns Performance measurements Asset Management and Asset Transfer Regulations Generally Recognised Accounting Practice (GRAP) and any other applicable accounting standard used by local government. Computer skills: Proficiency in Spreadsheets (MS Excel), Word processing (MS Word), PowerPoint and Use of internet, intranet, e-mail etc. Verbal communication and presentation skills Good interpersonal relations Research and analysis Report writing and general writing skills Problem-solving Monitoring and forecasting Basic project management Budgeting and budgeting systems Performance budgeting and strategic planning Change management Statistical and

quantitative analysis Financial Management Time Management (Ability to work under pressure and meet tight deadlines) Source, extract, isolate and interpret information on the state of municipal finances.

DUTIES

: Provide technical support to delegated municipalities on the preparation of (multi- year) budgets, the monthly outcomes of those budgets, the submission of reports by municipalities in the province as required in terms of the MFMA and the facilitation of financial management capacity building training programmes. Prepare monthly, quarterly, biannual, annual consolidated reports and "Ad hoc" reports in the prescribed format on the state of delegated municipalities' budgets and financial performance. Monitor monthly compliance by delegated municipalities with respect to the MFMA, DoRA and other applicable legislations and regulations and submit compliance reports to the Municipal Finance Co-ordinator. Research, analyse, share updates, and provide support to designated municipalities on MFMA reforms. Advise and prepare report for the Municipal Finance Co-ordinator on various approvals/ extensions requested by designated municipalities in terms of the legislations, as well as measures to be taken in the case of non-compliance. Provide ad hoc support activities and assist on Treasury related projects.

ENQUIRIES

: Ms. R. A. Bhagwandeel Tel No: (033) 897 4450

PROVINCIAL ADMINISTRATION: LIMPOPO

DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENT AND TOURISM

The Department of Economic Development, Environment and Tourism is an equal opportunity, affirmative action employer. The intention is to promote representatively in the Public Service through the filling of these posts and with persons whose appointment will promote representatively (specifically Persons with Disabilities and Women), will receive preference. An indication by candidates in this regard will facilitate the processing of applications. The candidates from the represented groups will be considered, should there be no suitable candidates from the unrepresented groups who can be recruited. People with disabilities are encouraged to apply.

APPLICATIONS

: Applicants should apply through the following website <https://erecruitment.limpopo.gov.za>. Applications can also be hand delivered to: Evridiki Towers, Registry Office No. B1-73, 19 Biccard Street, Polokwane, 0700 OR posted to Head of Department: Department of Economic Development, Environment and Tourism, Private Bag X9484, Polokwane, 0700.
E-mailed or Hand delivered or posted applications (hard copies): E-mail address to use is erecruitment@ledet.gov.za (Put post reference number in subject line).

CLOSING DATE
NOTE

: 06 October 2025 @ 16h30
: All costs associated with an application will be borne by the applicant. Applications on e-Recruitment system: Applicants should apply through the following website: <https://erecruitment.limpopo.gov.za> The application on e-Recruitment system must be accompanied by a recent comprehensive CV. The applicant's failure to attach a recent comprehensive CV will result in the application not being considered/disqualified. Applicants using the e-Recruitment System must ensure that all fields are completed correctly as similarly prescribed in the Z83 application form as specified by the Directive on Human Resource Management and Development for Public Service Professionalisation Volume 1, paragraph 1.30. The applicant confirms and come to an agreement that all the information presented in his/her electronic application is true, correct and legally binding as soon as he/she submit the application. The confirmation of the application is deemed to be the signature of the Z83. Hand delivered or posted applications (hard copies): Applicants who choose to apply using the hand delivery method (hard copies), must submit their applications on the new Z83 forms as issued by the Minister for Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016,), obtainable from any Public Service Department or downloaded from www.dpsa.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents but must submit the fully completed new Z83 and a recent comprehensive Curriculum Vitae. The applicant's failure to fully complete the Z83 and also attach a recent comprehensive CV will result in the application not being considered / disqualified. The new Z83 application form can be obtained from all Government Departments or can be downloaded from www.dpsa.gov.za. The new Z83 form must be fully completed, signed and initialled by the applicant. Please use your signature or valid e-signature and not your name written in block/typed print. A Z83 not signed will be deemed a regret. The comprehensive completion of the Z83 form by the applicant must assist the selection committee toward the suitability assessment of the candidate, based on the information provided on the form. The following must be considered in relation to the completion of the Z83 by applicants: Part A: All fields must be completed in full. Part B: All fields must be completed in full except when: Passport number: South African applicants need not provide passport numbers. An applicant has responded "no" to the question "Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? If yes, (provide the details)", then it is acceptable for an applicant to indicate not applicable or leave blank to the question, "In the event that you are employed in the Public Service, will you immediately relinquish such business interests?" "If your professional or occupation requires official registration, provide date and particulars of registration." – Some applicants may not be in possession of such therefore it is acceptable if left blank or if not applicable is indicated. Part C: All fields must be completed. Part D: All fields must be completed. Part E, F & G: Noting that there is limited space provided applicants often indicate 'refer to Curriculum

Vitae (CV) or see attached', this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered. Declaration must be completed and signed (Please use your signature or valid e-signature and not your name written in block/typed print. A Z83 not signed will be deemed a regret). A specific reference number for the post applied for must be quoted in the space provided on the new Z83 form. The Department will request the shortlisted candidate to submit the certified copies of qualifications and other relevant documents to Human Resources Management and Development on / or before the date of the interview. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualification Authority (SAQA) and therefore must submit the copies of certificates and evidence of evaluation by SAQA for foreign qualification if they are invited to attend interviews. All shortlisted candidates will be subjected to a practical test, integrity assessment, personal suitability checks in line with Regulation 57(1)(c), the logistics of which will be communicated by the Department. The candidates shortlisted for posts on salary level 9 to 14, will be required to disclose his/her financial interests in accordance with the applicable prescripts. Applicants are not required to submit certified copies of educational qualifications, academic record, identity document and a valid driver's licence (where required) with their application. Only shortlisted candidates will be required to submit certified copies on or before the day of the interview. It is the sole responsibility of an applicant to ensure that their applications reach the Department of Economic Development, Environment and Tourism before the stipulated closing date. No faxed or emailed applications will be considered. The Department of Economic Development, Environment and Tourism reserve the right not to fill any of these advertised posts. Applicants who have retired from the Public Service with a specific determination that they cannot be reappointed or have been declared medically unfit will not be considered. Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty. For Management Echelon posts: In order to ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government with effect from 01 April 2020. This is a Public Service specific training programme which will be applicable for appointments at SMS post. The link is as follows: www.thensg.gov.za/training-course/sms-pre-entry-programme. The selection panel will, following the interview recommend a candidate to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Correspondence will, due to the large number of applications envisaged to be received, be limited to short-listed candidates only, and the applicant should accept that his/her application has been unsuccessful should he/she not have heard from the Department within 4 months of the closing date. However, applicants are hereby advised to request reasons from the Department for any administrative actions which has adversely affected them, within 4 months, should there be any dissatisfaction in terms of section 5, sub-section 1 and 2 of the Promotion of Administrative Justice Act 3 of 2000. The Department reserves the right not to make any appointment to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. The Department will not carry any related costs (transport, accommodation or meals) for candidates attending interviews. The contents of the advertised post will also be posted on the following websites www.limpopo.gov.za / www.ledet.gov.za / www.dpsa.gov.za

MANAGEMENT ECHELON

<u>POST 34/74</u>	:	<u>DEPUTY DIRECTOR-GENERAL REF NO: C2/25/1</u> Branch: Integrated Economic Development Services
<u>SALARY</u>	:	R1 813 182 – R2 042 535 per annum (Level 15), (an all-inclusive remuneration package). The remuneration package includes a basic (70% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.
<u>CENTRE REQUIREMENTS</u>	:	Head Office: Polokwane An NQF 8 postgraduate qualification in Economics as recognized by SAQA. Eight (8) years of experience at Senior Management level. Extensive knowledge and experience in Enterprise Development, Trade and Investment, Business Regulations and Compliance, Economic Planning, Local Economic Development, Industrial Development and Project Management. Valid driver's license (with exception of person with disability). Competencies: Strategic capability and leadership. Programme and project management. Change management. Budget and financial management. People management and empowerment. Knowledge management. Process competencies. Problem solving and analysis. Client orientation and customer focus. Communication. Service delivery innovation. Skills And Knowledge: A broad understanding of Public Service Regulatory Framework and relevant prescripts. Knowledge of current trends and innovations in integrated economic development. Knowledge of national policy on Trade, Industry and Economic Development. Computer literacy. Ability to work under pressure.
<u>DUTIES</u>	:	Oversee and contribute to policy development, strategic and business planning. Lead and integrate local economic development, provincial planning and research. Monitor the development of striving enterprises and cooperatives. Monitor the establishment, development and promotion of industries. Manage and administer the creation of a fair and healthy business practice. Lead team and work with key stakeholders. Provide advice to the Head of Department in Economic Development, Trade, Industrial Development, Business Regulations and Compliance and Enterprise Development. Manage and utilise resources (financial, human and physical) in accordance with relevant directives and legislation.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691

OTHER POSTS

<u>POST 34/75</u>	:	<u>DEPUTY DIRECTOR REF NO: C2/25/2</u> Directorate: Trade & Investment Promotion
<u>SALARY</u>	:	R1 059 105 – R1 247 574 per annum (Level 12), (an all-inclusive remuneration package). Note: The remuneration package includes a basic (75% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.
<u>CENTRE REQUIREMENTS</u>	:	Head Office: Polokwane An NQF 6 qualification in Economics / Business Management / Development Economics / Marketing / Business Studies / Entrepreneurship or equivalent as recognized by SAQA. Five (5) years' experience within Trade Development / Trade Promotion of which three (3) years must be at supervisory level (ASD level). Valid driver's license (with exception of persons with disability). Skills and Knowledge: Good knowledge and understanding of legislative framework governing public service. Sound and in-debt knowledge and experience of relevant macro and micro economic policies. Investment appraisal and risk management. Research and research methodology. Book-keeping. Econometrics. Corporate governance management and leadership. Strategic and analytical thinking skills. Financial and human resource management skills. Computer literacy. People management and empowerment skills. Negotiating skills. Report writing skills. Presentation skills. Communication skills. Interpersonal skills. Problem solving and decision-making skills.
<u>DUTIES</u>	:	Ensure development and review of trade development and promotion strategies and plans. Facilitate the implementation of trade development and promotion programs. Facilitate the uptake of support offerings aimed at trade development and promotion. Research on new markets to be targeted and

		sustain the existing markets. Collaborate with key stakeholders in utilizing strategic partnerships (Multi- and Bilateral agreements) for market access of our provincial produce. Ensure optimal participation at trade promotion platforms. Liaise with a wide spectrum of stakeholders on policy issues related to trade development and promotion of provincial goods and services. Establish and maintain appropriate internal controls within the unit. Ensure the managing and monitoring of customized incentive packages. Enhance the uptake of national trade promotion incentives by provincial enterprises. Manage and facilitate resources (financial, human and physical) in accordance with relevant directives and legislation.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 34/76</u>	:	<u>DEPUTY DIRECTOR REF NO: C2/25/3</u> Directorate: Liquor Affairs & Business Regulations
<u>SALARY</u>	:	R1 059 105 – R1 247 574 per annum (Level 12), (an all-inclusive remuneration package). Note: The remuneration package includes a basic (75% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.
<u>CENTRE REQUIREMENTS</u>	:	Head Office: Polokwane An NQF 6 qualification in Commerce / Business Management / Economics / Public Administration / Commercial Law / Law or equivalent as recognized by SAQA. Five (5) years' experience within the Business Environment field of which three (3) years must be at supervisory level (ASD level). Valid driver's license (with exception of persons with disability). Skills And Knowledge: Knowledge of relevant legislation. Knowledge of liquor affairs and business registration. Excellent leadership skills. Communication skills. Interpersonal skills. Strong analytical and problem-solving skills. Ability to work in a fast-paced environment and meet deadlines. Computer literacy. Report writing skills. Managerial skills. Planning and organising skills.
<u>DUTIES</u>	:	Responsible for managing and supporting all administrative functions related to liquor licensing, including coordination with Local Liquor Authorities and the Liquor Board. Oversee the maintenance of the provincial liquor outlet database. Ensure compliance through quality assurance of applications and facilitate responsible drinking initiatives. Handle disputes and legal processes related to liquor license applications. Implement and administer liquor affairs task and business registration policies and operational plans. Manage and facilitate resources (financial, human and physical) in accordance with relevant directives and legislation.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 34/77</u>	:	<u>DEPUTY DIRECTOR REF NO: C2/25/4</u> Directorate: Economic Empowerment
<u>SALARY</u>	:	R1 059 105 – R1 247 574 per annum (Level 12), (an all-inclusive remuneration package). Note: The remuneration package includes a basic (75% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.
<u>CENTRE REQUIREMENTS</u>	:	Head Office: Polokwane An NQF 6 qualification in Commerce / Business Studies / Economics / Business Management or equivalent as recognized by SAQA. Five (5) years' experience with Business Communities, Disadvantaged Groups and Development Environment of which three (3) years must be at supervisory level (ASD level). Valid driver's license (with exception of persons with disability). Skills And Knowledge: Knowledge of national and provincial policy frameworks, local government systems, business and industries driving the Limpopo economy. In-dept knowledge of Local Economic Development, Economic Development Trends and Public Administration. Planning and organising. Problem solving and decision making. People management and empowerment. Team leadership. Project management. Coordination. Client orientation and customer focus. Diversity management. Communication (verbal and written).
<u>DUTIES</u>	:	Policy development and implementation of strategic and operational plans. Develop and support the establishment of enterprises across all sectors, including target groups. Develop and implement policies and programmes to

promote economic empowerment. Facilitate stakeholder's engagement with key stakeholders including businesses, government agencies, private/civil sector to foster collaboration and support for economic empowerment initiatives. Develop and promote the implementation of B-BBEE intervention programmes. Creating an enable environment for the implementation of B-BBEE. Provision of non-financial and financial support to enterprises. Development of strategies that identify economic opportunities suitable for the target groups in sectors identified. Develop and implement capacity and skills development programmes and mentorship programmes through shared partnerships. Facilitate in conjunction with stakeholders the improvement of enterprises through product development and competitiveness enhancement to assist in expansion and market access. Develop strategies targeting vulnerable groups that enable them to access resources for participation in identified sub-sector. Manage and utilize resources (financial, human and physical) in accordance with relevant directives and legislation.

ENQUIRIES

: Ms WA Klaassen Tel No: (015) 293 8691

POST 34/78

: **DEPUTY DIRECTOR REF NO: C2/25/5**
Directorate: Tourism Planning & Regulations

SALARY

: R1 059 105 – R1 247 574 per annum (Level 12), (an all-inclusive remuneration package). Note: The remuneration package includes a basic (75% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.

**CENTRE
REQUIREMENTS**

: Head Office: Polokwane
: An NQF 6 qualification in Tourism / Tourism Management / Travel and Tourism / Public Management / Tourism related field or equivalent as recognized by SAQA. Five (5) years' experience within Tourism Sector / Public Service / Research and Planning fields of which three (3) years must be at supervisory level (ASD level). Valid driver's license (with exception of persons with disability). Skills And Knowledge: Knowledge and understanding of the legislative framework governing the Public Service. Sound and in-debt knowledge and experience in planning and development strategies. Strategic and analytical thinking skills. Excellent communication and presentation skills. Problem solving and analysis skills. Financial management skills. Conflict management skills. Planning and coordination skills. Human resource management skills. Programme and project management skills. Policy formulation skills. Risk management skills. Performance management and measurement skills. Computer literacy. Facilitation expertise and stakeholder management. Ability and experience to successfully manage special projects.

DUTIES

: Ensure development of sectoral strategies and plans. Facilitate implementation of programmes to support growth of the tourism sector. Manage projects and work structures comprising public and private sector stakeholders. Contribute to policy development, sector strategic planning and business planning. Implement, oversee and assess the impact of the Tourism Growth Strategy. Provide support in the development of local economic development programmes in municipalities. Provide economic intelligence to support planning and decision making in the tourism sector. Manage the collection, organization and analysis of economic and development data to support growth of the tourism sector. Design, conduct and manage research aligned with tourism development imperatives in the province. Develop and implement tourism sector research agenda. Conduct impact assessment of activities that contribute to economic growth. Provide LED support to municipalities. Manage and facilitate resources (financial, human and physical) in accordance with relevant directives and legislation. Manage relations with stakeholders.

ENQUIRIES

: Ms WA Klaassen Tel No: (015) 293 8691

POST 34/79

: **DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: C2/25/6**
Directorate: Risk & Integrity Management

SALARY

: R896 436 – R1 055 958 per annum (Level 11), (an all-inclusive remuneration package). Note: The remuneration package includes a basic (75% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.

CENTRE

: Head Office: Polokwane

<u>REQUIREMENTS</u>	:	An NQF 6 qualification in Risk Management / Internal Auditing / Auditing / Accounting or equivalent as recognized by SAQA. Five (5) years' experience within Risk Management of which three (3) years must be at supervisory level (ASD level). Experience in Business Continuity Management will be an added advantage. Valid driver's license (with exception of persons with disability). Skills And Knowledge: Risk assessments. Maintenance of risk registers. Risk reporting. Risk governance (risk policy, risk strategy and risk appetite & tolerance). Risk awareness or training. Knowledge of the Regulatory Framework (PFMA, Treasury Regulations, Public Service Act and Regulations). A thorough understanding of Risk Management and Business Continuity Management. Computer literacy in MS Packages (Word, Excel, PowerPoint) and Risk Management Systems (BarnOwl, Cura, etc.). Knowledge in financial and human resource matters. Planning and organising skills. Project management skills. Research and analytical skills. Communication skills. Problem solving skills. Report writing skills.
<u>DUTIES</u>	:	Develop and ensure the implementation of Risk Management Policy, Risk Management Strategy and Business Continuity Management. Facilitate the assessment processes and the maintenance of risk registers. Monitor the implementation of the action plans, assess action plans and the accompanying portfolio of evidence. Develop a risk awareness culture through risk awareness sessions. Check adherence to the Risk and BCM policies and strategies. Risk training and awareness. Educate and train risk staff, risk champions and all employees in the department on risk management principles, trends, best practices, etc. Provide support to risk champions at least every quarter, in updating Branch risk registers and assessing the management of risks. Create awareness in the department on risk management (newsflash/classroom training). Facilitate the Business Continuity Management and disaster management initiatives of the department. Provide guidance to Branches on Business Continuity Management. Quality assure and ensure updated Business Continuity Plans are signed off by business. Manage and facilitate resources (financial, human and physical) in accordance with relevant directives and legislation.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 34/80</u>	:	<u>DEPUTY DIRECTOR REF NO: C2/25/7</u> Directorate: Human Resource Management & Development: Human Resource Recruitment & Planning Re-advertisement, All applicants who previously applied Need To re-apply if interested as the previous applications Will Not be considered.
<u>SALARY</u>	:	R896 436 – R1 055 958 per annum (Level 11), (an all-inclusive remuneration package). Note: The remuneration package includes a basic (75% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.
<u>CENTRE REQUIREMENTS</u>	:	Head Office: Polokwane
	:	An NQF 6 qualification in the Human Resource Management field or equivalent, in the field of HRM, as recognized by SAQA. Five (5) years' experience within the Human Resource Management field of which three (3) years must be at supervisory level (ASD level). Three (3) years extensive experience in the field of Human Resource Recruitment and Planning field coupled with a deep understanding of transactional HR environment. Proven successful completion of PERSAL Administration. Proven PERSAL Controller training and working experience will be an added advantage. Valid driver's license (with exception of persons with disability) and be willing to travel. skills and knowledge: Knowledge of Human Resource Management policies, acts, regulations and systems. Broad knowledge of legislation regulating Human Resource Management (HRM) and regulatory frameworks of the Public Service. Management skills. Communication (verbal and written) and negotiation skills. interpersonal skills. Analytical thinking. Report writing skills. Policy formulation. Conflict management and problem-solving skills. Financial management skills. Strategic thinking. Planning and organization skills. Delegation and leading. Computer literacy (MS Excel, MS Word, MS PowerPoint). Performance management. Project management. Recruitment and selection. The code of remuneration. All labour legislation. Code of good conduct in the Public Service. Departmental policies and procedures. Batho Pele principles. Ability to interact with stakeholders.

<u>DUTIES</u>	:	Manage the provision of recruitment and selection services, Human Resource Planning, HR Information Management and Policy Development. Implement and maintain policy framework for Human Resources Operations practices in the department. Manage personnel salaries administration system (PERSAL) for the department. Ensure balance and holistic approach/effort in managing an HR management function. Ensure effective and operational efficiency of resource management including HR, finance and assets of the component. Proactively building sound relationships with key stakeholders at all levels. Manage LEDET establishment and database. Ensure compliance with the legislative and Public Service regulatory framework. Management and supervision of subordinates.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 34/81</u>	:	<u>DEPUTY DIRECTOR REF NO: C2/25/8</u> Directorate: Security & Facility Management: Records & Knowledge Management Re-advertisement, All applicants who previously applied Need To re-apply if interested as the previous applications will not be considered.
<u>SALARY</u>		R896 436 – R1 055 958 per annum (Level 11), (an all-inclusive remuneration package). Note: The remuneration package includes a basic (75% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.
<u>CENTRE REQUIREMENTS</u>	:	Head Office: Polokwane An NQF 6 qualification in Records Management / Archival Studies / Information Science / Information Management / Library or equivalent as recognized by SAQA. Five (5) years' experience within the Records and Knowledge Management field of which three (3) years must be at supervisory level (ASD level). Valid driver's license (with exception of persons with disability). Skills And Knowledge: Knowledge of Basic Archives and Records Management. Strategic capability and leadership. Financial management. People management and empowerment. Problem-solving and decision-making skills. Client orientation and customer focus. Motivational skills. Communication skills (verbal & written). Service delivery and innovation skills. Computer literacy. Conflict management skills.
<u>DUTIES</u>	:	Oversee Records and Knowledge Management in the department. Manage the development and implementation of file plans, policies and procedure manuals. Manage custody, receipt and disposal of records. Manage the implementation of Records Management, PAIA / POPIA, PAJA and Knowledge Management. Conduct training/workshops on Records and Knowledge Management. Manage and facilitate resources (financial, human and physical) in accordance with relevant directives and legislation.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 34/82</u>	:	<u>DEPUTY DIRECTOR: SHERQ, HIV, STI, TB & COIDA REF NO: C2/25/9</u> Directorate: Employee Relations & Wellness
<u>SALARY</u>		R896 436 – R1 055 958 per annum (Level 11), (an all-inclusive remuneration package). Note: The remuneration package includes a basic (75% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.
<u>CENTRE REQUIREMENTS</u>	:	Head Office: Polokwane An NQF 6 qualification in Occupational Health and Safety / Nursing Science / Social Work / Environmental Health or equivalent as recognized by SAQA. Successful registration with South African Nursing Council (SANC) or South African Council for Social Service professions (SACSSP) or relevant statutory body. Five (5) years' experience within the Employee Health and Wellness field of which three (3) years must be at supervisory level (ASD level). Valid driver's license (with exception of persons with disability). Skills And Knowledge: Knowledge of the relevant HIV, STI and TB (HST) related legislations, policies and regulations. National Strategic Plan for RSA on HIV, STIs and TB and Provincial HST Implementation Plan. Integrated Employee Health & Wellness framework. Knowledge of OHS and COIDA legislation, policies and regulations. Code of ethics. Batho Pele Principles. Departmental policies and procedures. Knowledge of research and evaluation processes and procedures. Financial

	management. Communication skills (verbal and written). Conflict management and problem-solving skills. Counselling skills. Listening skills. Facilitation skills. Coordination and monitoring skills. Planning and organizing skills. Report writing skills. Supervisory skills.
<u>DUTIES</u>	: Manage the implementation of Safety, Health, Environment, Risk and Quality (SHERQ) and Injury of Duty (COIDA) prescripts. Manage the implementation of HIV, STI and TB programmes in the department. Conduct health risk assessment and implement mitigation strategies. Implement Cheka Impilo programme. Develop implementation plan for management of occupational injuries and diseases. Develop and market HST and SHERQ policies in the department. Participate in the Provincial AIDS Council and Technical Committees. Liaise with the Compensation Commissioner in the management of Injuries on Duty cases. Management of all the resources in the Sub-directorate.
<u>ENQUIRIES</u>	: Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 34/83</u>	: <u>DEPUTY DIRECTOR: ACQUISITION MANAGEMENT REF NO: C2/25/10</u> Directorate: Supply Chain & Assets Management
<u>SALARY</u>	R896 436 – R1 055 958 per annum (Level 11), (an all-inclusive remuneration package). Note: The remuneration package includes a basic (75% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.
<u>CENTRE REQUIREMENTS</u>	: Head Office: Polokwane : An NQF 6 qualification in Financial Management / Supply Chain Management / Purchasing / Logistics / Finance / Accounting / Economics / Internal Audit or equivalent as recognized by SAQA. Five (5) years' experience within Supply Chain Management field of which three (3) years must be at supervisory level (ASD level). Valid driver's license (with exception of persons with disability). skills and knowledge: Sound and in-debt knowledge of relevant prescripts. Application of human resources as well as understanding of the legislative framework governing the Public Service such as: Public Finance Management Act (PFMA), SCM policies and procedures, Preferential Procurement Policy Framework Act (PPFPA), Preferential Procurement Regulations, Treasury Regulations (TR), Administrative Justice Act, Promotion of Access of Information Act, The Constitution of the Republic of South Africa. People management skills. Time management skills. Communication skills (verbal & written). Conflict management and negotiation skills. Report writing skills. Planning and organizing skills. Problem solving skills. Policy analysing and interpretation skills. Computer literacy. Good governance and Batho Pele Principles. Team leadership skills.
<u>DUTIES</u>	: Manage, design and develop acquisition management policies, processes and procedures. Compile operational/supply chain acquisition management plan and obtain approval. Manage the execution of the acquisition management plan. Monitor and review the acquisition management activities. Setting up the Bid Evaluation, Bid Adjudication and Bid Specification Committees and render a secretariat service to the relevant committees. Compilation of bid documents and advertisements. Publishing of bid documents. Receipt (closing and opening) of bid documents. Processing of bid documents. Compile terms of reference to invite service providers for an expression of interest. Receive, evaluate and adjudicate expression of interest. Compile a database of approved suppliers. Manage the sourcing of bids from the database according to the threshold values determined by the Treasury. Maintenance of discipline. Management of performance and development. Undertake Human Resource and other related administrative function. Establish implement and maintain efficient and effective communication arrangement. Develop and manage the operation plan of the sub-directorate and report on progress as required. Develop, implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Service on transverse task teams as required. Procurement and asset management for the sub directorate. Plan and allocate work. Quality control of work delivered by employees. Manage and facilitate resources (financial, human and physical) in accordance with relevant directives and legislation.
<u>ENQUIRIES</u>	: Ms WA Klaassen Tel No: (015) 293 8691

<u>POST 34/84</u>	:	<u>CONTROL ENVIRONMENTAL OFFICER GRADE A REF NO: C2/25/13 (X2 POSTS)</u> Directorate: Wildlife Resources Management Re- Advert, all applicants who previously applied Need To re-apply if interested as the previous applications will not be considered.
<u>SALARY CENTRE</u>	:	R612 480 – R700 620 per annum, (OSD) Head Office: Polokwane (X1 Post) (Re-advertisement) Waterberg District: Modimolle (X1 Post)
<u>REQUIREMENTS</u>	:	An NQF 6 qualification in Nature Conservation / Environmental Science / Natural Science / Biodiversity Management / Wildlife Management or equivalent as recognized by SAQA. SAPS Firearm Competency Certificate (Rifle) (compulsory). An Environmental Management Inspectorate qualification, RHoDi DNA Sampling Course and Permitting Training Course will be an added advantage. A minimum of six (6) years' experience in Biodiversity / Conservation / Environmental field of which three (3) years must be in the hunting and wildlife permitting and dehorning and taking of DNA samples of rhino species field. Valid driver's license (with exception of persons with disability). Skills And Knowledge: A thorough knowledge in both the provincial and national environmental biodiversity legislations, including CITES, biodiversity and other multi-lateral environmental agreements. Knowledge of Environmental policies, Management of Damage Causing Animals, Enforcement of Hunting regulatory frameworks, Promotion of Access to Information Act and Promotion of Administrative Justice Act. Computer literacy. Excellent communication (verbal and written) and report writing skills are essential. Be able to work irregular hours and be able to travel as and when required. Ability to work under pressure. Managerial skills. Stakeholder engagement. People management. Planning and coordination skills. Interpersonal relations.
<u>DUTIES</u>	:	Management of the hunting industry. Management of damage causing animals. Management of the establishment of wildlife centres. Monitoring of game hunts. Management of the game farming industry. Management of the game capture operations and translocations. Collection of specimens for forensic analysis. Implementation of the Convention on International Trade in Endangered Species of Wild Fauna and Flora. Management of the permit processing systems. Manage and facilitate marking, registration, management and issuing of permits for elephant ivory and rhino horns. Manage and facilitate resources (financial, human and physical) in accordance with relevant directives and legislation.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 34/85</u>	:	<u>ASSISTANT DIRECTOR REF NO: C2/25/11</u> Directorate: Liquor Affairs & Business Regulations
<u>SALARY CENTRE</u>	:	R582 444 – R686 091 per annum (Level 10) Head Office: Polokwane
<u>REQUIREMENTS</u>	:	An NQF 6 qualification in Commerce / Business Management / Economics / Public Administration / Commercial Law / Law or equivalent as recognized by SAQA. Minimum of three (3) years' experience in the Liquor and Business Regulations field. Valid driver's license (with exception of persons with disability). Skills And Knowledge: Knowledge of the relevant legislation. Excellent leadership and interpersonal skills. Communication skills. Strong analytical and problem-solving skills. Ability to work in a fast-paced environment and meet deadlines. Computer literacy. Planning and organizing skills. Customer relations skills. Service delivery innovation skills.
<u>DUTIES</u>	:	Provide support in monitoring business registrations in accordance with the Limpopo Business Registration Act to ensure compliance. Render secretariat services to the Limpopo Local Liquor Authority and Limpopo Provincial Liquor Board. Administer liquor licensing processes, including application handling, liquor board adjudication, printing licenses and communicating the decision of the board. Assist with compliance oversight, public education on liquor laws and responsible drinking and trade. Track and report on the generation of liquor-related revenue, including licensing fees, renewals and penalties, to support financial oversight and planning. Conduct joint inspections in loco with the Board and Tribunal. Coordinate liquor and business workshops and education and awareness programmes. Manage and facilitate resources

		(financial, human and physical) in accordance with relevant directives and legislation.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 34/86</u>	:	<u>ASSISTANT DIRECTOR REF NO: C2/25/12</u> Directorate: Enterprise Development
<u>SALARY CENTRE REQUIREMENTS</u>	:	R582 444 – R686 091 per annum (Level 10) Head Office: Polokwane An NQF 6 qualification in Local Economic Development / Development Studies / Business Management / Integrated Organisational Communication or equivalent as recognized by SAQA. Three (3) to five (5) years' experience in the Enterprise Development field. Valid driver's license (with exception of persons with disability). Skills And Knowledge: In-debt knowledge of Local Economic Development and Economic Development trends. Extensive knowledge and understanding of the legislative framework governing the Public Services. Computer literacy. Planning and organizing skills. Problem solving and decision-making skills. People management and empowerment. Team leadership. Project management. Coordination skills. Client orientation and customer focus. Diversity management. Communication skills (verbal and written).
<u>DUTIES</u>	:	Coordinate the development of Enterprise development policies and strategies. Monitor and evaluate the programmes implemented by sector departments, municipalities and entities for MSME's. Develop and coordinate marketing programmes for MSME's. Coordinate initiatives to reduce red tape and ease the doing business environment for MSME's to thrive. Facilitate the LED programme through collaborative partnerships. Monitor the implementation of the LED policy framework to strengthen the implementation of Local Economic Development programmes.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 34/87</u>	:	<u>ASSISTANT DIRECTOR REF NO: C2/25/14 (X5 POSTS)</u> Directorate: Tourism Destination Development & Transformation
<u>SALARY CENTRE</u>	:	R582 444 – R686 091 per annum (Level 10) Capricorn District: Polokwane (X1 Post) Mopani District: Giyani (X1 Post) Sekhukhune District: Lebowakgomo (X1 Post) Vhembe District: Thohoyandou (X1 Post) Waterberg District: Modimolle (X1 Post)
<u>REQUIREMENTS</u>	:	An NQF 6 qualification in Tourism / Tourism Management / Development Studies / Ecotourism Management / Tourism Development and Management or equivalent as recognized by SAQA. Three (3) to five (5) years' experience in the Tourism field at an Administrative Officer level. Experience in the Tourism Destination Development and Tourism Sector Coordination field will be an added advantage. Valid driver's license (with exception of persons with disability). Skills And Knowledge: Knowledge of tourism empowerment programmes and capacity building skills. Good understanding of rural tourism development and transformation policy and legislative framework. Knowledge of tourism empowerment programmes and capacity building skills. Strong communication skills (verbal and written). Computer literacy (MS Excel, MS Word, PowerPoint, Internet, etc.). Ability to work independently and under pressure. Project management skills. Event management and stakeholder coordination skills. Analytical and strategic thinking skills. Planning and coordination skills. Conflict management and problem-solving skills. Financial management skills. Planning and organizing skills. Personnel management.
<u>DUTIES</u>	:	Develop and co-ordinate implementation of destination development and ecotourism strategies and plans in the province. Development and management of a provincial tourism spatial plan. Support development of a provincial tourism infrastructure plan including signage. Provide technical support services to community-based tourism projects. Manager route and icon development in support of provincial tourism growth strategy in the district. Management of tourism services in the region. Coordinate and support the implementation of tourism transformation programmes and related events in the district. Drafting motivations to mobilise resources for identified tourism development and reports. Coordinate stakeholder relations in the district. Implement rural tourism, culture and heritage and mass tourism strategies in

		the district. Identify tourism business opportunities for MSME. Manage and facilitate resources (financial, human and physical) in accordance with relevant directives and legislation.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 34/88</u>	:	<u>ENVIRONMENTAL OFFICER SPECIALIZED PRODUCTION REF NO: C2/25/21</u> Directorate: Environmental Compliance & Enforcement
<u>SALARY</u>	:	R498 816 – R690 237 per annum, (OSD)
<u>CENTRE</u>	:	Capricorn District: Polokwane
<u>REQUIREMENTS</u>	:	An NQF 6 qualification in Nature Conservation / Natural Science / Environmental Science / Environmental Law / Policing or equivalent as recognized by SAQA. Three (3) to five (5) years' experience in the Environmental Compliance & Enforcement field. Successful completion of the Environmental Management Inspectors (EMI) course and detective experience will be an added advantage. Valid driver's license (with exception of persons with disability). Skills And Knowledge: Knowledge and practical understanding of the Constitution, practical experience in implementation of the National Environmental Management Act (NEMA), together with all the Specific Environmental Management Acts, Promotion of Administrative Justice Act (PAJA) and interpretation thereof. Knowledge of environmental wildlife facility inspection / auditing, monitoring procedures and methodologies. A good knowledge and exposure to the Criminal Procedures Act and good understanding of environmental legislation and knowledge of government standard administrative procedures and policies will be essential. Knowledge of administrative enforcement. Case docket management. Investigation skills. Good communication skills (verbal and written). Project management. Conflict management skills. Ability to write a communicative report. Ability to interpret and apply environmental legislations. Good interpersonal relations skills. Good organization and planning management skills. Computer literacy. Report writing skills. Analytical and quantitative skills.
<u>DUTIES</u>	:	Administer compliance monitoring in accordance with the Environmental Authorisations (EA), Environmental Management Plan (EMP) and permit applications. Undertake compliance enforcement operations (biodiversity conservation matters outside protected areas). Coordinate and participated in compliance promotion / awareness. Perform and manage administrative and related functions. Implement procedural systems, manuals and inspection guidelines to carry out pro-active and reactive inspections. To record and respond to public complaints of non-compliance with Provincial and National Environmental legislations. Plan and conduct environmental compliance inspections in response to public complaints of non-compliance to legislation. Report on the environmental compliance status on all ad-hoc inspections and make recommendations for compliance orders and investigations or prosecute criminal offences in respect of environmental legislations. Provide support to national and local government compliance inspection structures with a view to ensure government's efficient and effective compliance inspections with all wildlife protection legislation, regulations, authorizations and applied enforcement instruments including notices, court orders, directives, interdicts, etc. Investigate, open cases and manage case dockets relating to any environmental crime negatively impacting Biodiversity in Limpopo Province. Participate and co-ordinate counter poaching operations. Manage and facilitate resources (financial, human and physical) in accordance with relevant directives and legislation.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 34/89</u>	:	<u>ENVIRONMENTAL OFFICER SPECIALIZED PRODUCTION REF NO: C2/25/22</u> Directorate: Environmental Quality Management
<u>SALARY</u>	:	R498 816 – R690 237 per annum, (OSD)
<u>CENTRE</u>	:	Head Office: Polokwane
<u>REQUIREMENTS</u>	:	An NQF 6 qualification in Natural Science / Environmental Management / Environmental Law / Environmental Science / Biodiversity or equivalent as recognized by SAQA. EAPASA registration in terms of S24H of NEMA. Three (3) to five (5) years' experience in the Environmental Quality Management field. Valid driver's license (with exception of persons with disability). Skills And

		Knowledge: Good working knowledge of environmental legislation and policies. Practical knowledge of the Environmental Impact Assessment process. Knowledge and understanding of the environmental impact hierarchy and regulations. Sound understanding of other integrated environmental management tools. Understanding of the objectives and provisions of the National Environmental Management Act, 1998, and subordinate legislation. Knowledge of relevant Public Service Acts, Rules and Regulations. Good communication skills (verbal and written). Computer literacy. Presentation skills. Analytical skills. Conflict management and problem solving skills. Project management and interpersonal relations. Ability to evaluate and review documents and timeously produce thorough and informative documents and formulate clear, concise, legally defensible decisions. Good planning and organisation skills.
<u>DUTIES</u>	:	Management of the EIA process, including the drafting of environmental authorisations and conditions of authorisations. Management and dissemination of information and technical/procedural advice relating to environmental impact management. Management and implementation of other Integrated Environmental Management tools. Perform and manage administrative and related functions. Conduct site inspections and compile site visit reports. Evaluate environmental authorisation applications which include the following: Provide technical and procedural advice to stakeholders (e.g. Environmental Assessment Practitioners (EAP's), local authorities and other departments and applicants). Review, interpret and evaluate applications and associated documentation according to established norms and standards. Review and evaluate Environmental Management Programmes for mining, municipal and water use applications. Review, evaluate and assess applications of unlawful development. Records management. Manage and facilitate resources (financial, human and physical) in accordance with relevant directives and legislation.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 34/90</u>	:	<u>ASSISTANT DIRECTOR: POLICY COORDINATION REF NO: C2/25/15</u> Directorate: Strategic Management
<u>SALARY</u>	:	R468 459 – R551 823 per annum (Level 09)
<u>CENTRE</u>	:	Head Office: Polokwane
<u>REQUIREMENTS</u>	:	An NQF 6 qualification in Policy Development and Analysis / Public Administration/Management / Public Management and Governance / Local Government Management / Local Government and Administration / Public Policy / Leadership and Development or equivalent as recognized by SAQA. A postgraduate qualification in the mentioned qualifications will be an added advantage. Three (3) years' experience in the Policy Development, Analysis and Coordination field. Experience in research, policy development, policy analysis and stakeholder engagement. Valid driver's license (with exception of persons with disability). Skills and Knowledge: In-depth knowledge of the policy development cycle and frameworks within the public sector. Understanding of relevant public sector legislation, regulatory frameworks and prescripts. Knowledge in stakeholder engagements and participatory approaches. Knowledge in policy analysis, formulation and review. Research and report writing skills. Problem-solving and decision-making skills. Excellent communication skills (verbal and written). Interpersonal and stakeholder engagement skills. Strong analytical and project management skills. Ability to work collaboratively and engage effectively with internal and external stakeholders. Computer literacy (MS Excel, MS Word, PowerPoint). Integrity, proactiveness and attention to detail.
<u>DUTIES</u>	:	Coordinate, facilitate and manage the development, review and analysis of departmental policies. Provide administrative and advisory role to departmental units. Provide support on policy development to departmental units. Coordinate submissions and presentations of finalised policies to management for endorsement. Manage and facilitate resources (financial, human and physical) in accordance with relevant directives and legislation.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691

<u>POST 34/91</u>	:	<u>ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: C2/25/16</u> Directorate: Human Resource Management & Development
<u>SALARY</u>	:	R468 459 – R551 823 per annum (Level 09)
<u>CENTRE</u>	:	Head Office: Polokwane
<u>REQUIREMENTS</u>	:	An NQF 6 qualification in Workstudy Management / Operations Management / Production Management / Management Services / Industrial Engineering or equivalent as recognized by SAQA. Job Evaluation certificate will be an added advantage. Three (3) to five (5) years' experience as a Work Study Officer on the Organisational Development field. Valid driver's license (with exception of persons with disability). Skills and Knowledge: Ability to interpret and apply policy. Knowledge of ORG Plus. Analytical and innovative thinking. Research and report writing skills. Workshop presentation and facilitation skills. Computer literacy. Leadership skills. Organizing skills. Project management skills. Conflict management and negotiation skills. Financial management skills. Strategic management skills. Policy formulation. Adaptability during changes to meet the goals. Change and diversity management.
<u>DUTIES</u>	:	Analyse Organisational Structure inputs and advise accordingly. Conduct research on Organisational Structures. Identify the need for changes in the Organisational Structure. Conduct functional and establishment investigations. Design Organisational staff establishment structure. Draft submission for approval of the Organisational Structure. Facilitate workshops on job evaluation and job descriptions. Conduct job analysis. Conduct job evaluation interviews. Analyse jobs on Equate System. Present analysed posts to the Job Evaluation Panel. Draft submission for approval of job evaluation results. Draft submission for implementation of job evaluation results. Monitor job evaluation data base. Provide advice and guidance on the development of job descriptions. Conduct research on the contents of job descriptions. Make continuous consultations on job description related matters. Finalise job descriptions. Monitor job description database. Facilitate workshops on development of OFA. Analyse the information collected. Provide support to the units/components. Finalise the OFA reports. Monitor and evaluate the OFA. Facilitate workshops on development of procurement manuals. Analyse procedure manuals and propose process/procedure improvements. Collect data and document work processes and procedures. Facilitate Business Process Re-engineering projects. Facilitate work processes and procedures consultative meetings. Map the processes. Manage and facilitate resources (financial, human and physical) in accordance with relevant directives and legislation.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 34/92</u>	:	<u>ASSISTANT DIRECTOR: SHERQ, HIV, STI, TB & COIDA REF NO: C2/25/17</u> Directorate: Employee Relations & Wellness
<u>SALARY</u>	:	R468 459 – R551 823 per annum (Level 09)
<u>CENTRE</u>	:	Waterberg District: Modimolle
<u>REQUIREMENTS</u>	:	An NQF 6 qualification in Social and Behavioural Science / Social Work / Psychology / Occupational Health Nursing / Environmental Health or equivalent as recognized by SAQA. Professional registration with SACSSP / HPCSA / SANC or relevant statutory body. Three (3) years' experience in the Employee Health & Wellness field. Valid driver's license (with exception of persons with disability). Skills And Knowledge: Knowledge of all Employee Health and Wellness and related policies and Acts. Specialised knowledge of counselling. Knowledge of Occupational Health and Safety Act and Regulations. Knowledge of Compensation of Occupational Injuries and Diseases Act and Regulations. Knowledge of National and Provincial HIV, STI and TB strategies. Knowledge of Employee Assistance Programme. General knowledge in HR related standards, practices and procedures. Knowledge of Public Service Act and Procedures. Team building. Financial management. Conflict management skills. Communication skills (verbal and written). Planning and organizing skills. Facilitation skills. Listening skills. Problem-solving skills. Coordination and monitoring skills. Computer literacy. Report writing skills.
<u>DUTIES</u>	:	Coordinate and facilitate comprehensive Employee Health and Wellness programmes. Conduct workplace health risk assessments and implement mitigation strategies. Manage occupational health and safety programmes.

		Support line management to implement strategies in relation to ill-health related absenteeism. Facilitate OHS legal appointments in the district. Co-ordinate safety awareness campaigns and health promotion initiatives. Implement interventions and programmes aimed at enhancing employee wellbeing and performance. Represent the department in the Waterberg District AIDS Council forum. Co-ordinate and administer COIDA in the district. Co-ordinate the sports and bereavement programme in the district. Administer Occupational Injuries and Diseases. Facilitate and Coordinate Social club Activities in the district. Manage and facilitate resources (financial, human and physical) in accordance with relevant directives and legislation.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 34/93</u>	:	<u>ASSITANT DIRECTOR: EMPLOYEE RELATIONS REF NO: C2/25/18</u> Directorate: Employee Relations & Wellness
<u>SALARY</u>	:	R468 459 – R551 823 per annum (Level 09)
<u>CENTRE</u>	:	Head Office: Polokwane
<u>REQUIREMENTS</u>	:	An NQF 6 qualification in Labour Relations / Labour Relations Management / Labour Law / LLB or equivalent as recognized by SAQA. Three (3) years' experience in the Labour Relations field of which two (2) years must be at a supervisory level. Valid driver's license (with exception of persons with disability). Skills And Knowledge: Strong knowledge of Labour Relations Act (LRA), Employment Equity Act (EEA), Basic Conditions of Employment Act (BCEA), Public Financial Management Act (PFMA), Public Service Regulations (PSR) and Public Service Act (PSA). Knowledge of GPSSBC and CCMA Procedures. Financial management. Planning and organizing skills. Negotiation skills. People management. Problem-solving and analysis skills. Integrity. Presentation skills. Communication skills (verbal and written). Computer literacy. Report writing skills. Policy formulation skills. Ability to interpret legislation/policies.
<u>DUTIES</u>	:	Coordinate and facilitate Labour Relations issues (i.e. grievances, misconduct and disputes). Represent the department in disciplinary hearings. Finalizing grievances and complaints from employees. Coordinating and supporting the department in disputes referred to bargaining councils, as well as related forums. Facilitate the implementation of the Labour Relations policies, guidelines, procedures and provide advice, therefore. Conduct workshops/awareness on labour relations matters. Represent the department at the Provincial Chambers and management of strikes. Ensure keeping of appropriate records and statistics as required by law. Make inputs to the development of policies and procedures related to labour relations management and implement such policies and procedures in dealing with labour relations cases. Manage and facilitate resources (financial, human and physical) in accordance with relevant directives and legislation.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 34/94</u>	:	<u>ASSISTANT DIRECTOR: FIREARM MANAGEMENT REF NO: C2/25/19</u> Directorate: Security & Facility Management: Physical & Information Security Management
<u>SALARY</u>	:	R468 459 – R551 823 per annum (Level 09)
<u>CENTRE</u>	:	Head Office: Polokwane
<u>REQUIREMENTS</u>	:	An NQF 6 qualification in Policing / Law Enforcement / Security / Criminology or equivalent as recognized by SAQA. Three (3) to five (5) years' experience in the Firearm Control field. Firearm Competency certificate (handgun / shotgun / rifle). Valid driver's license (with exception of persons with disability). Skills And Knowledge: Knowledge of the Firearm Control Act and related regulations. Knowledge in firearm control and firearm records management. Effective firearm control. Planning and organizing. Computer literacy. Presentation skills. Analytical thinking. Communication skills. Negotiation skills. Conflict management and problem-solving skills. Financial management. Interpersonal skills.
<u>DUTIES</u>	:	Manage departmental firearms for compliance with the Firearm Control Act 60 of 2000 and Regulation 12 and 79. Develop and maintain firearm control policies and procedures. Conduct firearm audits, inspections and maintain and keep firearm register up to date and compatible with the SAPS firearm register. Conduct quarterly shooting exercises. Manage and facilitate resources

		(financial, human and physical) in accordance with relevant directives and legislation.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 34/95</u>	:	<u>ASSISTANT DIRECTOR REF NO: C2/25/20</u> Directorate: Management Accounting
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 – R551 823 per annum (Level 09) Waterberg District: Modimolle An NQF 6 qualification in Financial Management / Accounting / Management Accounting or equivalent as recognized by SAQA. Three (3) to five (5) years' experience in the Revenue Management field. Valid driver's license (with exception of persons with disability). Skills And Knowledge: Knowledge of PFMA, DORA and Treasury Regulations. Knowledge of BAS. Computer literacy. People management and communication skills. Interpersonal relations and analytical skills. Financial management.
<u>DUTIES</u>	:	Manage and monitor revenue collection in the district. Ensure that revenue collected is monitored, checked and banked as prescribed in the revenue policy and procedure manual. Manage the clearing of bank exceptions as well as all revenue control accounts. Authorize captured batches, journals and ensure that supporting documents are attached. Review monthly revenue management reports. Manage face value stock. Maintain and implement effective, efficient and transparent systems of financial and risk management and internal control. Maintain sound budgeting and budgetary control practices. Bank reconciliation and debts management. Review monthly revenue management reports. Manage face value stock. Manage and facilitate resources (financial, human and physical) in accordance with relevant directives and legislation.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 34/96</u>	:	<u>ENVIRONMENTAL OFFICER PRODUCTION GRADE A (ENVIRONMENTAL COMMUNICATION & AWARENESS) REF NO: C2/25/29 (X2 POSTS)</u> Directorate: Environmental Empowerment Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R343 842 – R380 145 per annum, (OSD) Sekhukhune District: Lebowakgomo (X1 Post) Waterberg District: Modimolle (X1 Post) An NQF 6 qualification in Nature Conservation / Environmental Management / Environmental Sciences or equivalent as recognized by SAQA. An NQF 7 relevant qualification will be an added advantage. Valid driver's license (with exception of persons with disability). Skills And Knowledge: Knowledge of Environmental legislations and protocols. Knowledge of environmental education and awareness programmes. Knowledge on education for sustainability. Basic knowledge of linking basic education curriculum and environmental education programs. Ability to facilitate stakeholder's engagement processes. Computer literacy. Excellent communication (verbal and written). Report writing skills. Planning and organizing skills. Interpersonal relations and project/program management skills. Presentation skills. Conflict management and problem solving skills.
<u>DUTIES</u>	:	Facilitate the implementation of formal Environmental education programmes in schools through Limpopo Green Schools for the Earth Programme (LGSEP) and career expo. Facilitate the implementation of informal environmental education programmes/activities. Implementation of Limpopo Enviro Explorer Youth Programme (LEEYP). Coordinate commemoration of Environmental Calendar days in the district. Conduct environmental awareness through all legal media platforms. Facilitate, collaboration and forming partnership with relevant stakeholders to implement environmental education and awareness programmes. Represent the Department in various education and awareness forums/structures in the district. Compile Environmental education and awareness reports in the district.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 34/97</u>	:	<u>ENVIRONMENTAL OFFICER PRODUCTION GRADE A (ENVIRONMENTAL GOVERNANCE & MUNICIPAL SUPPORT) REF NO: C2/25/30</u> Directorate: Environmental Empowerment Services
<u>SALARY</u>	:	R343 842 – R380 145 per annum, (OSD)

<u>CENTRE REQUIREMENTS</u>	:	Waterberg District: Modimolle
	:	An NQF 6 qualification in Nature Conservation / Environmental Management / Environmental Sciences or equivalent as recognized by SAQA. Valid driver's license (with exception of persons with disability). Skills And Knowledge: Knowledge of Environmental legislation and protocols. Knowledge of Municipalities Integrated Development Planning (IDP) process. Knowledge of environmental capacity building approaches and programmes. Knowledge of community development and conservation. Ability to facilitate stakeholder's engagement process. Computer literacy. Excellent communication skills (verbal and written). Report writing skills. Planning and organizing skills. Interpersonal relations and project/program management. Presentation skills. Field work and data analysis. Ability to work under pressure.
<u>DUTIES</u>	:	Develop and manage the implementation of environmental capacity building programmes. Develop and manage environmental multi stakeholder's seminars/indabas. Manage the implementation of the greenest municipality competition. Facilitate the implementation of the local government support strategy and the Municipal Environmental IDP toolkit. Represent the Department in various environmental management forums. Manage and facilitate formation and functioning of environmental stakeholder's forums. Compile sub-directorate reports. Support implementation framework for environmental governance in Waterberg District. Perform all administrative and related functions.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 34/98</u>	:	<u>ENVIRONMENTAL OFFICER PRODUCTION GRADE A REF NO: C2/25/31</u> Directorate: Provincial Protected Areas Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R343 842 – R380 145 per annum, (OSD)
	:	Langjan Nature Reserve
	:	An NQF 6 qualification in Nature Conservation / Wildlife Management / Environmental Management / Natural Sciences or equivalent as recognized by SAQA. Three (3) years' working experience in the Nature Conservation field. SAPS Firearm Competency Certificate. Valid driver's license (with exception of persons with disability). No criminal record. Skills And Knowledge: Knowledge of Nature Reserve Management and Nature Conservation legislations and policies. Knowledge of and the ability to interpret directives, policy, guidelines, environmental legislation and multilateral environmental agreements. Compiling of reports. Ability to use a firearm. Computer literacy. Analysis skills. Client orientation and customer focus skills. Communication skills. People management. Conflict management and problem-solving skills. Change and diversity management skills. Planning and organizing skills. Policy formulation skills. Financial management skills.
<u>DUTIES</u>	:	Plan and implement conservation management program in the nature reserve. Plan an implement law enforcement programs in the nature reserve. Promote biodiversity conservation awareness. Promote ecosystem functioning activities of the reserve. Infrastructure management services within the nature reserve. Plan and undertake surveys and recording of data in the reserve. Maintenance of infrastructure and recreational facilities. Conduct stakeholder engagement programmes. Perform tourism management activities as well as the management of administration and related functions. Perform all administrative and relations functions at the nature reserve. Manage and facilitate resources (financial, human and physical) in accordance with relevant directives and legislation.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 34/99</u>	:	<u>PERSONAL ASSISTANT REF NO: C2/25/23</u> Directorate: Head Of Department
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 – R382 959 per annum (Level 07)
	:	Head Office: Polokwane
	:	An NQF 6 qualification in Personal Assistant / Secretarial / Office Assistant / Office Administration / Office Management / Business Management / Management Assistant or equivalent as recognized by SAQA. Two (2) years' experience in rendering support to SMS/Executive Management. Two (2) years' experience in managing traveling arrangements, including booking flights, accommodation, transportation. Experience in diary and calendar management. Knowledge and experience in Microsoft Office Suite, especially

Outlook and other relevant software. Experience in report writing and providing Secretarial Services. Skills And Knowledge: Basic knowledge of the relevant legislation / policies / prescripts and procedures governing public service. Basic knowledge of financial administration. Exceptional organisational skills: Ability to manage multiple tasks simultaneously with meticulous attention to detail. Strong communication skills: Excellent written and verbal communication skills to effectively interact with diverse individuals at all levels and backgrounds. Proficiency in technology: Knowledge in Microsoft Office Suite, calendar applications and other relevant software. Comprehensive understanding of office management systems and applications. Discretion and confidentiality: Ability to handle sensitive information with utmost discretion. Anticipatory thinking: Proactive ability to anticipate needs and proactively address potential issues. Professionalism and courtesy: Ability to maintain a professional demeanour, demonstrating excellent interpersonal skills. Good grooming and presentation. Self-management and motivation.

DUTIES

: Receive telephone calls in an environment where, in addition to the calls for the HoD, discretion is required to decide to whom the calls should be forwarded. In the process the job incumbent should be finalise some enquiries. Performed advanced typing work. Operates and ensures that office equipment, e.g. fax machines and photocopiers are in good working order. Records the engagements of the HoD. Utilizes discretion to decide whether to accept/decline or refer to other employee's requests for meetings, based on the importance and urgency of the matter. Coordinates with and sensitizes/advises the HoD regarding engagements. Compile realistic schedules of appointments. Ensure the effective flow of information and documents to and from the office of the HoD. Ensures the safekeeping of all documentation in the office of the HoD in line with relevant legislation and policies. Obtain inputs, collates and compiles reports. Scrutinizes routine submission/reports and make notes and recommendations for the HoD. Responds to enquiries received from internal and external stakeholders. Draft documents as required. Filing of documents for the HoD and the unit where required. Collects, analyses and collates information requested by the HoD. Clarifies instructions and notes on behalf of the HoD. Ensures that travel arrangements are well coordinated. Prioritizes issues in the office of the HoD. Manages the leave register and telephone accounts for the unit. Handles the procurement of standard items like stationary, refreshments etc. for the activities of the HoD and the unit. Obtain the necessary signatures on documents like procurement advices and monthly salary reports. Collects and compiles all necessary documents for the HoD to inform him/her on the contents. Records minutes/decisions and communicates to relevant role-players, follow-up on progress made. Prepares briefing notes for the HoD as required. Coordinates logistical arrangements for the meetings when required. Collect and coordinates all the documents that related the HoD's budget. Assists HoD in the determining funding requirements for the purposes of MTEF submissions. Keeps record of expenditure commitments, monitors expenditure and alerts HoD of possible over and under spending. Checks and correlates BAS reports to ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consults with the HoD and compiles draft memos for this purpose. Compares the MTEF allocation with the requested budget and informs the HoD of changes. Remains up to date with regard to the prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the HoD. Remains abreast with the procedures and processes that apply in the office of the HoD.

ENQUIRIES

: Ms WA Klaassen Tel No: (015) 293 8691

POST 34/100

: **SPECIAL PROGRAMMES OFFICER: SPECIAL PROGRAMMES REF NO: C2/25/24**
Directorate: Strategic Management

SALARY CENTRE REQUIREMENTS

: R325 101 – R382 959 per annum (Level 07)
: Mopani District: Giyani
: An NQF 6 qualification in Public Administration / Public Management / HRM / Gender Studies / Youth Studies / Disability Studies or equivalent as recognized by SAQA. Two (2) years' experience in the Special Programmes / Administration within government. Valid driver's license (with exception of persons with disability). Skills And Knowledge: Knowledge and understanding of the Public Service, HR Policies, Change Management Engagement,

		Employment Equity, Affirmative Action measures and other legislation related to transformation. Policy analysis, development and monitoring. Knowledge of Gender Equity and Women Empowerment Programme. Promotion of the rights of women, people with disabilities and the youth. Mainstreaming and implementation of gender, elderly programmes, youth developmental programmes and job access strategy. Excellent communication skills (verbal and written). Coordination skills. Planning and organisation skills. Leading and controlling skills. Research skills. Report writing and presentation skill. Knowledge management. Problem solving and analysis skills. Programme and project management skills. Financial management and service delivery innovation skills. Client orientation, stakeholder management and customer focus. Policy analysis, development and monitoring skills.
<u>DUTIES</u>	:	Compile and submit progress reports on: Achieved equity targets and compliance with employment equity plan. Gender sensitive workplace. Disability friendly environment and percentage of disability targets achieved. Integration of youth, gender, disability and elderly programmes. Financial management within the directorate. Provide support at the districts and / or head office on special programmes imperatives. Capacity building and awareness to all staff. Ensure efficient and effective resource management. Information dissemination. Networking and benchmarking for best practice. Manage all procurement and logistical needs for the sub-directorate at the district level and liaise with SCM for processing. Implementation of national and provincial directives.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 34/101</u>	:	<u>COMMUNICATION OFFICER REF NO: C2/25/25</u> Directorate: Communication Services Re-advertisement, all applicants who previously applied Need To re-apply if interested as the previous applications will not be considered.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 – R382 959 per annum (Level 07) Capricorn District: Polokwane An NQF 6 qualification in Communication / Journalism / Media studies / Public Relations / Marketing or equivalent as recognized by SAQA. Two (2) years' experience in the Communication environment. Photographic skills and registration with PRISA will be an added advantage. Valid driver's license (with exception of persons with disability). Skills and Knowledge: Computer literacy (MS Office applications). Knowledge of applicable legislation of government framework and relevant legislation. Good communication skills (verbal & written) including interpersonal skills. Presentation skills. Report writing skills. Analytical thinking. Good negotiation skills. Strategic thinking. Adaptability.
<u>DUTIES</u>	:	Compile, plan and implement the district events calendar. Support departmental events / activities. Monitor and evaluate events. Write articles for the departmental newsletter. Source information for both the intranet and the website. Ensure correct information into departmental publications (online and printed). Develop image bank of the department (Officials, events etc.). Manage the departmental media profile and create relations with the media. Provide journalistic duties to events in the districts. Conduct regular media monitoring and feedback sessions with units affected to manage their communication. Regularly update media contact list. Provide information and pictures for social media platform. Develop networks for communication at district level.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 34/102</u>	:	<u>PERSONNEL PRACTITIONER: CONDITIONS OF SERVICE REF NO: C2/25/26</u> Directorate: Human Resource Management & Development
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 – R382 959 per annum (Level 07) Mopani District: Giyani An NQF 6 qualification in Human Resource Management or equivalent, in the field of HRM, as recognized by SAQA. Two (2) years' experience in Human Resource Management: Conditions of Services field. Successful completion PERSAL Administration training. Valid South African driver's license (with exception of persons with disability). Skills And Knowledge: Knowledge of Public Service Act, Public Service Regulations and PILIR. Knowledge of relevant government legislative prescripts. Knowledge of the PERSAL System.

		Knowledge of the PCM System. Ability to interpret and apply policy. Analytical and innovative thinking. Business writing skills. Report and analysis skills. Computer literacy. Accurate data capturing. Data management skills. Presentation and communication skills. Financial and change management skills. Programme and project management skills. Problem solving skills. Client orientation skills. Policy formulation. Project management.
<u>DUTIES</u>	:	Supervise and render effective administration process of all types of service terminations (death, resignations, retirements, contract expiry and discharge). Administer leave process including Policy and Procedure on Incapacity Leave and Ill-health Retirement (PILIR). Supervise processing of leave gratuities/discounting, termination of service and processing of pension documents. Administer long service awards, medical aid and housing allowance. Manage PERSAL transactions related to service benefits. Utilise resources effectively. Adhere to Batho Pele Principles, Service Standards as well as Human Resource Policies and Procedures. Compile analysis and CoE liability reports.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 34/103</u>	:	<u>ADMINISTRATIVE OFFICER: SHERQ, HIV, STI, TB & COIDA REF NO: C2/25/27</u> Directorate: Employee Relations & Wellness
<u>SALARY</u>	:	R325 101 – R382 959 per annum (Level 07)
<u>CENTRE</u>	:	Head Office: Polokwane
<u>REQUIREMENTS</u>	:	An NQF 6 qualification in Safety Management / Social and Behavioural Sciences / Environmental Health / HRM&D or equivalent as recognized by SAQA. Two (2) years' experience in the Employee Health and Wellness field. Valid driver's license (with exception of persons with disability). Skills And Knowledge: Knowledge of COIDA, Public Service Act, Public Service Regulations, Compensation Fund Policies, Public Financial Management Act, National Treasury Regulations, PoPIA, PAIA and Customer Services (Batho Pele Principles). Knowledge of the Employee Assistance Programme. Communication skills (verbal and written). Computer literacy. Report writing skills. Listening skills. Telephone etiquette and basic interpersonal skills. Data and records management. Problem-solving and decision-making skills. Analytical thinking skills. Planning and organization skills. Coordination and monitoring skills.
<u>DUTIES</u>	:	To implement the plan for management of occupational injuries and diseases. Conduct safety awareness workshops in the department and districts. Develop and maintain register for occupations injuries and diseases at Head Office. Conduct incident investigations in the workplace and ensure timeous reporting thereof according to the requirements of the General Administrative Regulations. Assist the development and review of OHS/COID general service delivery standards. Monitor implementation of COID in the districts. Collate information on trends regarding occupational injuries and diseases and report quarterly and annually. Liaise with Compensation Commissioner on injury on duty cases. Render administrative support to the directorate. Environmental Health promotion programmes (communicable and non-communicable diseases). Implement Employee Assistance Programme in the department.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 34/104</u>	:	<u>CONSUMER OFFICER REF NO: C2/25/28</u> Directorate: Consumer Affairs
<u>SALARY</u>	:	R325 101 – R382 959 per annum (Level 07)
<u>CENTRE</u>	:	Waterberg District: Modimolle
<u>REQUIREMENTS</u>	:	An NQF 6 qualification in Business Management / Economics / Public Administration / Commercial Law / Business Administration / Law or equivalent as recognized by SAQA. Two (2) years' experience in Consumer Affairs field, dealing with LCPA, CPS Legislation or inspectorate and investigation environment. Valid driver's license (with exception of persons with disability). Skills And Knowledge: Knowledge of relevant legislation (CPA, LPCA and PSA). Knowledge of Public Sector Policies and Regulations. Consumer care skills. Good communication skills (verbal and written). Negotiation skills. Presentation skills. Analytical and problem-solving skills. Report writing skills. Computer literacy. Planning and organising skills. Public speaking skills.

	Attention to detail. Project management skills. Facilitation skills. Ability to work under pressure.
<u>DUTIES</u>	: Render administrative support services in the Consumer Affairs offices. Conduct compliance inspections. Conduct investigation of consumer complaints. Conduct consumer education and prepare reports. Liaise with consumers and stakeholders. Administer LPCA and CPA.
<u>ENQUIRIES</u>	: Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 34/105</u>	: <u>CLUSTER SALES OFFICER REF NO: C2/25/32</u> Directorate: Commercial Development
<u>SALARY</u>	: R325 101 – R382 959.per annum (level 7)
<u>CENTRE</u>	: Head Office: Polokwane
<u>REQUIREMENTS</u>	: An NQF 6 qualification in Tourism Management / Hospitality Management / Business Management / Marketing Management or equivalent as recognized by SAQA. Two (2) to three (3) years' working experience in the Sales and Marketing field. Valid driver's license (with exception of persons with disability). No criminal record. Skills And Knowledge: Knowledge and the ability to interpret and apply directives, policy, guidelines, environmental legislation and sales and marketing strategies. Computer literacy. Analytical thinking skills. Problem solving and analysis skills. Client orientation and customer focus. Communication skills (verbal and written). Customer relationship management. People management. Leadership skills. Financial management skills.
<u>DUTIES</u>	: Implement strategic marketing plans and sales plans for Limpopo Wildlife Resorts (LWR). Render advertising and promotion activities, including print, online, electronic media and direct mail. Implement product positioning, packaging and pricing strategy to produce the highest possible long-term market share. Establish and maintain relationships with industry influencers and key strategic partners. Manage sales/marketing operating budget. Identify media, trade marketing and advertising platforms. Provide after-sales services to customer base. Recruit new customers. Update information on the website and publications regularly. Post all activities on social media platforms. Respond to online enquiries, complaints and compliments. Conduct all sales promotional activities. Distribution of collaterals for resorts. Coordinate product promotion and advertising. Coordinate co-marketing with the concessionaires in the resort. Coordinate resort marketing initiatives and proposals. Coordinate resorts' marketing reports. Report writing. Partnership management with communities, public and private stakeholders. Community levies. Community empowerment. Kids and Parks programmes.
<u>ENQUIRIES</u>	: Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 34/106</u>	: <u>PROJECT ADMINISTRATIVE OFFICER REF NO: C2/25/33</u> Directorate: Commercial Development
<u>SALARY</u>	: R325 101 – R382 959 per annum (Level 07)
<u>CENTRE</u>	: Head Office: Polokwane
<u>REQUIREMENTS</u>	: An NQF 6 qualification in Tourism Management / Hospitality Management / Business Management / Marketing Management or equivalent as recognized by SAQA. Two (2) to three (3) years' working experience in the Sales and Marketing field. Valid driver's license (with exception of persons with disability). No criminal record. Skills And Knowledge: Knowledge and the ability to interpret and apply directives, policy, guidelines, environmental legislation and sales and marketing strategies. Computer literacy. Analytical skills. Problem solving and analysis skills. Client orientation and customer focus. Communication skills (verbal and written). Customer relationship management. People management. Leadership skills. Financial management skills. Project management.
<u>DUTIES</u>	: Implement commercialisation of nature reserves. Implement LWR Revenue Enhancement Projects. Facilitate and coordinate LWR EPWP Projects. Facilitate and coordinate community and stakeholder engagements. Implement strategic marketing plans and sales plans for Limpopo Wildlife Resorts (LWR). Render advertising and promotion activities, including print, online, electronic media and direct mail. Implement product positioning, packaging and pricing strategy to produce the highest possible long-term market share. Establish and maintain relationships with industry influencers and key strategic partners. Manage sales/marketing operating budget. Identify

		media, trade marketing and advertising platforms. Provide after-sales services to customer base. Recruit new customers. Update information on the website and publications regularly. Post all activities on social media platforms. Respond to online enquiries, complaints and compliments. Conduct all sales promotional activities. Distribution of collaterals for resorts. Coordinate product promotion and advertising. Coordinate co-marketing with the concessionaires in the resort. Coordinate resort marketing initiatives and proposals. Coordinate resorts' marketing reports. Report writing.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 34/107</u>	:	<u>BOOKINGS & RESERVATION OFFICER REF NO: C2/25/34 (X2 POSTS)</u> Directorate: Commercial Development
<u>SALARY</u>	:	R325 101 – R382 959 per annum (Level 07)
<u>CENTRE</u>	:	Head Office: Polokwane
<u>REQUIREMENTS</u>	:	An NQF 6 qualification in Tourism Management / Hospitality Management / Business Management or equivalent as recognized by SAQA. Two (2) to three (3) years' working experience in the Bookings and Reservation field or Front Office role in a lodge, resort or eco-tourism setting. Valid driver's license (with exception of persons with disability). No criminal record. skills and knowledge: Knowledge and the ability to interpret and apply directives, policy, guidelines, environmental legislation and project management. Computer literacy. Analytical skills. Conflict management and problem solving skills. Client orientation and customer focus. Communication skills (verbal and written). Customer relations management. People management. Leadership skills. Stakeholder management. Sales and product knowledge (Provincial Protected Nature Reserves and Reports). Financial management. Telephone etiquette. Ability to work under pressure.
<u>DUTIES</u>	:	Manage and process all booking inquiries through telephone, email and online platforms. Provide detailed information about the resort's accommodation, wildlife activities (e.g. game drives, hiking trails, etc.), conservation projects, dining options and community-based experiences. Accurately update and manage the reservation system, including guest preferences and special requests. Liaise with resort staff and operations teams to ensure availability of activities and accommodation. Send booking confirmations, invoices, payment requests and pre-arrival communication to guests and resort officials. Coordinate group and package bookings, including tailored itineraries and activity packages. Monitor occupancy levels and suggest strategies to optimise lodging capacity. Handle cancellations, changes and no-shows according to the Reservations policy and ensure proper guest communication. Assist in managing partnerships with booking agents, tourism boards and online travel platforms. Handle clients' queries, complaints and compliments. Filing and safekeeping of documents. Liaise with IT unit for Online Reservations and Booking System upgrades. Prepare daily, weekly and monthly booking reports for management review. Verify and compile database of revenue activities, including guest profiles, booking statistics and revenue reports. Review reservation policies and procedures periodically, identify means of improving productivity and efficiency. Administer complementary bookings. Review annual tariffs according to different categories. Loading of tariffs in the reservation system. Develop and review terms and conditions for reservations. Identify opportunities to promote additional services or packages to enhance customer experience. Provide input into promotional campaigns and seasonal offers based on booking trends. Implement promotions and specials.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 34/108</u>	:	<u>PERSONNEL OFFICER: CONDITIONS OF SERVICE REF NO: C2/25/35 (X2 POSTS)</u> Directorate: Human Resource Management & Development
<u>SALARY</u>	:	R228 321 – R268 950 per annum (Level 05)
<u>CENTRE</u>	:	Sekhukhune District: Lebowakgomo (X1 Post) Vhembe District: Thohoyandou (X1 Post)
<u>REQUIREMENTS</u>	:	An NQF 6 qualification in Human Resource Management or equivalent, in the field of HRM, as recognized by SAQA. One (1) to two (2) years' experience in Human Resource Management: Conditions of Services field will be an added advantage. Successful completion PERSAL Administration training will be an added advantage. Valid South African driver's license (with exception of

		persons with disability). Skills and Knowledge: Knowledge of Public Service Act, Public Service Regulations and PILIR. Knowledge of relevant government legislative prescripts. Knowledge of PERSAL system. Knowledge of PCM system. Business writing skills. Report and analysis skills. Computer literacy. Accurate data capturing. Data management skills. Presentation and communication skills. Financial and change management skills. Programme and project management skills. Problem solving skills. Client orientation skills. Policy development skills.
<u>DUTIES</u>	:	Render effective administration process of all types of service terminations (death, resignations, retirements, contract expiry, and discharge). Administer leave process including Policy and Procedure on Incapacity Leave and Ill-health Retirement (PILIR). Processing of leave gratuities/discounting, administer long service awards, medical aid and housing allowance. Administer termination of service and processing of pension documents. Capture and process PERSAL Transactions related to service benefits. Processing of pension benefits. Utilise resources effectively. Adhere to Batho Pele Principles, Service Standards as well as Human Resource Policies and procedures.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 34/109</u>	:	<u>REVENUE CLERK REF NO: C2/25/36 (X2 POSTS)</u> Directorate: Management Accounting
<u>SALARY CENTRE</u>	:	R228 321 – R268 950 per annum (Level 05)
	:	Sekhukhune District: Lebowakgomo (X1 Post)
	:	Waterberg District: Lephalale Service Centre (X1 Post)
<u>REQUIREMENTS</u>	:	An NQF 4 qualification (Grade 12) with Accounting as a subject or equivalent as recognized by SAQA. An appropriate NQF 6 qualification in Financial Management / Accounting / Management Accounting will be an added advantage. Valid driver's license (with exception of persons with disability). Skills And Knowledge: Knowledge of PFMA, DORA and Treasury regulations. Computer literacy. People management and communication skills. Interpersonal relations and analytical skills. Financial management.
<u>DUTIES</u>	:	Issuing of receipts and safeguarding of revenue assets and stock registers. Ensure that all revenue is collected, recorded and banked as prescribed in the revenue policy and procedure manual. Ensure proper safe keeping of face value stock. Compile monthly revenue statistics. Clearing of exceptions in financial accounts.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 34/110</u>	:	<u>SENIOR FIELD RANGER REF NO: C2/25/37 (X3 POSTS)</u> Directorate: Provincial Protected Areas Management
<u>SALARY CENTRE</u>	:	R228 321 – R268 950 per annum (Level 05)
	:	Langjan Nature Reserve (X1 Post)
	:	Lekgalameetse Nature Reserve (X1 Post)
	:	Mphaphuli Nature Reserve (X1 Post)
<u>REQUIREMENTS</u>	:	An NQF 4 (Grade 12) / ABET / AET level 3 qualification or equivalent as recognized by SAQA. A National Diploma in Nature Conservation or related will be an added advantage. Valid SAPS Firearm Competency Certificate. Related training is essential (from SAWC or any other accredited institution). One (1) to two (2) years' working experience in the Nature Conservation field. Valid driver's license (with exception of persons with disability). Physically fit. No criminal record. Skills and Knowledge: Knowledge of nature reserve management and nature conservation legislations and policies (national and provincial). Ability to use a firearm. Computer literacy. Problem solving and analysis skills. Client orientation and customer focus. Communication skills.
<u>DUTIES</u>	:	Assist with the protection of the nature reserve and its natural resources. Lead teams with the following: law enforcement operations / programmes (nature conservation patrols), inspection and repair the boundary fence, infrastructure maintenance, manage visitors' behaviour and actions in the reserve, reporting non-compliance, assist with fire management services and assist with access control. Assist with monitoring of ecological processes, habitats and biodiversity in the nature reserve which include: gathering biological and ecological data, identify and conduct ecological rehabilitation programs such as soil erosion controls, alien plants removal and bush encroachment programs. Assist Wildlife Management in other areas and communities.

		Conduct conservation management programmes (water provision and fire management). Assist with game monitoring programmes. Assist with administration activities.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 34/111</u>	:	<u>MESSENGER/DRIVER: RECORDS & KNOWLEDGE MANAGEMENT REF NO: C2/25/38</u> Directorate: Security & Facility Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R193 359 – R227 766 per annum (Level 04) Sekhukhune District: Lebowakgomo An NQF 3 (Grade 8 / ABET / AET) qualification or equivalent as recognized by SAQA. Seven (7) to twelve (12) months experience in driving will be an added advantage. A valid PDP licence. Valid driver's license (with exception of persons with disability). Skills and Knowledge: Knowledge of messenger services. Knowledge of planning and organising. Knowledge of roads and places. Knowledge of messenger services. Computer literacy. Good people skills. High level of reliability. Basic written communication skills. The ability to act with tact and discretion. Good grooming and presentation skills. Ability to operate photocopier machine. Organisational skills.
<u>DUTIES</u>	:	Drive light and medium motor vehicles to transport passengers and deliver other items such as mail and documents. Do routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and logs books with regard to the vehicle and the goods handled. Collect mail and documents from all over as requested. Collect mail from post office including heavy boxes. Deliver invitations to stakeholders e.g. business group. Collect stationery and goods from stores. Collect and deliver documentation and related items in the department. Copy and fax documents. Assist in the registry activities. Attend to district logistical support services. Provide transport services for the district officials.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 34/112</u>	:	<u>FIELD RANGER REF NO: C2/25/39 (X15 POSTS)</u> Directorate: Provincial Protected Areas Management Re-advertisements, all applicants who previously applied need to re-apply if interested as the previous applications will not be considered.
<u>SALARY CENTRE</u>	:	R193 359 – R227 766 per annum (Level 04) Atherstone Nature Reserve (X2 Posts) (X1 Post re-advertisement) Brackenridge Nature Reserve (X1 Post) (re-advertisement) Hans Merensky Nature Reserve (X1 Post) Langjan Nature Reserve (X1 Post) Makapans Valley WHS (X1 Post) Matrompie Nature Reserve (X1 Post) Modjadji Nature Reserve (X1 Post) Mokolo Dam Nature Reserve (X1 Post) Mphaphuli Nature Reserve (X1 Post) Nwanedi Nature Reserve (X2 Posts) (re-advertisement) Turfloop Nature Reserve (X2 Posts) Witvinger Nature Reserve (X1 Post)
<u>REQUIREMENTS</u>	:	An NQF 4 (Grade 12 / ABET / AET level 3) qualification or equivalent as recognized by SAQA. Valid SAPS Firearm Competency Certificate (handgun/rifle/shotgun). Valid driver's license (with exception of persons with disability). Physically fit. No criminal record. Experience in conservation management programs will be an added advantage. Conservation training certificate / qualification is essential from accredited institution. Skills And Knowledge: Knowledge of nature reserve management and nature conservation legislations and policies (national and provincial). Ability to use a firearm. Problem solving and analysis skills. Client orientation and customer focus. Communication skills.
<u>DUTIES</u>	:	Assist with the protection of the nature reserve and its natural resources. Conduct law enforcement operations / programs (nature conservation patrols). Inspect and repair the boundary fence. Infrastructure maintenance. Manage visitors' behaviour and actions in reserves. Report non-compliance. Assist with fire management services. Assist with access control. Assist with monitoring of ecological processes, habitats and biodiversity in nature reserves which include gathering biological and ecological data. Identify and conduct

		ecological rehabilitation programmes such as soil erosion controls, alien plants removal and bush encroachment programmes. Assist Wildlife Management in other areas and communities. Conduct conservation management programmes (water provision and fire management programmes). Assist with game monitoring and management programmes.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 34/113</u>	:	<u>CHEF REF NO: C2/25/40</u> Directorate: Provincial Protected Areas Management
<u>SALARY</u>	:	R193 359 – R227 766 per annum (Level 04)
<u>CENTRE</u>	:	Nylsvlei Nature Reserve
<u>REQUIREMENTS</u>	:	An NQF 4 qualification (Grade 12 / ABET / AET certificate) or equivalent as recognized by SAQA. A certificate (NQF 2) of assistant Chef. One (1) to two (2) years' experience as an Assistant Chef in the Food and Beverages field will be an added advantage. Valid driver's license (with exception of persons with disability). Physically fit. No criminal record. Skills And Knowledge: Problem solving and analysis skills. Client orientation and customer focus. Excellent communication and interpersonal skills. The ability to operate elementary machines and equipment. Ability to supervise a team. Ability to work under sustained pressure. Computer literacy. Thorough knowledge of the professional cookery in hospitality environment. Willingness to work long extraordinary hours. Strong knowledge of culinary techniques, food safety practices and nutrition. Exceptional supervisory skills with the ability to motivate and manage a diverse kitchen team. Strong organizational and time management skills, with the ability to thrive in a fast-paced environment. A passion for culinary excellence and a commitment to delivering outstanding guest experiences. Ability to organize. Integrity. Professionalism. Service orientation. Decision-making ability. Delivering results and meeting standards and expectations. Good leadership ability and able to motivate a team. Conflict resolution. Innovative. Can easily adapt to change.
<u>DUTIES</u>	:	Facilitate the menu planning and costing. Ordering and stock control. Implement Health and Safety Regulations and Standards. Maintain operational equipment. Staff supervision. Organize food service at buffet stations and service of special dietary requirements. Follow food hygiene and safety standards during storage and production of food. Assist with monthly and quarterly asset stock take of kitchen equipment and reporting of shrinkage. Ensure that all fridges, freezers and store facilities are clean, neat and packed according to unit standards. Administer general mass matters. Administer register stock taking and mass purchases. Control mass stock. Set up the kitchen for meals preparations with cooking utensils and equipment. Plan, pre-preparation and cook of food as per healthy menu. Ensure well cooked food and appealing plate presentation. Serve meals and provide waiter service. Coordinate Chef on Wheels services.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 34/114</u>	:	<u>CLEANER: WORK ENVIRONMENT & FACILITY SERVICES REF NO: C2/25/41 (X3 POSTS)</u> Directorate: Security & Facility Management
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	Mopani District: Giyani (X1 Post) Sekhukhune District: Lebogakgomo (X2 Posts)
<u>REQUIREMENTS</u>	:	An NQF 3 qualification (Grade 8 / ABET / AET certificate) or equivalent as recognized by SAQA. Skills And Knowledge: Must be able to function in a team. Willing to receive guidance and instructions. Basic knowledge of cleaning techniques. Ability to use cleaning equipment and products, application thereof according to specified cleaning techniques to ensure acceptable clean and neat appearance of building. Understanding of basic hygiene practices. Chemical handling skills. Knowledge of cleaning products and applications. Ability to read and write. Communication and listening skills. Planning, organising and people skills.
<u>DUTIES</u>	:	Cleaning of offices, reception area, corridors, elevators, boardrooms, kitchen, restrooms, equipment, state property and assets on a daily basis. Keep and maintain cleaning materials and equipment. Empty office dustbins daily and dispose of all refuse appropriately in the refuse bins for collection. Check bathrooms cleanliness regularly. Clean windows on the inside and outside.

		Store all cleaning equipment and products neatly in the designed cupboards. Provide assistance in the preparations of meetings in boardrooms. Serving water / tea / coffee. Request cleaning materials.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 34/115</u>	:	<u>ROOM ATTENDANT REF NO: C2/25/42</u> Directorate: Provincial Protected Areas Management
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	Lekgalameetse Nature Reserve
<u>REQUIREMENTS</u>	:	An NQF 3 qualification (Grade 8 / ABET / AET certificate) or equivalent as recognized by SAQA. A housekeeping certificate will be an added advantage. Physically fit. No criminal record. Skills And Knowledge: Ability to work independently and under sustained pressure. Excellent communication and customer relations services skills. Ability to interact with guests and addressing their needs according to job resources. Flexibility in working hours, including weekends and holidays. Time management skills. Ability to complete tasks efficiently and prioritize workload. Must have knowledge of cleaning products and equipment. Ability to execute instructions. Ability to work effectively as part of a team. Adaptability. Be physically fit to perform tasks like lifting, carrying and moving heavy items. Work under extreme weather conditions (cold and hot). People skills. Ability to organise. Service orientation. Decision-making ability. Be self-motivated. Conflict management. Innovation skills.
<u>DUTIES</u>	:	Cleaning tourism facilities, ensuring that guest rooms are properly cleaned, empty waste bins, rooms are properly prepared with clean linen. Clean kitchen, crockery and cutlery. Housekeeping services- remove, wash, iron and store linen properly Guest suppliers are provided and regularly cleaned. Cleaning public areas – all tourist' facilities and surroundings are always clean and ready for use by guests. Always adhere to hospitality standards. Ensure records of stock and amenities. Light bulbs are checked and replaced if necessary. Report damaged items in the guest rooms. Complete hospitality forms from guest. Cleaning of conference halls.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691

**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>	:	07 October 2025
<u>NOTE</u>	:	N.B. 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)
		ERRATUM: Kindly note that the posts were posted in the Public Service Vacancy Circular 29 dated 15 August 2025, the post of Operational Manager Nursing (PN-B3): Maternity (Bethal Hospital, Gert Sibande District) with Ref. No.: MPDoH/Aug/25/322), the post of Operational Manager Nursing (PN-A5): General (Standerton Hospital, Gert Sibande District) with Ref No, MPDoH/Aug/25/327 with the closing date of 29 August 2025 and the post posted in the Public Service Vacancy Circular 32 dated 05 September 2025, the post of Administrative Officer: Risk and Security (Mapulaneng Hospital, Ehlanzeni District) with Ref No: MPDoH/Sept/25/374 its closing date of 19 September 2025, has been withdrawn.

OTHER POSTS

<u>POST 34/116</u>	:	<u>MEDICAL OFFICER GRADE 3 REF NO: MPDOH/SEPT/25/375</u>
<u>SALARY</u>	:	R1 322 352 - R1 647 630 per annum
<u>CENTRE</u>	:	Mapulaneng Hospital (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2025) (Independent Practice). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Skills in terms of consultations, history taking, examination, clinical

		assessment and clinical management. Grade 3: A minimum of ten (10) years' experience after registration with the HPCSA as Medical Practitioner (Independent Practice). A minimum of eleven (11) years relevant experience after registration with a recognised foreign health profession council and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Sound clinical knowledge, competency and skills in general clinical domains. The ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engagement when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioural Attributes: Stress tolerance, working within a team, self-confidence and the ability to build and maintain good relationships.
<u>DUTIES</u>	:	To execute duties and functions with proficiency, to support the aims and objectives of the Institution that are consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programmes. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Assist with clinical audits actively participate in continuous professional development. Providing support to hospital management towards an efficient standard of patient care and services is maintained.
<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 34/117</u>	:	<u>ASSISTANT MANAGER: PHARMACEUTICAL SERVICES REF NO: MPDOH/SEPT/25/376</u>
<u>SALARY</u>	:	R1 093 611 - R1 265 916 per annum
<u>CENTRE</u>	:	Pharmaceutical Depot, Middelburg
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist (2025). Minimum of five (5) years' appropriate experience after registration as a Pharmacist with the SAPC. Good communication, interpersonal and computer skills (MS Word and Excel). Ability to work in a team. Good understanding of the National Drug Policy and Good Pharmacy Practice. Sound knowledge of the Pharmacy Act and the Medicine and Related Substance Control Act. A valid driver's licence.
<u>DUTIES</u>	:	Supply chain Management of pharmaceutical and medical devices. Authorize purchase orders according to SCM delegation. Serve as a finance committee member and advise on technical aspects. Monitor the receiving of purchased goods and confirm that goods have been received and can be paid for (sign completion certificate). Monitor stock upliftment and ensure proper credit allocation by the supplier/s. Manage and monitor the transfer of stock from receiving to the warehouse and from the warehouse to receiving (upliftment/recalls and stock of poor quality/sub-standard). Monitor and manage donation stock received and issued to facilities. Monitor compile and submit reports of obsolete (expired and damaged) and redundant stock. Monitor, manage, compile and submit reports on the shelf life of stock in the warehouse to prevent stock loss due to expiry. Monitor and confirm stock issued to facilities (sign completion certificate for the service rendered by the service provider). Assist with the processes of stock take. Perform quality assurance activities in the areas of responsibility. Maintain and uphold good warehousing practice standards and Good Pharmacy Practice standards.
<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 34/118</u>	:	<u>MEDICAL OFFICER GRADE 1 REF NO: MPDOH/SEPT/25/377</u>
<u>SALARY</u>	:	R1 001 349 - R1 078 116 per annum
<u>CENTRE</u>	:	Mapulaneng Hospital (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2025) (Independent Practice). NB: The appointed Medical Officer must be able to work shifts. A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. Grade 1: No experience required after registration with the HPCSA as Medical Practitioner (Independent Practice). Minimum of 1-year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Sound clinical knowledge, competency and skills in general clinical domains. The ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship.
<u>DUTIES</u>	:	To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programmes. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained.
<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 34/119</u>	:	<u>PHARMACY SUPERVISOR GRADE 1 REF NO: MPDOH/SEPT/25/378</u>
<u>SALARY</u>	:	R1 001 349 - R1 062 183 per annum
<u>CENTRE</u>	:	Pharmaceutical Depot, Middelburg
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Diploma Pharm/ BSc. Pharm/ B. Pharm. Current registration with South African Pharmacy Council (SAPC) (2025). Minimum of seven (7) years' appropriate experience after registration as a Pharmacist with SAPC. Good communication, interpersonal and computer skills (MS Word and Excel). Ability to work in a team. Good understanding of the National Drug Policy and Good Pharmacy Practice. Sound knowledge of the Pharmacy Act and the Medicine and Related Substance Control Act. A valid code B driver's licence.
<u>DUTIES</u>	:	Implement and monitor the procurement of medicines and medical devices against the approved demand plan and stock levels. Authorize purchase orders generated as per the SCM delegation. Monitor the receiving of purchased goods and confirm that goods have been received and can be paid for (sign completion certificate). Monitor and manage returns by facilities. Compile and submit reports. Monitor stock upliftment and ensure proper credit allocation by the supplier/s. Coordinate the transfer of stock from receiving to the warehouse and from the warehouse to receiving. Monitor upliftment and batch recalls and stock of poor quality or standard. Compile and submit reports of obsolete (expired and damaged) and redundant stock. Monitor receipt of all stock received on donation. Confirm stock issued to facilities (sign completion

		certificate for the service rendered by the service provider). Compile stock reports and analyse these reports. Capture receipt transactions on stock management system. Attend Bid Evaluation and/or Bid Specific Committee meetings. Perform quality assurance activities in the area of responsibility. Maintain and uphold good warehousing practice standards and Good Pharmacy Practice standards.
<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 34/120</u>	:	<u>DEPUTY DIRECTOR: SALARY ADMINISTRATION REF NO: MPDOH/SEPT/25/379</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum (Level 11), (all-inclusive remuneration package) Provincial Office, Mbombela (Nelspruit) Senior Certificate / Grade 12 plus an undergraduate qualification (NQF level 7) as recognized by SAQA in Internal Audit / Finance / Accounting / Financial / Human Resource Management, Public Administration and Public Management At least a minimum of three (3) years' experience at management level (ASD). Extensive knowledge of PERSAL and at least must have four PERSAL courses. Knowledge and understanding of the Public Sector, Financial Administration relating to the listed duties and the provisions of the PFMA and Treasury Regulation. Knowledge of costing of Compensation of Employee budget, PFMA, Treasury Regulation and other prescripts related to payroll. Ability to develop and apply policies. Computer literacy. Planning, organising, communication (verbal and written), numeracy and accuracy skills. People Management and Leadership skills. A good understanding of BAS, PERSAL and other Computer Systems. The incumbent must have advanced Microsoft application skills.
<u>DUTIES</u>	:	Manage the salaries sub-directorate. Clearing of salary related accounts. Processing payments of salaries, allowances and deductions. Approve and authorise maintenance orders, SARS garnishee and uploading garnishee orders from PERSAL. Uploading orders to Q-Link. Manage clearing of suspense accounts and refunding employees. Monitor filing of all salary documents. Tax reconciliations. Assist districts who need guidance regarding salary issues. Provide inputs to policies and strategies aimed at improving service delivery. BAS and PERSAL reconciliation.
<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 34/121</u>	:	<u>DEPUTY DIRECTOR: SECURITY MANAGEMENT REF NO: MPDOH/SEPT/25/380</u> Re-advertisement
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum (Level 11), (all-inclusive remuneration package) Provincial Office, Mbombela (Nelspruit) Senior Certificate / Grade 12 plus an undergraduate qualification (NQF level 7) in Security Management / Policing as recognized by SAQA. At least a minimum of three (3) experience at management level (ASD) in Security Management / Policing. Security Manager Course offered by SSA, vetting course, SAMTRACK will be an added advantage. Must be registered with PSIRA Grade A. Valid driver's licence.
<u>DUTIES</u>	:	Manage all aspects of Security: (Security Administration, Physical, Information, Personnel, ICT) in line with MISS and MPSS. Develop security policies, Security Plan and Standard Operating Procedures (SOP). Provide guidance and leadership to subordinates at the provincial and district offices. Render advice on security matters and keep track of the developments in the security field for the purpose of reviewing security measures within the Department. Develop a plan and conduct physical security appraisals/assessments and ensure proper implementation of recommendations in consultation with relevant authorities. Develop a departmental vetting strategy and the vetting of personnel. Report/liase with SAPS and SSA all incidents or suspected

		incidents of security breaches and leakages of sensitive information for investigation. Develop departmental security awareness plan. Conduct Threat Risk Assessment (TRA). Liaise with SAPS on issues involving criminal activities within the department. Implement and monitor policy procedures and code of ethics with respect to departmental security policy. Create, develop, and maintain a security training capacity for the department and conduct security training sessions for staff. Advise management about the security implications of management decisions. To manage/monitor the performance of Security service providers in terms of the SLA. To make necessary security arrangements for departmental functions with all security stakeholders. Advice on adherence to security measures and procedures and corrective measures in case of non-compliance.
<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 34/122</u>	:	<u>ASSISTANT MANAGER NURSING (PB-B4): MOTHER, CHILD, WOMEN, YOUTH AND HEALTH (MCWYH) REF NO: MPDOH/SET/25/381</u> Re-advertisement
<u>SALARY CENTRE REQUIREMENTS</u>	:	R755 355 - R863 667 per annum Nkangala District Office, Emalahleni (Witbank) Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2025). A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in Paediatric / Child Care / PHC / Advanced Midwifery. A minimum of ten (10) years appropriate / recognisable experience in nursing after registration as a Professional Nurse with the SANC in general nursing. At least six (6) years of the period referred to above must be appropriate / recognisable experience in the Specific Specialty after obtaining the 1-year post-basic qualification in the relevant specialty. At least three (3) years of the period referred to above must be appropriate / recognisable experience at management level. The ability to coordinate multi-disciplinary and sectoral activities. Knowledge and understanding of the District Health System, including District Hospitals, and Community Based Health Services. Good knowledge of policies on public health services and communicable disease strategies. Knowledge and experience of financial and human resource management applicable to the public service. Knowledge and understanding of the department of health Mpumalanga Comprehensive Service Plan. Computer literacy (word, excel, PowerPoint, Microsoft teams: zoom). Must be proactive, innovative and an independent team leader. Able to participate in continuous professional development activities. Skills: Strong analytical skills and extensive experience in Monitoring and Evaluation (M&E) of Programs. Report writing, good communication skills (Verbal and written). Program and project management skills. Financial management skills. Change and knowledge management skills. Problem-solving and analysis skills. People management and empowerment. Contract management skills. Able to work independently and under pressure. Ability to work within a multidisciplinary team to ensure holistic care. Understanding legislative frameworks and related policies in the health public sector and other prescripts. Valid driver's licence.
<u>DUTIES</u>	:	To coordinate and support the implementation of Mother, Child, Women, Youth and Health (MCWYH) Programmes. Coordinate and facilitate the implementation of Maternal and Child Health Programmes. Coordinate and facilitate the implementation of the Integrated Nutrition Programme. Ensure the implementation of national and provincial policies. Facilitate the provision of adequate woman, and youth health care services. Facilitate the provision of adequate and safe maternal and child health care services. Facilitate the improvement of standards of health care for women and youth. Facilitate the improvement of standards of health care for maternal and child health. Render advice and technical support services to the district. Monitor and evaluate the impact of implementation of policies and guidelines. Coordinate the implementation of National and Provincial INP policies and guidelines. Plan and coordinate INP Services. Monitor and evaluate INP Services. Coordinate the implementation of poverty alleviation projects.

<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 34/123</u>	:	<u>ASSISTANT MANAGER NURSING (PN-B4): PHC REF NO: MPDOH/SEPT/25/382</u>
<u>SALARY</u>	:	R755 355 – R863 667 per annum
<u>CENTRE</u>	:	Nkomazi Sub-district (Ehlanzeni District)
<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) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse and Midwifery plus a post basic nursing qualification, with duration of at least one (01) year accredited with the SANC in above mentioned specialties in nursing. A Diploma in Clinical Nursing Assessment, treatment and Care or Community Health Nursing Science. A minimum of ten (10) years of appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing (2025). At least six (6) years of the period referred to above must be appropriate/ recognisable experience in the relevant specialty after obtaining the 1-year post-basic qualification in the specific specialty. At least three (3) years of the period referred to above must be appropriate/ recognisable experience at management level. Experience and Knowledge of the District Health System. Must have understanding of principles of Primary Health Care Re-engineering. Demonstrate an in depth understanding of Nursing legislation and related legal and ethical nursing practices and how these impacts on service delivery. A valid driver's licence.
<u>DUTIES</u>	:	Supervise and support allocated PHC facilities in line with the PHC Supervision Policy. Conduct monthly red flags and regular reviews. Demonstrate understanding of the District Health Information System (DHIS). Form part of the quarterly programme in-depth reviews together with respective Programme Co-ordinators and form part of the Sub-district and District review session to monitor progress on set targets according to the District Health Plan (DHP). Ensure that PHC facilities that she/he is responsible for are compliant with the National Core Norms and Standards. Ascertain smooth implementation of the referral system and address constraints related to continuity of care. Support initiatives of the three streams of PHC Re-engineering. Implement the Performance Management and Development System (PMDS) with Operational Managers of PHC facilities that she/he is responsible for.
<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 34/124</u>	:	<u>OPERATIONAL MANAGER (PN-A5): GENERAL REF NO: MPDOH/SEPT/25/383</u> Re-advertisement
<u>SALARY</u>	:	R549 192 - R629 121 per annum
<u>CENTRE</u>	:	Standerton Hospital (Gert Sibande District)
<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. 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.

<u>DUTIES</u>	:	The candidate will be responsible for Planning, Organizing, Managing, and coordinating as well as maintaining optimal Nursing Services as an Operational Manager in General Ward. 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 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.
<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 34/125</u>	:	<u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: MPDOH/SEP/25/384</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum (Level 09), (plus service benefits) Nkangala District Office, Emalahleni (Witbank) Senior Certificate / Grade 12 plus Diploma / Degree (NQF Level 6/7) in Supply Chain Management / Financial Accounting / Cost Accounting / Purchasing / Accounting / Finance / Logistics / Economics / Internal Audit as recognized by SAQA. At least a minimum of three (3) years' experience at supervisory / managerial (Level 7/8) within the Finance Environment. Knowledge: Supply Chain Framework. Preferential Procurement Policy Framework. Departmental policies and procedures. Project Management. General management. Strategic management. PFMA. PPPFPA. Treasury Regulations. Experience in Acquisition of goods and services procurement of goods, Logistics, fleet management, demand and contract management. Computer literacy. Skills: Leadership. Negotiating. Facilitation Computer literacy. Presentation. Innovative. Analytical. Verbal and written communication, presentation skills, management skills, good communication skill and excellent interpersonal relations. Experience on government systems (BAS & LOGIS), knowledge of financial prescripts. Valid driver's licence.
<u>DUTIES</u>	:	Implementation of Asset, Acquisition, procurement, Logistics, demand, contract and fleet management policies and procedures of the department. Oversee, coordinate, and advise on the process of drafting specifications/terms of reference and special conditions of contract; compile a procurement plan. Compile monthly SCM reports. Oversee the utilization of the central supplier Database in the bid/quotation process. Control and oversee a compliant execution of the bid/quotation processes. Oversee management of fleet and assets. Administer demand management plans for all sub units and manage inventory. Oversee management of departmental, provincial interdepartmental and national contracts. Compile operational plan for the unit. Identify and mitigate risk within the unit providing training to officials on new developments and SCM processes and policies. Management of Human Resources in the unit including performance assessment of the officials in the 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.

POST 34/126 : **ADMINISTRATIVE OFFICER: SECURITY MANAGEMENT REF NO: MPDOH/SEPT/25/385**

SALARY : R325 101 per annum (Level 07), (plus service benefits)
CENTRE : Mapulaneng Hospital (Ehlanzeni District)
REQUIREMENTS : Senior Certificate / Grade 12 plus three (3) years' functional experience or Diploma / Degree in Safety Management or Security Management in Security Management Services. Knowledge: Promotion of Access to Information Act, Access to Public Premises and Vehicle Act, Knowledge of Physical security, Personnel and Document security, Communication security, IT Security, Security investigation. Monitoring of Service Level Agreement with contracted private companies. Management Skills: Leadership Skills, Good written and verbal communication skills, Conflict management skills, Interpersonal relations skills, Investigative analysis skills.

DUTIES : To render security management services, To implement and monitor policies, System and processes pertaining to security management, Implement and monitor information technology policies based on MISS, Facilitate staff vetting process, To monitor contracts for security services delivered by external service providers, Facilitate the provision of security services to events, To manage security investigations and reporting, Monitor and implement audit plans and ensure quality response thereof, Provide reports to the accounting.

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 34/127 : **ADMINISTRATIVE OFFICER: AUXILIARY SERVICES REF NO: MPDOH/SEPT/25/386**

SALARY : R325 101 per annum (Level 07), (plus service benefits)
CENTRE : Tonga Hospital (Ehlanzeni District)
REQUIREMENTS : Senior Certificate / Grade 12 plus three (3) years' experience in Auxiliary Services or Diploma / Degree (NQF Level 6/7) in Public Administration / Management. Knowledge of PFMA, Public Service Act, regulations and other prescripts. Knowledge of office management. Computer literacy or Certificate with practical knowledge of Microsoft programs (Word, Excel, PowerPoint and Internet). Must possess the ability to plan, organize, supervise, inspect and evaluate work of subordinates. Knowledge of OHS and infection Control. Valid driver's licence is essential. Good communication skills (written and verbal).

DUTIES : Implement policies and processes on office support services. Facilitate and render general office support services (Porter, Mortuary, Switchboard services, Security services and Messenger Services). Ensure compliance with National Core Standards and ideal assessment tools. Leave matters and overtime management. Provide advice to floor supervisors. Ensure security services are in their post 24/7, and the Control Room is always active. Make rounds and monitor security services, mortuary, porter, switchboard and messenger services are performing the required duties and meeting deadlines. Take responsibility for movement or transfer of corpses from various referral facilities in collaboration with the wards and your supervisor. Be actively involved in budgeting and budgetary control for these units. Ensure saving measures are put in place. Apply disciplinary measures when necessary. Order, receive and distribute materials and equipment for the units under your control. Manage performance and development of staff. Attend meetings and give feedback.

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 34/128 : **PROFESSIONAL NURSE GRADE 1 (PN-A2): GENERAL NURSING: MALARIA PROGRAMME REF NO: MPDOH/AUG/25/388 (X2 POSTS)**
 One Year Eight Months Contract

SALARY : R324 384 – R382 107 per annum
CENTRE : Bushbuckridge and Nkomazi (Ehlanzeni District)

REQUIREMENTS

: Senior Certificate / Grade 12 or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice (I.E. Diploma/ Degree in General Nursing) equivalent qualification that allows registration with the SANC as Professional Nurse (2025). Grade 1: A minimum of 0-10 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. Knowledge of Public Service Policies, Acts and regulations, Knowledge of SANC rules and regulations, Knowledge of the District Health Care system and referral pathways. Good communication. Leadership, interpersonal and decision-making and problem-solving skills. Knowledge of Code of Conduct, Labour Relations, Conflict management and negotiation skills, Ability to function well within a team, Skills in organizing, planning and supervising, Knowledge of Batho Pele principles and patients' rights charter. Knowledge of Labor relations and handling grievances and disciplinary procedures, Clear understanding of malaria management, Understanding clinical, treatment guidelines and protocols. Good knowledge of Malaria Elimination strategies. Valid code 10 (C1) drivers' license (Please attach copy), Experience in malaria control will be an added advantage.

DUTIES

: Plan and manage malaria onsite malaria testing and treatment activities. Conduct clinical assessment of signs and symptoms of Malaria. Screening and Diagnoses. Notification of all positive cases. Administration of ACT to positive clients. Conduct follow-up visits to treat patients. Manage and monitor Human Resources activities within the malaria sector, Conduct Health Education and training within the sector's localities and facilities. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards. Promote quality of nursing care as directed by the professional scope of practice and standards. Work as part of the malaria multi-disciplinary team to ensure good malaria management. 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). Monitor & manage malaria data within scope of duties. Assist with data quality checks.

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.

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

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

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

ERRATUM: Kindly note that post 32/154: EMS Shift Leader Grade 3 to 6 (X4 Posts) Chief Directorate: Emergency, Clinical and Support Services Salary: Grade 3: R335 226 per annum, Grade 4: R397 308 per annum, Grade 5: R480 108 per annum, Grade 6: R589 443 per annum, Centre: Emergency Medical Services, Metropole and Rural Districts advertised in the Public Service Vacancy 32 dated 05 September 2025, has been cancelled.

OTHER POSTS

POST 34/129 : **MEDICAL SUB-SPECIALIST GRADE 1 TO 3 (MEDICINE: ALLERGOLOGY)**
Contract until 31 August 2026

SALARY : Grade 1: R1 553 670 per annum
Grade 2: R1 773 222 per annum
Grade 3: R1 936 806 per annum
(A portion of the package can be structured according to the individual's personal needs.)

CENTRE REQUIREMENTS : Groote Schuur Hospital, Observatory
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Sub-Specialist in Allergology. Registration with Professional council: Registration with the HPCSA as Medical Sub-Specialist in Allergology. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Sub-Specialist in Allergology. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Sub-Specialist in Allergology after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Sub-Specialist in Allergology. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Sub-Specialist in Allergology after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Sub-Specialist in Allergology. Competencies (knowledge/skills): Clinical Skills required of an Allergist (e.g. Assessment, diagnosis and treatment of outpatients. Communication including report generation, letter writing, consultation in OPD setting. FCP (SA). Certificate of Allergy from the Colleges of Medicine South Africa.

DUTIES : Research. Teaching and Training/Supervision of Junior Staff. Clinical Service provision at Clinic level – general allergy.

ENQUIRIES APPLICATIONS : Prof JG Peter Tel No: (021) 406-6889 or Email: jonny.peter@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 the post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). Please ensure that you attach an updated CV. The pool of applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

CLOSING DATE : 06 October 2025

<u>POST 34/130</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (SUB-SPECIALTY: ADULT NEPHROLOGY)</u>
<u>SALARY</u>	:	Grade 1: R1 553 670 per annum Grade 2: R1 773 222 per annum Grade 3: R1 936 806 per annum (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE REQUIREMENTS</u>	:	Tygerberg Hospital, Parow Valley Minimum educational qualifications: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Adult Nephrology. Registration with Professional council: Registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Adult Nephrology. Experience: Grade 1: None after registration with the HPCSA as Medical Specialist in Adult Nephrology. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Adult Nephrology. Grade 3: A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employee) as a Medical Specialist in Adult Nephrology. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to work after hours. The position will be full- time (40 hours per week). Competencies (knowledge/skills): Comprehensive clinical knowledge of general nephrology, acute and chronic dialysis (haemodialysis and peritoneal dialysis), and renal transplantation. Proven ability and experience in performing relevant procedures (e.g., native and transplant renal biopsies, insertion of temporary and tunnelled dialysis catheters). Demonstrable experience in undergraduate and postgraduate teaching and supervision. A proven record of research output (e.g., publications in peer-reviewed journals) and the ability to independently conduct and supervise research projects. Strong leadership and management skills with the ability to work effectively within a multidisciplinary team. Excellent communication (verbal and written) and interpersonal skills.
<u>DUTIES</u>	:	To render a comprehensive tertiary clinical service in nephrology at Tygerberg Hospital and its satellite dialysis units, that includes participating in the 24-hour emergency service. To teach medical students and junior doctors. Must conduct and supervise research independently within nephrology. To do such administration and management as may be necessary to maintain the efficient running of the service. Participating fully in all activities of the division. Clinical Service: Provide a comprehensive, evidence-based specialist clinical service to nephrology patients at Tygerberg Hospital and its associated satellite and drainage area facilities. This includes inpatient, outpatient, dialysis, and transplant care. On-Call Participation: Participate fully in the 24-hour on-call roster for nephrology emergencies. Teaching and Training: Actively participate in the teaching and training of undergraduate medical students, postgraduate registrars in internal medicine, and sub-specialist fellows in nephrology. Research: Initiate, conduct, and supervise research in the field of nephrology, and contribute to the academic and research profile of the Division. Management and Administration: Perform administrative duties required for the efficient functioning of the clinical service. Participate in divisional, departmental, and hospital meetings and committees. Outreach and Development: Contribute to the development and support of nephrology services within the hospital's referral network.
<u>ENQUIRIES APPLICATIONS</u>	:	Prof MY Chothia Tel No: (021) 938-9239 or Email: yaziedc@sun.ac.za Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The medical sub-specialist (adult nephrology) will function at Tygerberg Hospital and its primary satellite dialysis units within the Metro East region, as per an agreed programme. "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 as Medical Specialist in Adult Nephrology

		with the relevant council (including individuals who must apply for change in registration status)".
<u>CLOSING DATE</u>	:	06 October 2025
<u>POST 34/131</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (SUB-SPECIALTY: PAEDIATRIC CRITICAL CARE)</u>
<u>SALARY</u>	:	Grade 1: R1 553 670 per annum Grade 2: R1 773 222 per annum Grade 3: R1 936 806 per annum
<u>CENTRE REQUIREMENTS</u>	:	Tygerberg Hospital, Parow Valley
	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Paediatric Critical Care. Registration with Professional council: Registration with the HPCSA as Medical Specialist in Paediatric Critical Care. Experience: Grade 1: None after registration with the HPCSA as Medical Specialist in Paediatric Critical Care. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Paediatric Critical Care. Grade 3: A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employee) as a Medical Specialist in Paediatric Critical Care. Inherent requirement of the job: A valid driver's license. Competencies (knowledge/skills): Appropriate experience working in Paediatric Critical Care. Appropriate experience in Paediatric Critical Care of post-cardiac surgery patients. Ability to function independently at a level of a Specialist in Paediatric Critical Care. Demonstrated interest in Paediatric Critical Care research. Working with multi-disciplinary teams. Computer literacy (e.g. Word, Excel, PowerPoint, etc.)
<u>DUTIES</u>	:	To render a comprehensive clinical service in Paediatric Critical Care. To provide clinical teaching in Paediatric Critical Care. To engage in Paediatric Critical Care research. Ecosystem support.
<u>ENQUIRIES APPLICATIONS</u>	:	Prof Pierre Goussard Tel No: (021) 938-9220
	:	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 as Medical Specialist in Paediatric Critical Care with the relevant council (including individuals who must apply for change in registration status).
<u>CLOSING DATE</u>	:	06 October 2025
<u>POST 34/132</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (RADIOLOGY) (X2 POSTS)</u>
<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>	:	Groote Schuur Hospital, Observatory
	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Radiology. Registration with Professional council: Registration with the HPCSA as a Medical Specialist in Radiology. Experience: Grade 1: None after registration with HPCSA as a Medical Specialist in Radiology. Grade 2: A minimum of 5 years' appropriate experience after registration with the HPCSA (or recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Radiology. Grade 3: A minimum of 10 years appropriate experience after registration with the HPCSA (Or as recognised foreign Health Professional council in respect of a foreign qualified employee) as a Medical Specialist in Radiology. Inherent requirements of the job: Participate in the after-hours call system. Commuted

	overtime is compulsory. Competencies (knowledge/skills): Excellent team player. Good clinical expertise in general radiology with a sub-speciality interest that can be developed. Good record of clinical governance, research, teaching, and training at undergraduate and postgraduate levels in Diagnostic Radiology. Excellent managerial, interpersonal, leadership, administrative, communication, analytical, and problem-solving skills. Ability to supervise training and mentorship of registrars and junior radiologists.
<u>DUTIES</u>	: (key result areas/outputs): Provide supervision of clinical service delivery within the Radiology Division to ensure excellent clinical services of diagnosis, investigations, and treatment in inpatient, outpatient and emergency contexts. Take overall responsibility for the comprehensive Diagnostic Imaging Radiology service at Groote Schuur Hospital, reporting to the Head of Department. Responsible for a strong academic program within the wider Radiology teaching program, including relevant research and continuing medical education for staff. Liaise and collaborate with all surgical and medical disciplines to support the delivery of best practices for patient care. Responsible for corporate governance and management activities, ensuring quality outputs and optimal use of resources. Communications skills including report generation, letter writing, consultation, verbal skills, liaison with support service, nursing and Professions Allied to Medicine. Coordinate and manage afterhours support for Diagnostic Radiology services. Coordinate and participate in outreach programs to the facility's drainage area.
<u>ENQUIRIES</u>	: Prof S Moosa Tel No: (021) 404-4184
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). Please ensure that you attach an updated CV. The pool of applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all medical officer appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plein District Hospital, Victoria Hospital and George Provincial Hospital.
<u>CLOSING DATE</u>	: 06 October 2025
<u>POST 34/133</u>	: <u>MEDICAL SPECIALIST GRADE 1 TO 3 (OBSTETRICS AND GYNAECOLOGY)</u>
<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</u>	: Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	: Minimum educational qualifications: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Obstetrics and Gynaecology. Registration with Professional council: Registration with the HPCSA as a Medical Specialist in Obstetrics and Gynaecology. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Obstetrics and Gynaecology. 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 Obstetrics and Gynaecology. 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 Obstetrics and Gynaecology. Inherent requirements of the job: A Valid (Code B/EB) driver's licence. Participate in after-hours (commuted overtime) is compulsory. Competencies (knowledge/skills): The candidate must have an excellent track record of clinical and training skills. Clinical experience with general and high-risk obstetrics, general and emergency gynaecology, termination of pregnancy and ultrasound is required. Ability to achieve and maintain good interpersonal relations with staff, patients, and their families. Excellent clinical notes and referral writing skills. Sound verbal and written communication skills as well as analytical and problem-solving skills. Experience with teamwork, planning, organizing and coordination of a O&G unit, including clinical and administrative governance of the unit (personnel and leave management, procurement and operational statistics). The candidate must have sufficient clinical and academic skills to handle a large clinical workload. Computer literacy in MS Word and Excel or similar, including the ability to use online resources relevant to the discipline (e.g. PubMed).

<u>DUTIES</u>	:	The main purpose of the job is to strengthen the O&G services at general specialist level for all women in the district (ecosystem) at either Khayelitsha, Karl Bremer or Tygerberg hospitals and there referring clinics and midwife obstetric units. This includes Outpatient, Inpatient, Emergency, Theatre and Afterhours service (nights, weekends, and public holidays).
<u>ENQUIRIES</u>	:	Prof S Gebhardt Tel No: (021) 938-4638 or email, Stefan.Gebhardt@westerncape.gov.za .
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. Cape Town Metro East Ecosystem (Karl Bremer, Khayelitsha or Tygerberg Hospital). The post will either be on the establishment of Khayelitsha Hospital; or Karl Bremer hospital, or Tygerberg hospital, depending on the availability of posts; and candidates must be willing to accept a position at any one of these. - "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 as Medical Specialist in Obstetrics and Gynaecology with the relevant council (including individuals who must apply for change in registration status)".
<u>CLOSING DATE</u>	:	06 October 2025
<u>POST 34/134</u>	:	<u>MEDICAL SPECIALIST: GRADE 1 TO 3 (INTERNAL MEDICINE)</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>	:	Victoria Hospital
	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist Internal Medicine. Registration with Professional council: Registration with the HPCSA as Medical Specialist in Internal Medicine. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Internal Medicine. Grade2: 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 Internal Medicine. 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 Internal Medicine. Inherent requirements of the job: Valid (Code B/EB) driver's licence, willingness and ability to travel. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime within the MetroHealth Services. Competencies (knowledge/skills): Ability to work as a specialist physician at a Large District Hospital attached to a teaching institution. Ability

	to work and make clinical decisions independently. Ability to manage a broad spectrum of medical problems. Good organizational skills and ability to perform tasks efficiently. Ability to provide leadership and management within the Department of Medicine. Excellent individual coping and interpersonal skills and ability to perform well within a multidisciplinary team context. Enthusiasm to attend and present training and educational courses to broaden clinical and managerial skills and knowledge. Ability to communicate effectively. Knowledge and understanding of relevant legislation, hospital procedures and policies.
<u>DUTIES</u>	: Provision of specialist care to outpatients and inpatients (including ICU and high care). Clinical service leadership and oversight at Victoria hospital. Clinical link and between the Community Health Centres and Victoria and Groote Schuur and False Bay. Outreach to western subdistrict. Training and teaching of students, interns, medical officers and registrars' Clinical governance and management for the Department of Internal Medicine including handling medico-legal enquires.
<u>ENQUIRIES</u>	: Dr GL Dunbar Tel No: (021) 799-1211 or email: Graeme.Dunbar@westerncape.gov.za .
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for 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 to health professionals who apply for the first time for registration as Medical Specialist in Internal Medicine with the relevant council (including individuals who must apply for a change in registration status). The pool of applications will be considered for vacancies within the department, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."
<u>CLOSING DATE</u>	: 06 October 2025
<u>POST 34/135</u>	: <u>MEDICAL SPECIALIST GRADE 1 TO 3</u>
<u>SALARY</u>	: Grade 1: R1 341 855 per annum Grade 2: R1531 032 per annum Grade 3: R1773 222 per annum A portion of the package can be structured according to the individual's personal needs.
<u>CENTRE REQUIREMENTS</u>	: Groote Schuur Hospital, Observatory Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Urology. Registration with Professional council: Registration with the HPCSA as a Medical Specialist in Urology. Experience: Grade 1: None after registration with HPCSA as a Medical Specialist in Urology. Grade 2: A minimum of 5 years' appropriate experience after registration with the HPCSA (or recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Urology. Grade 3: A minimum of 10 years' appropriate experience after registration with the HPCSA (Or as recognised foreign Health Professional council in respect of a foreign qualified employee) as a Medical Specialist in Urology. Inherent requirement of the job: Commuted overtime is compulsory. Competencies (knowledge/skills): Experience in Adult and Paediatric Urology, renal transplantation, laparoscopic surgery, trauma, endourological and oncological surgery. Have research experience. Ability to perform urologic surgery at a tertiary level.
<u>DUTIES</u>	: The management of specialist urological patients within the Division of Urology and at related hospitals to Groote Schuur Hospital. To provide services (operative and OPD consulting) at Eerste River and Western Cape Rehabilitation Hospitals. Supervision and performance of major Urology surgery, Laparoscopic surgery, laparoscopic surgery, trauma, endourological and oncological surgery. Oversee day surgery, surgical clinics and surgical emergencies. Organise and contribute to the surgical skills training courses.

	Contribute to the under and post grad training and research agenda of the Division.
<u>ENQUIRIES</u>	: Prof J Lazarus Tel No: (021) 406-6105
<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. Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all medical officer 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 to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). Please ensure that you attach an updated CV. The pool of applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	: 06 October 2025
<u>POST 34/136</u>	: <u>MEDICAL SPECIALIST GRADE 1 TO 3 (PLASTIC SURGERY)</u>
<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</u>	: Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	: Minimum educational qualification: Appropriate qualification that allows registration with Health Professions Council of South Africa (HPCSA) as Medical Specialist in Plastic Surgery. Registration with Professional council: Registration with the HPCSA as a Medical Specialist in Plastic Surgery. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Plastic Surgery. 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 Medical Specialist in Plastic Surgery. 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 Medical Specialist in Plastic Surgery. Inherent requirement of the job: Commuted overtime is compulsory. Competencies (knowledge/skills): Ability to work in a team. Ability to communicate effectively (verbal and written). Ability to initiate research, strong academic record in terms of teaching and research supported by publications and presentations. Support to postgraduate and Masters' students. Commitment to attaining advanced surgical skills especially in Microsurgery. Computer literacy, the ability to develop and work with databases. Skills and experience in undergraduate and postgraduate teaching and training.
<u>DUTIES</u>	: Actively participate in all the academic activities of the division including performing and overseeing research. Assess, investigate and manage patients referred to the Plastic Surgery service from the Western Cape and beyond. Assist with cross-cover for the plastic service at Red Cross War Memorial Children's Hospital. Train under/post-graduate students, including elective students, and other allied health personnel. Help manage the out-patient service for Plastic Surgery. Ensuring, as part of a team, continuous improvements in the quality, efficiency and outcome of plastic surgery patients. Assist with leadership and oversight of the day-day running of the Division of Plastic and Reconstructive Surgery.
<u>ENQUIRIES</u>	: Prof S Adams Tel No: (021) 406-6415 or email: saleigh.adams@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. Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all registrar appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plain District Hospital, Victoria Hospital and George Provincial Hospital. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). Please ensure that you attach an updated CV. The pool of applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	06 October 2025
<u>POST 34/137</u>	:	<u>DEPUTY MANAGER NURSING (LEVEL 1 AND 2 HOSPITAL) (EMERGENCY, ICU, THEATRE AND CSSD)</u>
<u>SALARY</u>	:	R1 028 091 per annum, (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE REQUIREMENTS</u>	:	Tygerberg Hospital
	:	Minimum educational qualifications: Basic R425 qualification (i.e Degree/ diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with Professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/ recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 4 years of the period referred to above must be appropriate/ recognisable experience at management level. Inherent requirements of the job: Valid (Code B/EB) driver's license. Ability to be on call and availability for Emergency situations. Competencies (knowledge/skills): Strategic nursing leadership, knowledge, ability to plan and apply management processes for required outcomes. Clinical governance, knowledge of quality assurance, infection control and occupational health and safety issues. Corporate governance, knowledge of Human Resource Management. Good communication skills. Ability to work on MS packages (Word, Excel and PowerPoint).
<u>DUTIES</u>	:	Provide strategic management and leadership within the nursing management and function as part of the Nursing executive management team of the hospital. Clinical Governance, manage quality improvement of nursing care. Manage financial resources assets and consumable resources for the designated areas. Manage Human Resources in the relevant designated areas. Manage Nursing research and both professional and nursing practice development. Establish, maintain and participate in the inter-professional and multi-disciplinary teamwork that promotes efficient and effective care.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms V Dubase Tel No: (021) 938-4000
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. Candidates will be subjected to a practical/ competency assessment.
<u>CLOSING DATE</u>	:	06 October 2025
<u>POST 34/138</u>	:	<u>REGISTRAR (PSYCHIATRY) (X4 POSTS)</u> Chief Directorate: Metro Health Services (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>	:	Stikland Hospital (X2 Posts) Tygerberg Hospital (X1 Post) (Lentegeur Hospital (X1 Post)

<u>REQUIREMENTS</u>	: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Inherent requirements of the job: A valid (code B/EB) driver's licence. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime. It will be expected of the successful candidate to perform emergency and after-hour call cover. Completed FC Psych Part I Colleges of Medicine South Africa qualification. Competencies (knowledge/skills): Appropriate experience in Psychiatry with appropriate supervised medical officer experience. Registrars will be appointed in a specific training complex but is required to work across the platform. Excellent clinical assessment and management skills. Good leadership and interpersonal skills. Knowledge and practical skills in psychiatry. Communication skills.
<u>DUTIES</u>	: Assisting with the training of interns, medical students, nursing staff and multidisciplinary team members. Learning critical skills required of a psychiatric specialist. Involvement in research/audits relating to Psychiatry. Maintaining accurate and detailed patient records and adhering to the medicolegal requirement of the Mental Health Care Act and other relevant South African legislation. Provision of safe and comprehensive psychiatric care to inpatients and outpatients at Tygerberg Hospital, Stikland Hospital, Lentegeur Hospital and associated training sites. Provision of clinical support to other medical and surgical disciplines at Tygerberg Hospital. Performing onsite after-hours duties as per call roster. Supervision and support of medical interns and medical officers providing psychiatric care on the service platform. Attending teaching program activities, tutorials and assessments as part of the registrar training program at the designated university as required to achieve the FCPsych and MMed (Psych) qualifications.
<u>ENQUIRIES</u>	: Prof L Koen Tel No: (021) 940 8718 / liezle.koen@westerncape.gov.za
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Candidates will have to undergo profiling assessments prior to appointment. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be for a maximum contract period of 4 years. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. Registrars will be required to register as post-graduates with the applicable University in the Western Cape according to the requirements for the discipline in the yearbook and guidelines. Should registration with the HEI as a student be discontinued for any reason the appointment of Registrar also discontinues. Applicants must indicate whether they have bursary obligations. Preference will be given to SA citizens/permanent residents with a valid identity document. 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). Short listed candidates will be subjected to a written and/or oral assessment. No payment of any kind is required when applying for this post. The pool of applicants will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Each registrar will be appointed in a specific training complex and will be expected to rotate through the various institutions in the complex. 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.
<u>CLOSING DATE</u>	: 06 October 2025

<u>POST 34/139</u>	:	<u>REGISTRAR (OCCUPATIONAL MEDICINE)</u> (4-Year Contract)
<u>SALARY</u>	:	R1 001 349 per annum, A portion of the package can be structured according to the individual's personal needs.
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with Professional council: Registration with the HPCSA as a Medical Practitioner. Inherent requirements of the job: Commuted overtime is compulsory. Emergency and after hour call cover. Registrars will be required to register as post-graduate students with the University of Cape Town. Each Registrar will be working from Red Cross War Memorial Children's Hospital and Groote Schuur Hospital but will be required to work across the platform. Completion of FCA (SA) Part 1. Competencies (knowledge/skills): Effective leadership & interpersonal skills. Appropriate and sufficient clinical experience since obtaining the degree of MBChB and after completion of internal medicine rotations. Knowledge, expertise and experience with regards to providing medical services in assessment, diagnosis and treatment of inpatients and outpatients. Previous research experience and publication is recommended. Completion of community service in Internal Medicine.
<u>DUTIES</u>	:	Clinical Service Provision. Participate in the teaching programme. Research and professional development (including completion of MMED). Effective Clinical Administration in patient records and patients reports.
<u>ENQUIRIES</u>	:	Mr N Benting Tel No: (021) 404-6367
<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 have to undergo profiling assessments prior to appointment. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be for a maximum contract period of 4/5 years. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrars should they not be successful for advertised Specialist positions. Should registration with the HEI as student be discontinued for any reason the appointment of Registrar also discontinues. Applicants must indicate whether they have bursary obligations. Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all registrar appointments maybe 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. Preference will be given to SA citizens/permanent residents with a valid identity document. No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status). Please ensure that you attach an updated CV. The pool of applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	06 October 2025
<u>POST 34/140</u>	:	<u>MEDICAL OFFICER: GRADE 1 TO 3 (OCCUPATIONAL HEALTH CLINIC)</u>
<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>	:	Groote Schuur Hospital, Observatory
	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with Professional council: Registration with the HPCSA as a Medical Practitioner. Experience: 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. Competencies (knowledge/skills): Appropriate and sufficient clinical experience since obtaining the degree of MBChB. Knowledge, expertise and experience with regards to providing medical care to employees in a clinical setting.
<u>DUTIES</u>	:	Primary acute and chronic care to non-medical aid staff. Primary acute care to medical aid staff. Primary acute care for children of GSH creche. Provide support for outbreaks. Identify trends and implement interventions. Diabetic care, weight management, hypertensive care, smoking cessation. Provide referral letters for family planning for staff. Provide support to OHC for IOD cases. Conduct side room tests including basic vitals and bloods.
<u>ENQUIRIES</u>	:	Dr F Conrad Tel No: (021 404-2205
<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. Please ensure that you attach an updated CV. 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 applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	06 October 2025
<u>POST 34/141</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3 (SURGERY)</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>	:	Victoria Hospital
	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with Professional council: Registration with the HPCSA as Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical

	Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: A Valid driver's licence. Perform commuted overtime within the department of surgery. Competencies (knowledge/skills): Good communication skills. Ability to work in a team and with all levels of staff. Experience working within a surgical department of a district-/secondary-/tertiary-level hospital. Interest in developing an academic career and involvement in research activities. Completion of Basic Life Support, FCS primary examination, Advance Trauma Life Support and Basic Surgical Skills courses.
<u>DUTIES</u>	: To deliver safe, cost-effective and high-quality surgical care at all times and promote comprehensive peri-operative care of patients in the discipline of general surgery. This would include the following roles: Pre-operative assessment and resuscitation of surgical patients (including gynaecology, urology & ENT) presenting to the EC and planning appropriate operative management with guidance & supervision from senior specialists. Involvement (supervised) in daily ward rounds, outpatient clinics & elective theatre lists (including urology & ENT cases). -Post-operative inpatient assessment & care, with appropriate investigation & management of possible complications and common surgical emergencies. Teaching and training of community service medical officers, interns, students and nurses providing an appropriate level of care and knowledge. Planning & triaging (supervised) of efficient emergency & elective theatre lists, involving communication and discussion with anaesthetic & theatre nursing staff. Completion of medicolegal documents. Participation in research, audits and quality improvement programs.
<u>ENQUIRIES</u>	: Dr J. Plaskett Tel No: (021) 799-1200, email: Jeremy.Plaskett@westerncape.gov.za
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted 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 applications will be considered for vacancies within the department, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post
<u>CLOSING DATE</u>	: 06 October 2025
<u>POST 34/142</u>	: <u>MEDICAL OFFICER GRADE 1 TO 3 (ORTHOPAEDICS)</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>	: New Somerset Hospital Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with Professional council: Registration with the HPCSA as a Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as Medical Practitioner with a recognized foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years appropriate experience as a Medical

	Practitioner after registration with HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to work overtime when required. Willingness to work at the relevant institutions on the rotation platform. Competencies (knowledge/skills): Appropriate experience in providing Orthopaedic Surgical Services. Ability to function in a team under pressure in high volume, high stress environment. Administrative and IT Skills. Research methodology.
<u>DUTIES</u>	: Clinical Service: Patient care: in-patient and outpatient management of orthopaedic patients. Clinical Service: Operative (surgical) care of orthopaedic patients, both elective and emergencies. Clinical governance, for example ensuring rational and cost-effective use of resources such as laboratory investigations, medications, consumables and equipment. Teaching: both formal and informal teaching to students. Innovation and Research within the orthopaedic team. Leadership within the orthopaedic and hospital team.
<u>ENQUIRIES</u>	: Dr S Mears Tel No: (021) 402-6197 or email: Stewart.Mears@westerncape.gov.za
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. This position is a rotating medical officer position across the platform: Groote Schuur (ICU), Victoria, New Somerset, Mitchell's Plain, and Red Cross Children's Hospitals. 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 to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status. The pool of applications will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."
<u>CLOSING DATE</u>	: 06 October 2025
<u>POST 34/143</u>	: <u>REGISTRAR (MEDICAL) (OBSTETRICS AND GYNAECOLOGY) (X6 POSTS)</u> (5 Year Contract)
<u>SALARY</u>	: R1 001 349 per annum, A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE REQUIREMENTS</u>	: Tygerberg Hospital, Parow Valley Minimum educational qualifications: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with Professional council: Registration with the HPCSA as a Medical Practitioner. Inherent requirements of the job: Participation in commuted overtime (after-hours emergency service) is compulsory. Valid driver's license. Registrars can be rotated through the related departments at various hospitals, including hospitals served in their specific outreach programmes, e.g. Paarl and Worcester Regional hospital as well as Khayelitsha, Helderberg, Eerste Rivier and Karl Bremer district hospitals; as required by the training program. Candidates must be willing to participate in the Termination of Pregnancy services according to the relevant act. Competencies (knowledge/skills): Appropriate post-community service experience in obstetrics and gynaecology (under onsite supervision of a registered obstetrician gynaecologist). Clinical experience with adult as well as neonatal intubation and resuscitation is required. Applicants must have a valid CMSA (College of Obstetricians and Gynecologists) FCOG part 1. Diploma in obstetrics, ultrasound training and additional obstetrics/gynaecology experience. Ability to do a Caesarean section independently and to work in a professional team. Computer literacy in MS Word and Excel or similar,

including the ability to use online resources relevant to the discipline. Auxiliary courses relevant to the field of Obstetrics and Gynaecology (e.g. ultrasound, ACLS, ESMOE, ANLS, surgical skills, basic laparoscopy etc). A logbook indicating at least 250 Caesarean sections performed as main operator. CMSA FCOG part 1 (valid for at least 5 years after entry into the post). Basic obstetric ultrasound certification (or a letter from a specialist indicating competence in ultrasound, accompanied by a logbook of cases done).

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. 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 FCOG intermediary exam after 18 months and FCOG part II exam of the CMSA prior to the end of the five-year contract. Graduation with an MMed (O&G) degree prior to the end of the five-year contract after completion of the required research project.

ENQUIRIES : Prof GS Gebhardt Tel No: (021) 938-4638, email: (gsgeb@sun.ac.za) or jeban@sun.ac.za

APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for the post. 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)".

CLOSING DATE : 06 October 2025

POST 34/144 : **REGISTRAR (MEDICAL) (FAMILY)**
Cape Winelands Health District
(4-Year Contract)

SALARY : R1 001 349 per annum, A portion of the package can be structured according to the individual's personal needs.

CENTRE : Cape Winelands Health District based at Robertson Hospital Langeberg Sub-district

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with Professional council: Registration with the HPCSA as a Medical Practitioner. Inherent requirements of the job: Willingness to work overtime. Commuted overtime is compulsory. A valid Driver's license. Competencies (knowledge/skills): Computer literacy (e.g., MS Word, Excel, PowerPoint and internet research). Excellent verbal and written communication skills.

<u>DUTIES</u>	:	Clinical service provision. Participate in the Teaching program. Research and Professional Development (incl. completion of MMED). Effective Clinical Administration in patient records and patient reports.
<u>ENQUIRIES</u>	:	Dr. L Rossouw via Liezel.Rossouw@westerncape.gov.za Nicole Cordon-Thomas via nicolec@sun.ac.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Appointment as Registrar 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. 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)". The pool of applications will be considered for vacancies within Robertson Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	06 October 2025
<u>POST 34/145</u>	:	<u>REGISTRAR (MEDICAL) (UROLOGY)</u> (5-Year Contract)
<u>SALARY</u>	:	R1 001 349 per annum, (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council (HPCSA) as Medical Practitioner. Registration with Professional council: Registration with the HPCSA as Medical Practitioner. Inherent requirement of the job: Commuted overtime is compulsory. Emergency and after-hours call cover. Registrars may be required to work across the training platform on request. Successful completion of FCS (SA) part 1 and part 2 examinations. Registration for MMed (Urology) degree at University of Stellenbosch (SU) and completion of 2 internal examinations, FC(Urol) final examination and research projects within 5 years. Pre-graduate MBChB student teaching. A valid (code B/EB) driver's license. Competencies (knowledge/skills): FCS part 1 and experience in research/publications. Appropriate experience in general surgery and urology and an accredited Intensive Care Unit. Ability to render high quality surgical management for Urology patients in tertiary and secondary level. Ability to render high quality inpatient and outpatient management of urology patients. Ability to initiate own research project. Proven prior involvement with research (e.g. publications as primary author or co-author). Ability to render high quality teaching to medical officers, interns and medical students. Strong ethical principles and relevant clinical and counselling skills. Computer literacy.

<u>DUTIES</u>	: Leadership-, interpersonal- and organisational skills. Ability to effectively function as part of a team in a high-pressure environment.
<u>ENQUIRIES APPLICATIONS</u>	: Provision of clinical service delivery at registrar level across the full spectrum of urological surgery. The registrar will spend the majority daytime working hours at various Tygerberg Hospital, but some clinical duties will be at other hospitals in the referral area. Active participation in the postgraduate and undergraduate academic programmes of the Urology Department at Tygerberg Hospital, this includes daily teaching of undergraduate medical students. Effective management of inpatients and outpatients in the urology department. Conduct research projects pertinent to urology and in line with MMed (Urology) degree requirements.
<u>NOTE</u>	: Prof A van der Merwe Tel No: (021) 938-9094 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). No payment of any kind is required when applying for the post. 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>	: 06 October 2025
<u>POST 34/146</u>	: <u>PHARMACY SUPERVISOR GRADE 1</u> Chief Directorate: Emergency & Clinical Services Support
<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>	: Medicine Management, Bloods and Labs (on the premises of Karl Bremer Hospital)
<u>REQUIREMENTS</u>	: Minimum educational qualifications: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with Professional council: Current registration with the SAPC as Pharmacist. Experience: A minimum of 3 years appropriate experience after registration as a Pharmacist with the South African Pharmacy Council (SAPC). Inherent requirements of the job: Ability to work accurately under pressure and maintain a high standard of professionalism. Valid drivers' licence. Willingness to travel when required. Competencies (knowledge/skills): Appropriate knowledge of National and Provincial Policies and the Pharmacy Act 53 of 1974. Sound Management, Communication and conflict handling skills. Computer literacy (MS Word, Excel, Power-point and Outlook).
<u>DUTIES</u>	: To manage and ensure the comprehensive, cost effective and efficient management of receipt, storage and distribution of pharmaceuticals for Western Cape Government: Department of Health & Wellness. To lead the warehouse team and provide stewardship for change management required

		within CMD. To monitor the workflow process and manage all related expenditure in the warehouse. To ensure compliance to legislative requirements and facilitate learning in the warehouse. To ensure adherence to People Management prescripts and ensure a people centric workspace in the warehouse.
<u>ENQUIRIES</u>	:	Ms. H Moeng Tel No: (021) 483-8408
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The pool of applicants may be considered for other vacant Pharmacy Supervisor posts within the Chief Director Emergency & Clinical Support Services, for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Candidates may undergo a competency-based assessment and will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	06 October 2025
<u>POST 34/147</u>	:	<u>DENTIST GRADE 1 TO 3</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R972 612 per annum Grade 2: R1 142 553 per annum Grade 3: R1 322 352 per annum A portion of the package can be structured according to the individual's personal needs.
<u>CENTRE</u>	:	Nomzamo CDC
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Dentist. Registration with Professional council: Registration with the HPCSA as Dentist. Experience: Grade 1: None after registration as Dentist with the HPCSA in respect of SA qualified employees. 1year relevant experience after registration as Dentist 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: Minimum of 7 years appropriate experience as Dentist after registration with the HPCSA as a Dentist in respect of SA qualified employees. Minimum of 8years relevant experience after registration as Dentist 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: Minimum of 12 years appropriate experience as Dentist after registration with the HPCSA as a Dentist in respect of SA qualified employees. Minimum of 13years relevant experience after registration as Dentist 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 driver's licence and willingness to travel. Competencies (knowledge/skills): Good verbal and written communicate skills. Ability to perform in a multi-disciplinary team. Ability to manage the dental clinic. Ability to maintain good interpersonal relations. Ability to work under pressure and manage a heavy workload.
<u>DUTIES</u>	:	Examine and diagnose oral conditions. Treat oral diseases and conditions. Oral health training. Perform all aspects of oral health, e.g. preventative, conservative, prosthetics, etc. Manage clinic and staff. Plan and implement services to the community.
<u>ENQUIRIES</u>	:	Ms N Matiso at (074) 199-8834
<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 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 applications will be considered for other similar vacancies within Khayelitsha Eastern Sub

	Structure, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."
<u>CLOSING DATE</u>	: 06 October 2025
<u>POST 34/148</u>	: <u>PSYCHOLOGIST GRADE 1 TO 3</u> West Coast District Office
<u>SALARY</u>	: Grade 1: R872 709 per annum Grade 1: R1 014 705 per annum Grade 3: R1 174 848 per annum A portion of the package can be structured according to the individual's personal needs.
<u>CENTRE REQUIREMENTS</u>	: Malmesbury CDC, Swartland Sub-district Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Psychologist in Clinical Psychology. Registration with Professional council: Registration with the HPCSA as a Clinical Psychologist. Experience. Grade 1: None after registration as with the HPCSA as a Psychologist in respect of RSA qualified employees. 1 Year relevant experience after registration with the HPCSA as a Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 8 years relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees. Minimum of 9 years relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: A minimum of 16 years relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees. A minimum of 17 years relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Valid (Code B/EB/) driver's licence and willingness to work at the clinics and hospital in the Swartland Sub-district. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Excellent clinical skills in terms of consultation. 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>	: Developing psychological and counselling services at PHC level with particular emphasis on the provision of clinical services at designated CDCs and Clinics. Interventions include evidenced-based short-term and longer-term psychotherapies, support and containment work, and telehealth services, as well as liaising with relevant service providers and stakeholders in making appropriate referrals for the management of patients. Developing and facilitating referral pathways. Service development includes capacity building by way of clinical supervision, mentorship and training of psychologists, interns, students, and staff at district facilities. Edit Library X. The championing of mental health within the DOH and the development of intersectoral partnerships with various health department role-players as well as NPOs. Performing administrative tasks related to clinical work as well as data collection and line-management. Adhere to Continuous Professional Development (CPD) requirements as stipulated.
<u>ENQUIRIES APPLICATIONS</u>	: Mr RA Christoffels Tel No: (022) 482 2729 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)". The pool of applications will be considered for vacancies within the Swartland Sub-district, for a period of three months from the date of the advert, provided that the job title, core functions,

		inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	06 October 2025
<u>POST 34/149</u>	:	<u>OPERATIONAL MANAGER NURSING (SPECIALTY UNIT: PSYCHIATRY) (WARD 12 & 109) (X2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R693 096 per annum
<u>CENTRE</u>	:	Lentegeur Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse with Psychiatry. A post-basic nursing qualification with duration of at least 1-year, accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with 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 Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Valid code (B/EB) drivers' licence. Willingness to work shifts, after hours, public holidays, day or night and standby duties. Competencies (knowledge/skills): Ensure that clinical nursing practice rendered by the nursing team and promote quality of nursing care as directed by the professional scope of practice and standards. Computer literacy in MS Office package. Demonstrate a good understanding of HR and financial policies and practices. Knowledge of FBU functions and management (ability to work collaboratively within FBUs). Appropriate experience working in Acute Psychiatric Services.
<u>DUTIES</u>	:	Manage and co-ordinate the implementation of holistic, comprehensive, specialised nursing care in the Psychiatry complex, in conjunction with team members, within a professional and legal framework. Ensure the maintenance of quality care standards in the Psychiatry services. Manage, supervise, guide staff and keep records and statistics as required. Manage assets, consumables, and services effectively. Manage and support education, in-service training, and orientation and practice development initiatives in the area. Maintain professional growth and ethical standards. Provide effective support to nursing services and hospital management by managing the hospital after hours, when the need arises.
<u>ENQUIRIES</u>	:	Mr ST Mndende Tel No: (021) 370-1400 / Mr M Banzi Tel No: (021) 370-1248
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. The pool of applications will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	06 October 2025
<u>POST 34/150</u>	:	<u>OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)</u> Central Karoo District
<u>SALARY</u>	:	R693 096 per annum
<u>CENTRE</u>	:	Hillside Clinic, Beaufort West Sub-district,
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Post-basic Nursing qualification with a duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48) accredited with SANC. Registration with Professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: A minimum of 9 years of appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post-basic qualification as mentioned

		above. Inherent requirement of the job: Valid (Code B/EB) driver's license and willingness to travel. Willingness to rotate between PHC clinics within the Sub-District. Competencies (knowledge/skills): Information management with regards to PHC indicators. Quality assurance knowledge. COPC Principles and implementation. Legislation of Ideal Clinic and Office of Health standards and compliance.
<u>DUTIES</u>	:	Effective integrated execution and management of all clinical programmes (i.e. Acute, Chronic, Woman and Child Health and TB/HIV/AIDS/STI). Effective management of Support Services which includes, Information Management with regards to data collection, verification, report writing and submission of data, Human Resources (supervision of staff, development and performance management), Finance and Supply Chain Management to ensure effective budgeting and control, control over infrastructure, maintenance and security. Liaise with relevant stakeholders. Effective communication with all levels of service delivery. Facilitation and implementation of COPC.
<u>ENQUIRIES</u>	:	Ms A Hansen Tel No: (023) 414 - 8200
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates can be subjected to a practical/ oral assessment. The pool of applications will be considered for vacancies within Central Karoo District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	06 October 2025
<u>POST 34/151</u>	:	<u>CLINICAL NURSE PRACTITIONER: GRADE 1 TO 2 (PRIMARY HEALTH CARE)</u> West Coast District
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	:	Malmesbury CDC, Swartland 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 as Professional Nurse and Midwife. Post-basic qualification, with duration of at least 1-year, in Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with Professional council: Registration with the South African Nursing Council as Professional Nurse and Midwife. Experience: Grade 1: A minimum of 4 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General nursing. Grade 2: A minimum of 14 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. Inherent requirements of the job: Valid (Code B/EB) driver's license and willingness to travel to the clinics around Swartland Sub-district Competencies (knowledge/skills): Computer literacy (MS Word and Excel). Demonstrate in-depth knowledge of Nursing and public service legislation. Appropriate experience in a primary health care setting. Appropriate experience in rendering a support service.
<u>DUTIES</u>	:	Ensure the rendering of a comprehensive nursing health care program for the promotion of health, self-care, treatment and rehabilitation of patients at the primary health care facility. Effective Human Resource Management and Development Management. Effective stock control and management of equipment within the facility. Contribute to the training and professional development of students and sub-ordinates. Foster Community Participation and Collaboration with Partners and Stakeholders within the Sub-district.
<u>ENQUIRIES</u>	:	Mr. RA Christoffels Tel No: (022) 482 2729
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The pool of applications will be considered for vacancies within the Swartland Sub-district, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post." Candidates who are not in possession of the

stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care with the South African Nursing Council.

<u>CLOSING DATE</u>	:	06 October 2025
<u>POST 34/152</u>	:	<u>PROFESSIONAL NURSE GRADE 1 AND 2 (SPECIALTY NURSING: TRAUMA AND OPD)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	:	False 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 and midwife. A post-basic nursing qualification with a duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency. Registration with Professional council: Registration with the SANC as a Professional Nurse and midwife. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic nursing qualification with the SANC as mentioned above. Inherent requirement of the job: Willingness to work shifts, Sundays, Public Holidays, weekends, night shift and over-time. Competencies (knowledge/skills): Good written and verbal communication skills. Knowledge of policies and legislation regarding Trauma/Emergency/Critical Care Services and the ability to implement it. Leadership and interpersonal skills. Computer literacy (ie MS Word, Excel, PowerPoint and Outlook).
<u>DUTIES</u>	:	Provide and supervise holistic Institutional nursing care regarding the identification of nursing care needs, the planning and implementation of nursing care plans. Implement standards, practices, criteria and indicators for quality nursing (quality practice). Ensure overall quality of the nursing care is facilitated cost effectively, efficiently and equitable whilst at the same time ensuring compliance to the requirements of professional and ethical practice. Collaborate and maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively.
<u>ENQUIRIES</u>	:	Ms B Tyutu Tel No: (021) 832-5206
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. Candidates who are not in possession of 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. The concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification in Medical and Surgical Science: Trauma and Emergency or Medical and Surgical Nursing Science: Critical Care Nursing: General. The pool of applicants will be considered for vacancies within Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	06 October 2025

<u>POST 34/153</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING: OBSTETRICS & GYNAECOLOGY)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	:	Worcester Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: Basic R425 qualification (i.e. degree/diploma in nursing and midwifery) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least 1-year accredited with SANC in Advanced Midwifery & Neonatal Nursing Science. Registration with Professional council: Registration with SANC as Professional Nurse and Midwife. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification in Advanced Midwifery & Neonatal Nursing Science. Inherent requirement of the job: Ability to work shifts during the day and night, weekends and public holidays and overtime when required by supervisor. Expected to function rotate within the Functional Business Unit of Neonates, Paediatrics, Maternity and MOU. Competencies (knowledge/skills): Knowledge and understanding of nursing legislation and related legal and ethical nursing practices within a hospital environment. Critical thinking and good interpersonal skills. Excellent clinical skills.
<u>DUTIES</u>	:	Provision of optimal, holistic specialised nursing care within the professional, ethical and legal framework and work as part of the multi-disciplinary team. Effective utilisation of all resources. Provide support to Nursing Services ensuring quality productivity. Maintain professional growth/ethical standards and self-development. Participation in training, including mentoring and research.
<u>ENQUIRIES</u>	:	Ms V Rulumeni Tel No: (023) 348-1496
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The pool of applicants will be considered for vacancies within Worcester Regional Hospital for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Shortlisted candidates will be subjected to a practical test. 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.
<u>CLOSING DATE</u>	:	06 October 2025
<u>POST 34/154</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING: THEATRE)</u> Overberg District
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	:	Caledon Hospital, Theewaterskloof Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science Operating Theatre.

Registration with Professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in Medical and Surgical Nursing Science: Operating Theatre. Inherent requirements of the job: Valid (Code B/EB/C1) driver's licence. Willingness to work shifts, public holidays, after-hours, night duty and weekends. Competencies (knowledge/skills): Computer literacy (MS Office). Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices in the field of specialty. Ability to promote quality through the setting, implementation, and the monitoring of nursing standards in the operating theatre. Ability to function independently as well as part of multi-disciplinary team. Effective communication. Interpersonal, decision making, and conflict resolution skills. Good organisational skills and the ability to function under pressure.

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

ENQUIRIES : Mr S Roman Tel No: (028) 212-1070
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates will be required to undergo a practical assessment. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification in: Medical and Surgical Nursing Science: Operating Theatre. The pool of applications will be considered for vacancies within the Overberg District, for a period of 3 months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

CLOSING DATE : 06 October 2025

POST 34/155 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OCCUPATIONAL HEALTH AND SAFETY)**
 Chief Directorate: Metro Health Services

SALARY : Grade 1: R476 367 per annum
 Grade 2: R583 989 per annum

CENTRE : Victoria Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma / degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Occupational Health Nursing Science. Registration with Professional council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional nurse with the SANC in General nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional with the SANC in General nursing. Inherent requirement of the job: Willingness to work after hours and clinical duties to meet the operational requirements. Competencies (knowledge/skills): Good verbal and communication and Computer literacy (Ms Word, Excel, Power point) Practical knowledge of Occupational Health and Risk Management. Practical knowledge of research methodology and Quality

	Management. Ability to work independently and as part of the multi-disciplinary team.
<u>DUTIES</u>	: Provide Occupational Health Clinical Services at institutional level (promoting Health, Safety and Wellness in the workplace). Provide advisory services on all Occupational Health and Safety matters. Render an efficient administrative system and control of the Occupational Health Service. Conduct Risk assessment audits. Participate in training programmes in conjunction with People Management and Training Departments as required. Management & Promotion of Quality Assurance and Infection Prevention and Control (liaise with IPC related matters)
<u>ENQUIRIES</u>	: Ms M Dubru-Shunmugam Tel No: (021) 799-1125 or Email: Mary.Dubru@westerncape.gov.za
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)" The pool of candidates will be considered for similar vacant posts within the department for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	: 06 October 2025
<u>POST 34/156</u>	: <u>ASSISTANT DIRECTOR: INFORMATION MANAGEMENT</u> Chief Directorate: Metro Health Services
<u>SALARY CENTRE REQUIREMENTS</u>	: R468 459 per annum : Khayelitsha Eastern Sub Structure Office : Minimum educational qualifications: Appropriate 3-year degree/diploma. Experience: Appropriate experience in Information Management. Appropriate experience in health-related Information Systems. Inherent requirements of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Advance technical skills, including proficiency in database management, MS Office Suite, and reporting tools. e.g. MS Excel, Power BI. Strong data analytical skills for interpretation of health-related information. Strong understanding of legislation, policies, and prescripts governing information management in the public health sector. Proven ability to manage resources effectively, and drive performance through strong planning, decision-making, and interpersonal skills. Strong team management skills with the ability to lead, motivate, and coordinate teams to achieve organizational goals effectively.
<u>DUTIES</u>	: Oversee and maintain structured data capture processes, ensure compliance and seamless communication of information within the Sub-structure. Perform data analysis, prepare comprehensive reports, and present findings to support decision-making. Provide feedback and support to facilities within the Sub-structure and Metro Health Services. Ensure data quality and integrity by implementing robust data verification and validation processes. Enforce compliance with departmental policies and guidelines on information management. Provide technical support and system development assistance to enhance information flow and efficiency. Lead a team by supervising daily operations, providing guidance, and conducting performance evaluations to drive excellence. Manage and support sub-ordinates and provide support to manager.
<u>ENQUIRIES APPLICATIONS</u>	: Mr R Manesen at (065) 860-9938 : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. "The pool of applications will be considered for vacancies within Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."
<u>CLOSING DATE</u>	: 06 October 2025

<u>POST 34/157</u>	:	<u>ASSISTANT DIRECTOR: ASSEST MANAGEMENT</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate Diploma/ Degree in Accounting, Financial Management, Supply Chain Management (with Accounting/Finance modules), or equivalent. Experience: Appropriate experience in asset management, with a proven track record in: Financial reporting and compliance with the Modified Cash Standard, managing government movable assets, including reconciliations, disposals, and audit processes, leading teams and implementing asset management controls. Competencies (knowledge/skills): Strong leadership, conflict resolution, and project management skills. Expertise in government asset management systems (e.g., LOGIS, Syspro) and advanced Excel. Proficiency in financial reporting, reconciliations, and audit processes. Advanced knowledge of Public Finance Management Act (PFMA), Treasury Regulations, and Modified Cash Standard.
<u>DUTIES</u>	:	Collaborate with finance, procurement, and clinical teams to align asset management with budgetary and operational needs. Manage the moveable asset management component, including staff performance, training, and HR matters. Oversee real-time capturing of acquisitions, transfers, disposals, and barcoding on the institutional asset register. Plan and conduct the annual asset verification and reconcile discrepancies between the asset register and BAS systems. Prepare and reconcile monthly/quarterly financial reports, including inputs for the Annual Financial Statements (AFS) and asset disclosure notes. Ensure accurate accounting for assets in compliance with the Modified Cash Standard and PFMA/Treasury Regulations, including ensuring that asset valuations align with GRAP (Generally Recognised Accounting Practice) standards for departmental reporting.
<u>ENQUIRIES</u>	:	Mr R Schroeder Tel No: (021) 404-3248
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post the pool of applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Shortlisted candidates may be subjected to a practical test.
<u>CLOSING DATE</u>	:	06 October 2025
<u>POST 34/158</u>	:	<u>LAUNDRY MANAGER: CONTROL (LINEN MANAGEMENT)</u> Directorate: Facilities Management
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Head Office, Cape Town (Laundry Services: Bellville, M4 Building)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate three-year National Diploma/Degree. Experience: Appropriate management experience. Inherent requirements of the job: Willing to travel throughout the Western Cape Province. Valid driver's licence (Code B). Competencies (knowledge/skills): Knowledge of public service sector procurement, PFMA and regulations. Excellent verbal and written communication skills. Extensive knowledge and experience in the functional fields of laundry operation and linen auditing.
<u>DUTIES</u>	:	Manage linen stock levels at health institutions within the Western Cape Department of Health and Wellness. Provide accurate statistics on linen stock levels and production rates at health institutions to management monthly. Manage and provide training regarding control of linen at hospitals and institutions in terms of set policy and guidelines. Manage and provide an effective linen support service to health institutions within the Western Cape Department of Health and Wellness. Manage the Monitoring and Evaluation of Linen Service. Perform regular inspections of linen stock levels at health institutions within the Western Cape Government. Manage the linen audit team. Manage the new Western Cape Department of Health and Wellness Linen Depot.
<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>	:	06 October 2025
<u>POST 34/159</u>	:	<u>DIETICIAN GRADE 1 TO 3</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R397 233 per annum Grade 2: R463 941 per annum Grade 3: R543 099 per annum
<u>CENTRE</u>	:	Metro TB (Transitional Care) Hospital Complex
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as Dietician. Registration with a professional council: Registration with the HPCSA as a Dietician. Experience: Grade 1: None after registration with the HPCSA as Dietician. 1-year relevant experience after registration with the HPCSA as Dietician in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 10 years' relevant experience after registration with the HPCSA as Dietician, in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as Dietician in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: A minimum of 20 years' relevant experience after registration with the HPCSA as Dietician. A minimum of 21 years' relevant experience after registration with the HPCSA as Dietician in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Will be required to obtain Continuing Professional Development (CPD) points to maintain registration and remain compliant with the HPCSA. Willingness to work as a Dietician within the multidisciplinary team at a transitional care facility/Metro TB Hospital Complex. Valid driver's license Code B/EB. Willingness to travel. Competencies (knowledge/skills): Thorough knowledge and exposure to all aspects relating to Dietetics. Appropriate clinical experience as a Dietician in an acute hospital or rehabilitative environment. Ability to solve problems, organize and prioritize patients' treatment and discharge plans. Ability to work independently and under pressure. Good interpersonal, communication and organizational skills. Computer literacy (Microsoft Word, Excel, and PowerPoint)
<u>DUTIES</u>	:	To deliver a comprehensive Dietetic service to clients (patients) ensuring optimal nutritional care. Assessment and the treatment of patients that is referred to Metro TB Hospital Complex / transitional care facility with nutritional needs in a medical, rehabilitative, TB and palliative setting. Be responsible for the administration related to patient care as well as departmental administration. Management of financial resources and assets in allocated work area. Effective support in the multidisciplinary context and to the management team. Provide support to the food service Manager / supervisor for specialized nutrition and effectively manage resources for provisioning of Dietetic services. Capacitated workforce – provide in-service training and mentoring of all categories of personnel on nutrition related topics.
<u>ENQUIRIES</u>	:	Mr M.G. Nabie Tel No: (021) 508-7413
<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 for 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 applications will be considered for vacancies within Metro TB Centre, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	06 October 2025

<u>POST 34/160</u>	:	<u>CLINICAL TECHNOLOGIST GRADE 1 TO 3 (CRITICAL CARE)</u>
<u>SALARY</u>	:	Grade 1: R397 233 per annum Grade 2: R463 941 per annum Grade 3: R543 099 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Technologist: Critical Care. Registration with Professional council: Registration with the HPCSA as a Clinical Technologist: Critical Care Inherent requirements of the job: Will be required to work after hours (on call), over weekends and on public holidays. Experience: Grade 1: None after registration with the HPCSA in Clinical Technology in respect of RSA qualified employees. One-year relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Minimum of 10 years' relevant experience after registration with HPCSA in Clinical Technology in respect of SA qualified employees. Minimum of 11 years' relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: Minimum of 20 years' relevant experience after registration with the HPCSA in Clinical Technology in respect of RSA qualified employees. Minimum of 21 years' relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. Competencies (knowledge/skills): Good interpersonal and communication skills (verbal and written) with above average technical skills and problem-solving ability under pressure. Proven to work within a group at all levels of authority. Ability to work under pressure. Computer literacy (MS Word, Excel, Outlook). Capable of maintaining confidentiality. Ability to work independently and in team context. Knowledge of ventilation, infusion devices, ICU patient transport and equipment trouble shooting. Experience in ICU (Adult and Neonatal), Theatre and Trauma/Emergency unit.
<u>DUTIES</u>	:	Contribute to the training of technologists and other healthcare professionals. Effectively perform stock control and maintenance of ICU equipment and consumables. Assist with ICU and Theatre diagnostic and therapeutic procedures including resuscitation. Perform quality control measures for ICU and Anaesthetic equipment. Effectively work in various areas (Mainly ICU with future rotational duties through Theatre and Maternity/Neonatal ICU, Trauma & Emergency) in the Clinical Technology – Critical Care Service s at Groote Schuur.
<u>ENQUIRIES</u>	:	Mr G Straithie Tel No: (021) 404-3291
<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)". The pool of applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post
<u>CLOSING DATE</u>	:	06 October 2025
<u>POST 34/161</u>	:	<u>CHIEF FOOD SERVICE MANAGER (CATERING SERVICES)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Alexandra Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: Appropriate 3-year National Diploma/Degree in Food Service Management (or equivalent qualification).

	Experience: Appropriate experience in a large-scale Hospital Food Service environment. Appropriate management and supervisory experience. Inherent requirements of the job: Willingness to work shifts, weekends, and public holidays. Willingness to be on standby. Competencies (knowledge/skills): Knowledge of hygiene and safety procedures in an industrial Food Service Unit. The ability to create spreadsheets, word documents and presentations in Microsoft Office Knowledge and skills regarding managing the operation of an industrial Food Service Unit. Problem solving, decision making and time management skills. Sound numerical skills. Computer literacy (Microsoft Office).
<u>DUTIES</u>	: Plan and develop the strategic management of the Food Services Unit. Manage an operational Food Service Unit. Manage risks within the Food Service Unit. Manage all related Human Resource Manage matters of the Foodservices Unit. Manage all related Finance matters of the Foodservices Unit.
<u>ENQUIRIES</u>	: Ms G Engelbrecht Tel No: (021) 503-5017
<u>APPLICATIONS</u>	: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Short listed candidates will be subjected to a written and oral assessment. The pool of applicants will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	: 06 October 2025
<u>POST 34/162</u>	: <u>SENIOR ADMINISTRATIVE OFFICER: SUPPORT SERVICES</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	: R397 116 per annum
<u>CENTRE</u>	: Karl Bremer Hospital
<u>REQUIREMENTS</u>	: Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate Support Services experience. Supervisory experience. Maintenance of buildings, equipment, and machinery experience. Inherent requirement of the job: Valid driver's licence (Code B/EB). Competencies (knowledge/skills): Good communication skills, both verbal and written and have computer skills (MS Office, Excel and Word). Ability to draft and implement standard operating procedures as well as the ability to draft service level agreements and contracts. Extensive knowledge of the Treasury Regulations and Contract Management, PFMA, OHS and Public Service Acts as well as extensive knowledge of Western Cape Government maintenance protocols. Knowledge of SCM procedures, knowledge of LOGIS and working knowledge of support services management or facilities management.
<u>DUTIES</u>	: Promote and maintain acceptable standards of quality of services delivered by the Support Service components (Transport, Linen, Mortuary, Porters, Switchboard, Cleaning, Waste, Grounds, Parking, Security). Effective control of maintenance and capital works of buildings and equipment of institution. Optimum utilisation and supervision of human and other resources within Support Services. Ensure effective and efficient contract management. Ensure relevant policy implementation and compliance (Occupational Health & Safety, Ideal Hospital Framework, regulated norms & standards, etc.) at the Hospital. Support to supervisor.
<u>ENQUIRIES</u>	: Ms C Cornelius Tel No: (021) 834-5897
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for the post. The pool of applications will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Shortlisted candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	: 06 October 2025
<u>POST 34/163</u>	: <u>SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCES</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	: R397 116 per annum

<u>CENTRE REQUIREMENTS</u>	:	Victoria Hospital
	:	Minimum educational qualifications: An Appropriate three-year National Diploma/Degree. Experience: Appropriate experience in Human Resources Management, Personnel Management (i.e. Salary Administration, Service Conditions. Appropriate supervisory experience of Personnel Management clerks. Appropriate PERSAL and payroll experience. Inherent requirements of the job: Valid driver's license. Competencies (knowledge/skills): Good interpersonal and conflict resolution skills. Computer literacy (MS Word, Excel, PowerPoint, Outlook and PERSAL). Knowledge and experience of commuted overtime system and OSD & non-OSD prescripts. Approval experience of all personnel relevant functions on PERSAL. Ability to provide training. Knowledge of the PFMA, experience of debt management and knowledge of all HR related policies, legislation, guidelines, standards, procedures and applicable practices.
<u>DUTIES</u>	:	Administer and ensure effective and efficient implementation of HRM policies, prescripts, approval of PERSAL transactions with regard to Personnel provisioning, Personnel and Salary administration. Supervise Administration Clerks to ensure effective functioning of the Human Resource Section, Administer and ensure effective and efficient implementation of appointments, service terminations, salary administration and general service conditions, audit of leave and personnel files, debt management, pension administration and management of pay sheets, administration of OSD and Grade Progression, sessional appointments and RTAs administration. Complete ad-hoc tasks, e.g. answer audit queries. Implement recommendations of the Auditor-General or Advisory Services. Monitor Compliance w.r.t Payroll administration and Service Benefits. Provide monitoring and evaluation of HR audit reports. Provide training to HR clerks and support Victoria staff members as a whole regarding HR related matters.
<u>ENQUIRIES</u>	:	Ms J Theunissen Tel No: (021) 799-1199 or email Janine.Theunissen@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The pool of applications will be considered for vacancies within the department, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Candidates may be subjected to a practical assessment.
<u>CLOSING DATE</u>	:	06 October 2025
<u>POST 34/164</u>	:	<u>EMS SHIFT LEADER GRADE 3 TO 6 (X4 POSTS)</u> Chief Directorate: Emergency, Clinical and Support Services
<u>SALARY</u>	:	Grade 3: R335 226 per annum Grade 4: R397 308 per annum Grade 5: R480 108 per annum Grade 6: R589 443 per annum
<u>CENTRE REQUIREMENTS</u>	:	Emergency Medical Services, Metropole and Rural Districts
	:	Minimum educational qualification: Grade 3: Successful completion of the Intermediate Life Support (ILS) that allows registration with the HPCSA as an Ambulance Emergency Assistant (AEA). -Grade 4: Successful completion of the Emergency Care Technician (ECT) that allows registration with the HPCSA as an Emergency Care Technician (ECT). Grade 5: Successful completion of the Critical Care Assistant course (CCA) or National Diploma that allows registration with the HPCSA as a Paramedic. Grade 6: Successful completion of the B-Tech Degree that allows registration with the HPCSA as Emergency Care Practitioner (ECP). Registration with a Professional council: Grade 3: Registration with the Health Professions Council of South Africa as an AEA. Grade 4: Registration with the Health Professions Council of South Africa as an ECT. Grade 5: Registration with the Health Professions Council of South Africa as a Paramedic. Grade 6: Registration with the Health Professions Council of South Africa as an ECP. Experience: Grade 3: Minimum of 3 years' experience within your current registration category with the Health Professions Council of South Africa as an Ambulance Emergency Assistant (AEA). Grade 4: Minimum of 3 years' experience within your current registration category with the Health Professions Council of South Africa as an Emergency Care Technician (ECT). Grade 5: Minimum of 3 years' experience your current registration category with the Health Professions Council of South

		Africa as Paramedic. Grade 6: Minimum of 3 years' experience your current registration category with the Health Professions Council of South Africa as an Emergency Care Practitioner (ECP). Inherent requirement of the job: Valid code C1 driver's license. Current Professional driver's permit. Current registration with HPCSA as an AEA, ECT, Paramedic or ECP. Competencies (knowledge/skills): Excellent knowledge of all levels of Emergency Care protocols. Good communication and interpersonal skills. Computer literacy in the MS Office package. Report writing skills.
<u>DUTIES</u>	:	Effective pre-hospital Emergency Medical Care and response to incidences when required. Ensure effective supervision and maintenance of Emergency Vehicles and equipment in line with the Financial and Fleet directives. Ensure effective report writing with regards to accident and incident reports, loss and theft control incidents and safety incidents. Ensure effective communication with regards to patients, colleagues, other services, and members of the Public. -Supervise and manage rostered shifts and personnel in line with People Management policies and practices. Provide effective administrative support to the Supervisor when required.
<u>ENQUIRIES</u>	:	Ms S Modack-Robertson Tel No: (021) 932 1966
<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 expected to undergo a practical 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 applications will be considered for vacancies within Emergency Medical Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	06 October 2025
<u>POST 34/165</u>	:	<u>ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (ASSET MANAGEMENT)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Khayelitsha District Hospital, Khayelitsha Eastern Sub-structure
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. LOGIS experience, IPS experience and good leadership abilities. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel. Competencies (knowledge/skills): Knowledge of the Public Finance Management Act (PFMA), National, Provincial Treasury Regulations and the Accounting Officer's System. A working knowledge of all relevant legislation, policies and prescripts applicable to SCM. Good communication and interpersonal skills. Ability to work under pressure, independently and in a team. Computer literacy (MS Windows, Word and Excel). Knowledge of LOGIS; BAS Treasury regulations and stock control system. Willingness to work overtime.
<u>DUTIES</u>	:	Acquisition of assets and repairs of equipment. Manage the annual asset stocktaking process. Monitoring of Assets at institutions. Ensure effective and efficient annual/monthly reporting of Asset, Disclosure Notes, Gifts & Donations. Disposals & Transfers. Demand and Acquisition Management. Compliance: Ensure that all batchers are compliant as per finance instructions and accounting officer system. Effective efficient and economic Human Resource Management pertaining to SCM.
<u>ENQUIRIES</u>	:	N Sitonga Tel No: (021) 360-4237 or Email: Ntsikelelo.Sitonga@westerncape.gov.za

<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Short listed candidates will be subjected to a written and oral assessment. The pool of applicants will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	06 October 2025
<u>POST 34/166</u>	:	<u>ADMINISTRATIVE OFFICER: SUPPORT SERVICES</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Eerste River Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: Senior Certificate (or equivalent). Experience: Appropriate Support Services experience. Appropriate Supervisory experience. Appropriate experience in maintenance of buildings, equipment and machinery. Inherent requirements of the job: Valid driver's licence (Code B/EB). Willingness to do standby and work overtime. Competencies (knowledge/skills): Ability to draft service level agreements/contracts and implement standard operating procedures. Appropriate knowledge of the Treasury Regulations and Contract Management, PFMA, OHS, and Public Service Acts. Good communication and interpersonal skills. Computer skills (MS Office, Excel, and Word). Appropriate knowledge of Western Cape Government maintenance protocols. Working knowledge of support services management or facilities management. Willingness to do standby and work overtime.
<u>DUTIES</u>	:	Promote and maintain acceptable standards of quality of services delivered by the Support Service components (Transport, Linen, Porters, Switchboard, Cleaning, Waste, Grounds, Parking, Security). Effective support of maintenance and capital works of buildings and equipment of institution. Ensure effective and efficient contract management. Ensure relevant policy implementation and compliance (Occupational Health & Safety, Ideal Hospital Framework, regulated norms & standards, etc.) at the Hospital. Support to ASD Facility Management, Staff and Support Services section. Optimum utilisation and supervision of human and other resources within Support Services.
<u>ENQUIRIES</u>	:	Ms E Scholtz Tel No: (021) 902-8061
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The pool of applicants will be considered for similar vacant within the Department for a period of 3 months from date of advert. Applicants will be subjected to a written/practical and oral assessment
<u>CLOSING DATE</u>	:	06 October 2025
<u>POST 34/167</u>	:	<u>ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R325 101 per annum.
<u>CENTRE</u>	:	Oral Health Centre, Tygerberg/Mitchell's Plain Platform
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Information Management. Competencies (knowledge/skills): Advanced Computer literacy (MS Office 365 package, SINJANI, Clinicom & Business Intelligence). Knowledge of business process analysis, mapping, modelling and automation of Systems to improve data flow processes. Compilation of reports for meetings and decision making – using various BI platforms (Power BI).
<u>DUTIES</u>	:	Design, implement and coordinate a well-established ICT functionality within the organisation (DITCOM, CITCOM, ITSr) Coordinate the Licencing & Compliance process according to the departmental prescripts. Develop, test and implement automated solutions for existing or new manual processes as part of the IM team. Creating of Dashboards and visualisations in aid of creating data awareness and information sharing. Submit timeous reports to management and staff on performance. Operate as part of the team through participation in innovations.
<u>ENQUIRIES</u>	:	Ms L Cooper Tel No: (021) 937 3141

<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Short listed candidates will be subjected to a written and oral assessment. The pool of applications will be considered for vacancies within Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	06 October 2025
<u>POST 34/168</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (X2 POSTS)</u> Chief Directorate: Rural 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>	:	Worcester Regional Hospital: (Family Meds) (X1 post), (Mixed Surgery) (X1 post)
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: Basic R425 qualification (i.e degree/ diploma in Nursing) or equivalent that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Registration with Professional council: Registration with SANC as a Professional Nurse. 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 requirement of the job: Ability to work shifts during the day and night, weekends and public holidays and overtime when required by supervisor. Willingness to rotate within different Functional Business Units. Competencies (knowledge/skills): The ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure quality nursing care. Good problem solving, motivational and leadership skills.
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality 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 a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Ensure accurate collection and recording of data. Render support to the supervisor and colleagues.
<u>ENQUIRIES</u>	:	Ms AE Badenhorst Tel No: (023) 348-1137
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The pool of applicants will be considered for vacancies within Worcester Regional Hospital for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised 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).
<u>CLOSING DATE</u>	:	06 October 2025
<u>POST 34/169</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL)</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>	:	Sonstraal Transitional Care Hospital, Paarl

<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. Registration with Professional council: Registration with the SANC as Professional Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration at SANC as a Professional Nurse in General Nursing. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Valid (Code B/EB/) driver's license. Frequent travelling between Sonstraal Hospital (Paarl) and ID Hospital (Malmsbury). Willingness to work overtime when necessary. Competencies (knowledge/skills): 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>	:	Provision of optimal, holistic nursing care with set standards and within a professional/legal framework. Effective utilisation of resources. Maintain professional growth/ethical standards and self-development. Provision of Support to Nursing Services. Participation in training and research.
<u>ENQUIRIES</u>	:	Ms N Liebenberg Tel No: (021) 815 8340
<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 competency assessment. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable 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 applications will be considered for vacancies within West Coast TB Complex, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	06 October 2025
<u>POST 34/170</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING)</u> <u>(SPECIALISED NURSING SERVICES)</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum
<u>CENTRE</u>	:	Riversdale Hospital, Hessequa Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: 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 Professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: Grade 1: None after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willing to work shifts, including weekends, public holidays and night duty. Willingness to rotate to other wards in the facility and to work at the clinic in the Sub-district when needed. Competencies (knowledge/skills): Basic computer skill in Ms Word. The ability to function independently under pressure. Knowledge of Nursing Practices, Infection Prevention Control, control measures and practices. Excellent communication skills (both written and verbal).
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of quality patient care. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Implement standards, practices, criteria,

	and indicators for quality nursing (quality of practice). Maintain constructive working relationships with nursing and other stakeholders. Utilize human, material, and physical resources efficiently and effectively. Maintain professional growth/ethical standards and self- development.
<u>ENQUIRIES APPLICATIONS</u>	: Mr NL Mphato Tel No: (028) 713-8643 : 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 applications will be considered for vacancies within Garden Route District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."
<u>CLOSING DATE</u>	: 06 October 2025
<u>POST 34/171</u>	: <u>PHARMACIST ASSISTANT (POST-BASIC) GRADE 1 TO 3 (PRIMARY HEALTH CARE) (X2 POSTS)</u> West Coast District
<u>SALARY</u>	: Grade 1: R264 750 per annum Grade 2: R306 411 per annum Grade 3: R330 540 per annum
<u>CENTRE</u>	: Piketberg CDC (X1 Post) Bergriver Sub-district (Stationed at Velddrif Clinic) (X1 Post)
<u>REQUIREMENTS</u>	: Minimum educational qualification: As required by the training facility and the South African Pharmacy Council (SAPC) plus Post-Basic Pharmacist Assistant qualification that allows registration with the SAPC as a Pharmacist Assistant (Post-Basic) or Pharmacist Assistant (Post-Basic) Institutional. Registration with Professional council: Registration with the South African Pharmacy Council as Pharmacist Assistant (Post-Basic) (Institutional) or Pharmacist Assistant (Post-Basic). Experience: Grade 1: None after registration as a Post Basic Pharmacist Assistant with SAPC. Grade 2: A minimum of 5 years' appropriate experience as Pharmacist Assistant after registration 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 requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Willingness to perform regular after-hours duties. Willingness to travel between PHC facilities within the Bergrivier SD and provide relief as Post Basic Pharmacist Assistant. Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel, PowerPoint and Outlook). Ability to work accurately under pressure and maintain a high standard of professionalism. Ability to work independently and in a multi-disciplinary team with excellent interpersonal and communication skills. -Appropriate knowledge of National and Provincial Health policies; Medicines Act 101 of 1965; Pharmacy Act 53 of 1974 and Public Finance Management Act. Appropriate clinical and pharmaceutical knowledge. Innovative and analytical thinking and the ability to initiate, coordinate, manage and sustain programs.
<u>DUTIES</u>	: Manage drug supply in the clinic as well as in satellite clinics and mobiles. Dispensing of medicine. Administration and Collection of all pharmacy related data for M + E purposes.
<u>ENQUIRIES APPLICATIONS</u>	: Ms E Engel Tel No: (022) 913-1337 : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. 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 applications will be considered for vacancies within the Bergriver Sub-district, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	06 October 2025
<u>POST 34/172</u>	:	<u>ADMINISTRATION CLERK: SUPPORT</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Red Cross War Memorial Children's Hospital, Rondebosch
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience. Competencies (knowledge/skills): Computer literacy in MS Word, Outlook and Excel applications. Proven ability to produce and organize formal documents, spreadsheets as well as manage emails, email responses and electronic calendars. Excellent interpersonal, time management and filing skills. Ability to plan, organize and execute office responsibilities. Strong sense of initiative, prioritization and precision and ability to work independently. Minute taking skills.
<u>DUTIES</u>	:	Render high quality administrative and secretarial support to the office of the Medical Manager. Manage professional communications by email, telephone and in-person. Take minutes at meetings. Timeously and accurately process paperwork and information to internal and external stakeholders. Administrative functions to support the office of the Medical Manager. Support of clinical projects as requested. Maintain documentary registry, both electronic and hard copy for administrative tasks.
<u>ENQUIRIES</u>	:	Dr M Salie Tel No: (021) 658-5430
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. This post does not form part of any Occupation Specific Dispensation. Shortlisted candidates may be required to complete a practical test.
<u>CLOSING DATE</u>	:	06 October 2025
<u>POST 34/173</u>	:	<u>ADMINISTRATION CLERK: SUPPORT</u>
		Chief Directorate: Emergency and Clinical Support Services
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Observatory Forensic Pathology Institute (OFPI), Forensic Pathology Service
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or Equivalent). Experience: Appropriate Clinical administrative experience. Appropriate typing experience. Inherent requirements of the job: Ability to type a minimum of 30 words per minute. Proficiency in Microsoft Office (MS Word and MS Excel). Competencies (knowledge/skills): Dictaphone typing. Ability to collate and verify data accurately. Good interpersonal and organizational skills. Ability to work under pressure. Ability to interpret and apply policies. Ability to communicate clearly and discreetly in person and in writing. Accuracy in entering numerical data using the numeric keyboard, including the decimal point and mathematical operators.
<u>DUTIES</u>	:	Effective and efficient typing of post-mortem reports. Effective and efficient administrative support to the Division of Forensic Medicine and Toxicology. Effective and efficient management of Forensic Databases. Effective management of Forensic documentation.
<u>ENQUIRIES</u>	:	Ms TG Cornelius Tel No: (021) 836-0965/0
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Shortlisted candidates will be subjected to a security clearance prior to appointment. The pool of applicants will be considered for vacancies within the Observatory Forensic Pathology Institute for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	06 October 2025

<u>POST 34/174</u>	:	<u>PERSONNEL OFFICER: PEOPLE ADMINISTRATION</u> Directorate: People Management Planning and Practices
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Human Resources that include Salary Administration, Service Conditions, Personnel Administration, Pension Administration and PERSAL. Competencies (knowledge/skills): A sound understanding of HRM policies, Public Service Act, Public Service Regulations, and Collective Agreements concerning personnel and salary administration. Competency in the MS Office Suite and PERSAL system operations. Strong organisational skills with a focus on accuracy, attention to detail, and deadline management. Strong critical thinking and problem-solving capabilities.
<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, and debt management. Responsible for capturing transactions on PERSAL and auditing of personnel and leave records. Maintenance of registers, i.e. appointment, probation, ORW, and service terminations. Provide an effective support service to supervisor (i.e. relief duties and attending meetings). Handle all telephone and written enquiries. Assist staff, supervisor, management and members of the Public with regard to Human Resource and Personnel matters.
<u>ENQUIRIES</u>	:	Mr RB Vermeulen Tel No: (021) 483 8909 or email: Ryan.Vermeulen@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post.
<u>CLOSING DATE</u>	:	06 October 2025
<u>POST 34/175</u>	:	<u>ADMINISTRATION CLERK: SCM (WAREHOUSE)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Mitchells Plain District Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: Senior Certificate (or equivalent) with experience/competences that focuses on the Key Performance Areas (KRA's) of the post. Experience: Knowledge and appropriate experience in Supply Chain Management and Warehouse Management. Inherent requirements of the job: Ability to lift and move heavy boxes and stock. Valid driver's licence. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint and Outlook). Sound communication, organisational, planning and interpersonal skills. Sound knowledge of a Warehouse Management environment and Logis / Syspro systems of the Western Cape Government Health & Wellness (BAS, LOGIS). Knowledge on matters related to the Accounting Officer's System / Financial Administration (including legislation and policy documents, i.e. PFMA, National Treasury Regulations, and Provincial Instructions). Appropriate knowledge of relevant financial prescripts, departmental policies, delegations and procedures. An aptitude for working with warehouse stock, different stakeholders (users / wards), financial figures and good organizational and stock balance skills. Appropriate knowledge and practical experience in LOGIS, ESL, Electronic Procurement Solutions (EPS) and Microsoft Office.
<u>DUTIES</u>	:	Prepare and capture documentations (Log1's & issue vouchers) for the Warehouse Management team. Effective control over warehouse stock. Timeous delivery of stock to departments, theatre and clinics in a cost effective and safe manner. Ensure regular warehouse item spot checks and replenishment thereof. Adhere to all prescripts. Support Supervisor and Manager. Capture of issues, receipts, donations, disposals etc. Request dues-out reports. Applying of warehouse stock principles (FIFO / LIFO). Handle telephonic and written enquiries.
<u>ENQUIRIES</u>	:	Mr. Q. Vaughan Tel No: (021) 377-4363
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a competency test. The pool of applications

will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised 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>	:	06 October 2025
<u>POST 34/176</u>	:	<u>ADMINISTRATION CLERK: REGISTRY (MEDICAL RECORDS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Victoria Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience of medical records processes and procedures. Experience of Clinicom system. Inherent requirement of the job: Willingness to work shifts. Must be willing to rotate and/or relieve personnel. Competencies (knowledge/skills): Computer literacy. Good written and verbal communication skills.
<u>DUTIES</u>	:	Loaning and returning of patient files on Clinicom. Record file movement on Clinicom. Obtain patient files according to appointments for the following day. Draw files on request from Medical Staff. Filing of patient related documents. Destruction of old patient files and E-ray. Locate and retrieve missing patient files. Handle telephone enquiries.
<u>ENQUIRIES</u>	:	Ms J Van der Riel Tel No: (021) 799-1270
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test. As directed by the Department of Public Service and Administration, applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records and previous employment. The pool of applications will be considered for vacancies within the department, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	06 October 2025
<u>POST 34/177</u>	:	<u>ADMINISTRATION CLERK: HRM (PERFORMANCE MANAGEMENT AND ADVERTISING)</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). Experience: Appropriate experience in administering the Staff Performance Management System (SPMS) and Advertising. Competencies (knowledge/skills): Computer literacy (MS Office). Competency in the PERSAL system. Good communication skills (verbal and written).
<u>DUTIES</u>	:	(key result areas/outputs): Assist with the correct implementation of SPMS system applied at Groote Schuur Hospital. Correct implementation of pay and grade progression and instating on PERSAL. Administration of applications to perform Other Remunerative Work (ORW). Effective storage and safekeeping of documents. Assist with the timeous and accurate advertising of posts. Assist with Permis training. Perform other HRM tasks and relieve on other sections as required.
<u>ENQUIRIES</u>	:	Ms C Jacobs Tel No: (021) 404 2010
<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. The pool of applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

<u>CLOSING DATE</u>	:	06 October 2025
<u>POST 34/178</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (ASSET MANAGEMENT)</u> Chief Directorate: Emergency and Clinical Support Services
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Forensic Pathology Services
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Grade 12/ Senior Certificate (or equivalent). Experience: Appropriate administration experience in Asset Management. Appropriate experience in LOGIS. Inherent requirement of the job: Ability to work in a physically demanding environment. Willingness to travel and work overtime when required. Competencies (knowledge/skills): Ability to communicate clearly and discreetly in person and in writing. Computer literacy (MS Office: Word, Excel, Outlook and PowerPoint). Knowledge and exposure to the Public Finance Management Act (PFMA), Regulations and Financial Instructions and Legislations pertaining to Asset Management. Knowledge of SCM Systems, i.e. SharePoint and SCM Helpdesk (Uploading Requests) and Asset Stock take APP (Asset Scanning) and Asset Dashboard (Extracting Asset Information). Ability to work in a team and independently. Ability to accurately analyze data (numbers). Good interpersonal and organizational skills.
<u>DUTIES</u>	:	Effective and efficient management of Assets. Maintenance of the Electronic Asset Register (LOGIS). Reporting theft, losses and shortages. Movements, repair and condemning of equipment and furniture. Effective and efficient Management of Asset Counts. ICN maintenance and support to FPS facilities.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms JJ Levendal, Email: Juanita.Levendal@westerncape.gov.za Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. The pool of applicants will be considered for vacancies with Forensic Pathology Service: Head Office, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	06 October 2025
<u>POST 34/179</u>	:	<u>ADMINISTRATION CLERK: SUPPORT (TRANSPORT SERVICES)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Alexandra Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience within a transport section within a support services environment. Inherent requirement of the job: Valid (Code C/ C1/ EC1/EC) driver's licence. Valid Public Driver's Permit (PDP). Willingness to travel and work overtime when required due to operational needs. Competencies (knowledge/skills): Computer literacy (Word and Excel). Ability to accept accountability and responsibility, and to work independently and unsupervised, as well as in a multi-disciplinary team. Knowledge of Transport Circulars, relevant policies and instructions. Capacity to work amongst people with disabilities/special mental healthcare needs.
<u>DUTIES</u>	:	Coordinate GG transport and the maintaining all logbooks, kilometres, vehicle inspections and the maintenance of GG vehicles including all accident report. Maintain all relevant registers, filing, electronic systems and assist with ad-hoc tasks. Supervision of subordinates and human resource control within transport section. To ensure effective Financial Resources within the transport section. Optimally rendered administrative services to the Administrative Officer and Assistant Director: Support Service.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr F Leukes Tel No: (021) 503-5066 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>	:	06 October 2025

<u>POST 34/180</u>	:	<u>ADMINISTRATION CLERK: REGISTRY (MEDICAL RECORDS)</u>
<u>SALARY</u>	:	R228 312 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: Senior Certificate (or equivalent). Experience: Appropriate experience of Medical Records or Registry services. Inherent requirement of the job: Willingness to work shifts. Must be willing to rotate and/or relief personnel. Competencies (knowledge/skills): Computer literacy. Good written and verbal communication skills.
<u>DUTIES</u>	:	Batching of all incoming episode folders. Issue and receive folders master file daily. Responsible for archiving all inactive folders. Ensure that folders are prepared correctly. Ensure that folders are scanned as per prescripts. Ensure that folders are being index correctly. Daily re-filing of episodes into yellow folders. File tracking on Hospital Information System and Trace misfiles. Ensure duplicate folders are being merged correctly. Handle of Microfilm as per request. Handle telephone enquiries.
<u>ENQUIRIES</u>	:	Ms M Xontana Tel No: (021) 938-4512
<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>	:	06 October 2025
<u>POST 34/181</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (PROCUREMENT)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R228 312 per annum
<u>CENTRE</u>	:	Mitchells Plain District Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: Senior Certificate (or equivalent) with Mathematics or Accountancy as a passed subject with experience / competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in Supply Chain Management. Appropriate experience and knowledge in Public Sector Procurement and Supply Chain Management Processes and Procedures. Appropriate experience in procurement functionality & the utilization of the Electronic Procurement System (EPS), Essential Supplier List (ESL) & Logistical Information System (LOGIS). Inherent requirements of the job: Sound knowledge of & experience in working on BAS, Logis & EPS. Willingness to work after hours if & when needed. Valid driver's licence. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint and Outlook). Sound communication, organisational, planning and interpersonal skills. Sound knowledge of a Procurement Management environment and financial systems of the Government (BAS, LOGIS). Knowledge on matters related to Financial Administration (including legislation and policy documents, i.e. PFMA, National Treasury Regulations, and Provincial Instructions). Appropriate knowledge of relevant financial prescripts, departmental policies, delegations and procedures. An aptitude for working with financial figures and good organizational, managerial and leadership skills.
<u>DUTIES</u>	:	Demand and Acquisition Management of Goods and Services for the Klipfontein & Mitchell's Plain Substructure area. Assisting with the compilation of specifications for various Goods and Services to meet the requirements of the end-user. Attend briefing / site meetings if & when required. Sourcing Quotations for Goods and Services via the EPS. Preparation of Quotation Batches for the Quotation Committee. Processing, expediting & the follow-up of Purchase Orders. Communication and Feedback with Suppliers and End-users. Report on Procurement Related Transactions on a weekly / monthly basis. Assist in the preparations of the Interim and Annual Financial Statement reconciliations w.r.t. assets and reporting thereof. Adhere to all prescripts.
<u>ENQUIRIES</u>	:	Mr Q.J. Vaughan Tel No: (021) 377-4363
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test. The pool of applications will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as

those of the advertised 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>	:	06 October 2025
<u>POST 34/182</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (ASSETS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Mitchells Plain District Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with experience / competencies that focus on the Key Performance Area (KRA) of the post. Experience: Knowledge and appropriate experience in Supply Chain Management and Asset Management. Inherent requirement of the job: Perform overtime duties when required. Valid driver's licence. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint and Outlook Sound communication, organisational, planning and interpersonal skills. Sound knowledge of an Asset Management environment and financial systems of the Government (BAS, LOGIS). Knowledge on matters related to Financial Administration (including legislation and policy documents, i.e. PFMA, National Treasury Regulations, and Provincial Instructions). Appropriate knowledge of relevant financial prescripts, departmental policies, delegations and procedures. An aptitude for working with financial figures and good organizational, managerial and leadership skills. Appropriate knowledge and practical experience in LOGIS, ESL, Electronic Procurement Solutions (EPS) and Microsoft Office.
<u>DUTIES</u>	:	Prepare and capture documentation for the Asset Management team. Effective control over all assets. Responsible for asset counts of various facilities within the drainage area. Assist in the preparations of the Interim and Annual Financial Statement reconciliations w.r.t. assets and reporting thereof. Adhere to all prescripts. Support Supervisor and Manager Placing of orders for both capital and minor assets Capture of asset receipts, donations, disposals etc. Request BAS / LOGIS reports. Handle write-offs and filing of source documents. Handle telephonic and written enquiries.
<u>ENQUIRIES</u>	:	Mr QJ Vaughan Tel No: (021) 377 4363
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test. The pool of applications will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised 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>	:	06 October 2025
<u>POST 34/183</u>	:	<u>STAFF NURSE GRADE 1 TO 3 (GENERAL INPATIENTS)</u> Central Karoo District
<u>SALARY</u>	:	Grade 1: R220 614 per annum Grade 2: R262 287 per annum Grade 3: R306 798 per annum
<u>CENTRE</u>	:	Beaufort West Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: Qualification that allows registration with the SANC as a Staff Nurse. Registration with Professional council: Registration with the SANC as a Staff Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years' appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. Inherent requirements of the job: Willing to work shifts, including weekends, public holidays and night duty. Willingness to rotate to other wards in the facility and to work at the clinic in the Sub-district when

	needed. Competencies (knowledge/skills): Good communication and interpersonal skills. Self-discipline and motivation.
<u>DUTIES</u>	: (key result areas/outputs): Development and implementation of basic patient care plans. Provide basic clinical nursing care. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Take actions to improve quality of nursing care. Participate in infection prevention and control.
<u>ENQUIRIES</u>	: Mr TW Ntombana Tel No: (023) 414 - 8200
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable 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 applications will be considered for vacancies within Central Karoo District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	: 06 October 2025
<u>POST 34/184</u>	: <u>FORENSIC PATHOLOGY OFFICER GRADE 1 TO 2</u> Chief Directorate: Emergency And Clinical Services Support (Contract Position up until 31 March 2026)
<u>SALARY</u>	: Grade 1: R217 092 per annum Grade 2: R252 840 per annum
<u>CENTRE</u>	: Forensic Pathology Service, Mossel Bay
<u>REQUIREMENTS</u>	: Minimum educational qualifications: Senior Certificate with having achieved Mathematics, Life Science and/ or Biology as passed subjects. Experience: Grade 1: None. Grade 2: 10 year's appropriate experience. Inherent requirements of the job: Valid (Code B/EB) driver's license. Ability to work under pressure. Ability to work with and lift corpses, (mutilated, decomposed, infectious viruses, obese). Will be required to deliver testimony in court proceedings. Willingness to be trained in Forensic Investigation and Dissection. Be willing on travelling long distances and working standby duties/overtime. Competencies (knowledge/skills): Computer and software literacy in at least MS Word and Excel. Ability to be trained in 4X4 Vehicle handling. Ability to be trained in photography. Willingness to assist with duties in an X-ray room. Ability to communicate clearly and discreetly in person and in writing. Ability to achieve and maintain good interpersonal and working relations with staff and clients. Ability to interpret and apply policies.
<u>DUTIES</u>	: Effective and efficient recovery, storage and processing of deceased. Optimal control of reports and statements during and after the Forensic Mortuary process. An effective Forensic autopsy process rendered in accordance with set standards and guidelines. An effective and efficient Management of Unknown corpses. An efficient support service to the Manager with regard to Corporate and Clinical Governance functions of the Forensic Pathology Laboratory.
<u>ENQUIRIES</u>	: Mr L Smith Tel No: (044) 813 1890 or email (Lester.Smith@westerncape.gov.za)
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Short-listed candidates will be subjected to a practical and driver's test. Candidates will be subjected to a Security Clearance prior to appointment. The pool of applications will be considered for vacancies within Mossel Bay Forensic Pathology Laboratory for a period of three months from the date of the advert, provided that the job title, core function, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	: 06 October 2025

<u>POST 34/185</u>	:	<u>SOCIAL AUXILIARY WORKER GRADE 1 TO 3</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R192 972 per annum Grade 2: R227 292 per annum Grade 3: R270 009 per annum
<u>CENTRE REQUIREMENTS</u>	:	Metro TB Transitional Care Minimum educational qualifications: Appropriate qualification that allows registration with the South African Council for Social Service Professions (SACSSP) as a Social Auxiliary Worker. Registration with Professional council: Registration with the South African Council for Social Service Profession (SACSSP) as a Social Auxiliary Worker. Experience: Grade 1: None. Grade 2: A minimum of 10 years' appropriate experience as Social Auxiliary Worker after registration with the SACSSP or No experience as Social Auxiliary Worker after registration with the SACSSP and successful completion of 2nd academic year of an appropriate tertiary qualification that allows for registration as a Social Worker with the SACSSP. Grade 3: A minimum of 20 years appropriate experience as Social Auxiliary Worker after registration with the SACSSP or 10 years' experience after registration as Social Auxiliary Worker with SACSSP and successful completion of 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP or No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of 3rd academic year of an appropriate tertiary qualification that allows for registration as a Social Worker with the SACSSP. Inherent requirements of the job: Valid (Code B/EB) drivers' licence. Willingness to travel. Competencies (knowledge/skills): Brief knowledge of the social work methods. Ability to work independently and within MDT environment and be computer literate.
<u>DUTIES</u>	:	Conduct accurate assessments and provide direct specialized social work interventions to all inpatients using different methods. Management and completion of patient related administration in all spheres. To assist with the smooth-running of social work department through providing necessary supporting role to other social workers and the head of the department. Attends and actively participate in MDT meetings through case presentations and providing feedback when necessary. To liaise with the MDT and partner with the external stakeholders in linking patients with external services providers. To participate in events like TB awareness and relevant programs organized by MDT. Ensure continued professional development by keeping abreast with the latest developments in your field.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr A Bhongcoshe Tel No: (021) 508-7400 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 for 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 applications will be considered for vacancies within Metro TB Centre, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	06 October 2025
<u>POST 34/186</u>	:	<u>ARTISAN ASSISTANT</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R193 359 per annum
<u>CENTRE</u>	:	Paarl Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: NQF 3 (Grade 10 or equivalent). Experience: Appropriate experience and sound knowledge of maintenance and repairs of electrical, plumbing, mechanical, air-conditioning- and refrigeration systems and carpentry. 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. 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</u>	:	Mr GR.Abrahams Tel No: (021) 860-2797 / or Gregory.Abrahams@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post.
<u>CLOSING DATE</u>	:	06 October 2025
<u>POST 34/187</u>	:	<u>NURSING ASSISTANT GRADE 1 TO 3</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	Grade 1: R174 261 per annum Grade 2: R203 271 per annum Grade 3: R239 559 per annum
<u>CENTRE</u>	:	Worcester Regional Hospital Mixed Ward (X1 Post) Theatre (X2 Posts) Orthopaedic (X1 Post) Trauma And Emergency (X1 Post)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing Assistant. Registration with Professional council: Registration with the South African Nursing Council as a Nursing Assistant. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Nursing Assistant. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Nursing Assistant. Inherent requirement of the job: Ability to work shifts during the day and night, weekends and public holidays and overtime when required by supervisor. Willingness to rotate within different Functional Business Units. Competencies (knowledge/skills): Sound knowledge of SANC Regulation which prescribe nursing practice. The ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure quality nursing care. Good interpersonal and communication skills. Ability to deal with conflict situations and make sound decisions under pressure.
<u>DUTIES</u>	:	Assist patients with activities of daily living (physical care). Provide elementary clinical nursing care. Effective utilization of physical and financial resources. Maintain professional growth / ethical standards and self-development.
<u>ENQUIRIES</u>	:	Mr S Bruiners Tel No: (023) 348-1104
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test. 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 vacancies within Worcester Regional Hospital for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	06 October 2025

<u>POST 34/188</u>	:	<u>NURSING ASSISTANT GRADE 1 TO 3 (X4 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R174 261 per annum Grade 2: R203 271 per annum Grade 3: R239 559 per annum
<u>CENTRE</u>	:	Mitchells Plain District Hospital, Female Ward 30B (X2 Posts) OPD TOP & Infectious Diseases & 10 Bed Day (X1 Post) Paediatric Ward 30 Beds (X1 Post)
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: Qualification that allows registration with the South African Nursing Council (SANC) as a Nursing Assistant. Registration with Professional council: Registration with the South African Nursing Council (SANC) as a Nursing Assistant. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as Nursing Assistant. Grade 3: A minimum of 20 years appropriate/recognisable nursing experience after registration with the SANC. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet the operational requirements. Ability to work under pressure and in a multi-disciplinary team context. Competencies (knowledge/skills): Provision of Quality Nursing Care to health care users. Appropriate experience in a Health environment.
<u>DUTIES</u>	:	Provide basic nursing care. Provide elementary clinical nursing care. Assist patients with activities of daily living which include Patient Hygiene, Nutritional Status, Mobility and elimination needs. Maintaining professional growth, Ethical Standards and Self-development. Record keeping. Support to supervisor and colleagues by team participation. Maintain a degree of professionalism in the execution of duties.
<u>ENQUIRIES</u>	:	Mr. R Geswindt Tel No: (021) 377-4410
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within Mitchell's Plain Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."
<u>CLOSING DATE</u>	:	06 October 2025
<u>POST 34/189</u>	:	<u>NURSING ASSISTANT GRADE 1 TO 3 (X2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R174 261 per annum Grade 2: R203 271 per annum Grade 3: R239 559 per annum
<u>CENTRE</u>	:	Elsies River CHC
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as a Nursing Assistant. Registration with Professional council: Registration with the SANC as a Nursing Assistant. Experience: Grade 1: None after registration with SANC as a Nursing Assistant. Grade 2: A Minimum of 10 years appropriate/recognisable experience in nursing after registration as a Nursing Assistant with SANC. Grade 3: A Minimum of 20 years appropriate/recognisable experience in nursing after registration as Nursing Assistant with SANC. Inherent requirements of the job: Willingness to work overtime when necessary. Will be required to work shifts, public holidays, night duty, after hours and weekends. Willingness to assist in all departments according to operational needs. Willingness to work in the geographical PHC facilities within the Northern Tygerberg substructure, when operationally required Ability to work under pressure. Competencies (knowledge/skills): Good communication skills and ability to communicate (written and verbal). Ability to work in them Ulti-

		disciplinary team. Enhance patient care through the implementation of SOP's, policies and guidelines.
<u>DUTIES</u>	:	Provide elementary clinical nursing care. Assist patients with activities of daily living which includes patient hygiene, provide nutrition, assist with mobility and elimination processes. Monitor patient vital signs and report any abnormal findings. Reporting on patient safety and adverse incidents. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Actively participating in in-service training interventions.
<u>ENQUIRIES</u>	:	Ms JJ Heunis Tel No: (021) 931-0211
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status). "The pool of applications will be considered for vacancies within Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post." Candidates will be subjected to a practical/oral assessment.
<u>CLOSING DATE</u>	:	06 October 2025
<u>POST 34/190</u>	:	<u>CHILD MINDER (GENERAL CLEANING & CRECHE SERVICES) (X2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R163 680 per annum
<u>CENTRE</u>	:	Lentegeur Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: Basic literacy and numeracy skills. Child Care Certificate. Experience: Appropriate experience as a Child Minder. Inherent requirements of the job: Willingness to work shift and/or rotation basis. Competencies (knowledge/skills): Computer literacy in MS Office package. Good interpersonal, supervisory skills Ability to work independently and within a team Edu care teaching and training skills and the ability to perform child minding activities Support children's emotional, social, physical, and cognitive development. Ability to multitask and overall responsibility for each child.
<u>DUTIES</u>	:	Provide quality childcare to children at the Lentegeur Hospital Childcare Centre. Ensure safe supervision for the children between the ages of 1 year and 5 years. Provide effective communication within and outside the institution. Respond appropriately to emergencies and report incidents immediately Assist with feeding, changing, and toilet training routines. Developing a healthy multi-disciplinary environment. Ensure the development of Children. Provide Support to Supervisor and other areas of Support Services.
<u>ENQUIRIES</u>	:	Ms A Brandt Tel No: (021) 830-2704
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. The pool of applications will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."
<u>CLOSING DATE</u>	:	06 October 2025
<u>POST 34/191</u>	:	<u>TRADESMANS AID</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R163 680 per annum
<u>CENTRE</u>	:	Paarl Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Grade 10 (Std 8) qualification. Experience: Appropriate experience within the maintenance field and repairs (electrical, plumbing, mechanical and carpentry). Appropriate experience with handling of Workshop tools. Inherent requirements of the job: Valid (Code B/EB) driver's

	license. Willingness to travel. Physically fit to do manual labour. Willingness to work after hours and overtime should the need arise. Competencies (knowledge/skills): Ability to handle tools, parts and materials. Good interpersonal skills. Knowledge of Occupational Health and Safety.
<u>DUTIES</u>	: Carry out minor maintenance electrical, carpentry, plumbing, mechanical, air conditioning and refrigeration task. Assist with repairs and emergency breakdowns (including after hour's repairs). Assist with the installation of plant, equipment and alterations. Clear areas where work has been carried out. Ensure that tools and materials are available when needed. Assist the Artisans in the execution of their duties.
<u>ENQUIRIES</u>	: Mr GR Abrahams Tel No: (021) 860 2797/or Gregory.Abrahams@westerncape.gov.za
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for the post.
<u>CLOSING DATE</u>	: 06 October 2025
<u>POST 34/192</u>	: <u>FOOD SERVICES AID</u> Chief Directorate: Metro Health Service
<u>SALARY</u>	: R138 486 per annum
<u>CENTRE</u>	: Stikland Hospital
<u>REQUIREMENTS</u>	: Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in a large-scale industrial Food Service Unit. Inherent requirements of the job: Ability to work overtime, shifts which include weekends and public holidays when needed. Incumbent must be physically fit to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Knowledge of production for normal and therapeutic diets in an Industrial Foodservice Unit on a large scale. Knowledge of hygiene, occupational health, HACCP and safety principles.
<u>DUTIES</u>	: Assist in the receipt and storage of all provisions and stock in the foodservice unit. Pre-preparation and production of all normal and therapeutic diets. Weighing, dishing and distribution of food to various wards. Cleaning of all areas, utensils and equipment in the Food Service Department. Adhere to Health and Safety prescripts, elementary control measures and standard operational procedures.
<u>ENQUIRIES</u>	: Ms R Potgieter Tel No: (021) 940 4575
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for the post. Candidates will be subjected to a written/practical and oral assessment. The pool of applications will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."
<u>CLOSING DATE</u>	: 06 October 2025
<u>POST 34/193</u>	: <u>GENERAL WORKER STORES (CSSD)</u>
<u>SALARY</u>	: R138 486 per annum
<u>CENTRE</u>	: Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	: Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience. Competencies (knowledge/skills): Communication Skills. Ability to function independently, as well as in a multi-disciplinary team. Good interpersonal skills. Ability to perform physically demanding tasks.
<u>DUTIES</u>	: Assist the Admin Clerk with the handling of stock. Receive and issue goods. Deliver store stock to end-users and Rotate store stock (first in, first out). Clean various stores and non-storage areas within the main stores. Answer telephone and handle internal queries. Assist in other CSSD areas and Theatre stores when required.
<u>ENQUIRIES</u>	: Ms R. Sutcliffe Tel No: (021) 404 2092
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. The pool of applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those

		of the advertised post. Shortlisted candidates may be subjected to a practical test as part of the recruitment process.
<u>CLOSING DATE</u>	:	06 October 2025
<u>POST 34/194</u>	:	<u>PORTER (DENTAL NURSING SUPPORT)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Oral Health Centre, Tygerberg/Mitchell's Plain
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience as a porter in a health facility. Inherent requirement of the job: Ability to handle heavy objects. Ability to report for duty at 06h00. Competencies (knowledge/skills): Good communication and interpersonal skills.
<u>DUTIES</u>	:	Accompany walking patients and transport sitting/non-walking patients per trolley or wheelchair between wards and treatment areas. Assist with the transfer of patients to beds/trolleys and vice versa. Direct or accompany visitors to various destinations. Carry medical and other documentation (patient files, reports, etc) to wards/treatment and other admin areas. Deliver specimens to laboratories and ensure a safe and hygienic work environment. Transport blood and blood products. Act as a reliever for messenger when needed.
<u>ENQUIRIES</u>	:	Mr Z Karoodien Tel No: (021) 937-3015
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Short listed candidates will be subjected to a written and oral assessment. The pool of applications will be considered for vacancies within Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	06 October 2025
<u>POST 34/195</u>	:	<u>LAUNDRY AID</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Wesfleur Hospital
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience in laundry services. Inherent requirement of the job: Willingness to do manual labour (heavy linen bags) and assist in other departments when required. Able to handle heavily soiled linen containing human excretions and blood. Competencies (knowledge/skills): Good communication skills. Ability to accept accountability and responsibility and to work independently and unsupervised. Knowledge of Laundry Services.
<u>DUTIES</u>	:	Collecting, Sorting and Weighing of dirty, soiled linen. Machine & Equipment operation, sluicing of linen. Linen Stock Control and management of Linen Room. Execution of Occupational Health and Safety prescripts and general environmental safety and hygiene. Support to supervisor and willingness to rotate in other departments.
<u>ENQUIRIES</u>	:	Mr R Cupido Tel No: (021) 571 8040; Email: Ricardo.Cupido@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test. The pool of applications will be considered for vacancies within Wesfleur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	06 October 2025
<u>POST 34/196</u>	:	<u>HOUSEHOLD AID</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	False Bay Hospital

<u>REQUIREMENTS</u>	:	Minimum requirement: Basic numeracy and literacy. Experience: Appropriate general hospital cleaning experience. Inherent requirement of the job: The ability to do physical tasks and operate heavy duty cleaning and household equipment. Render a shift service on weekends and public holidays, on day and night duty and Over-time when required. Rotate in different departments according to operational needs and requirements. Competencies (knowledge/skills): Good interpersonal skills. Knowledge of correct methods of handling and disposal of refuse/waste products and adherence to policy and cleaning practices.
<u>DUTIES</u>	:	Responsible for cleaning duties, including sweeping, dusting, mopping, scrubbing, polishing, refuse handling and maintenance of general neatness and hygiene of the area. Responsible for cleaning and safe-keeping of machinery. Adhering to safety precautions and ensure adherence to occupational health and safety policies. Render assistance to the supervisor with general housekeeping duties such as control of cleaning and household equipment, care of linen and serving of patients meals.
<u>ENQUIRIES</u>	:	Ms B Tyutu Tel No: (021) 832-5206
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. The pool of applicants will be considered for other vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	06 October 2025
<u>POST 34/197</u>	:	<u>GROUNDSMAN</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	False Bay Hospital
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate hospital experience in gardening and grounds maintenance. Inherent requirement of the job: Perform heavy manual labour including lifting, using various gardening and grounds maintenance tools and power equipment safely and efficiently. Competencies (knowledge/skills): Good interpersonal skills. Ability to function independently as well as in a team set up. Good written and communication skills.
<u>DUTIES</u>	:	To deliver an effective cleaning and maintenance service on the grounds of the hospital. Maintenance of terrain, gardens and lawns. Apply and maintain quality and risk. Maintain apparatus and equipment.
<u>ENQUIRIES</u>	:	Ms L Shoosmith Tel No: (021) 832-5211
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. The pool of applicants will be considered for other vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	06 October 2025
<u>POST 34/198</u>	:	<u>MEDICAL OFFICER: GRADE 1 TO 3 (ANAESTHESIA) (20 SESSIONS)</u> Chief Directorate: Metro Health Services (6 Month Contract)
<u>SALARY</u>	:	Grade 1: R482 per hour Grade 2: R550 per hour Grade 3: R636 per hour
<u>CENTRE</u>	:	Karl Bremer Hospital
<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 Professional Council: Registration with the HPCSA as a Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom is not required to perform Community

Service as required in South Africa. **Grade 2:** A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as Medical Practitioner with a recognized foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Valid driver's license and willingness to travel. Competencies (knowledge/skills): Ability to render high quality Anaesthesia service and appropriate experience in Anaesthesia at District level – including level 1 & 2 Obstetrics. Strong ethical principles, relevant clinical & counselling skills, computer literacy, interpersonal skills, organisational skills, strong administrative skills, strong team dynamics, communications skills, conflict resolution skills and excellent skills in teaching and training at undergraduate and postgraduate level. Excellent clinical expertise and clinical governance. Team ethos, good leadership, communication, interpersonal, analytical and problem-solving skills.

DUTIES : Clinical service delivery in Anaesthesia, including pre-operative assessments, general, regional & local anaesthesia, in-patient referrals for risk assessments and selected relevant procedural interventions in the wards and the Emergency Centre. Clinical governance in the form of resource stewardship, accurate medical record keeping, morbidity & mortality reviews and case audits. Teaching & training activities, including supervision of junior doctors and participation in the hospital academic program. Systems input and participation within the Metro East Ecosystem. Contribution to improvement of internal systems within the Anaesthesia service – both within the hospital and the Metro East ecosystem. Participation in the wider functions of the Anaesthesia service within the hospital, both clinical and administrative, where reasonable and feasible.

ENQUIRIES : Dr S Le Roux Tel No: (021) 918 1990
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for the post.
CLOSING DATE : 06 October 2025

POST 34/199 : **CLINICAL TECHNOLOGIST GRADE 1 TO 3 (CARDIOLOGY) (SESSIONAL) (6 HOURS PER WEEK) (31 MARCH 2026)**

SALARY : Grade 1: R262 per hour
 Grade 2: R306 per hour
 Grade 3: R358 per hour

CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Technologist: Cardiology. Registration with Professional council: Registration with HPCSA as a Clinical Technologist: Cardiology. Experience: **Grade 1:** None after registration with the HPCSA in Clinical Technology in respect of RSA qualified employees. One-year relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 10 years' relevant experience after registration with HPCSA in Clinical Technology in respect of SA qualified employees. Minimum of 11 years' relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Minimum of 20 years' relevant experience after registration with the HPCSA in Clinical Technology in respect of RSA qualified employees. Minimum of 21 years' relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. Competencies (knowledge/skills): Ability to work independently, without supervision and work within a group with all levels of staff. Above average

		academic record, work record and managerial abilities. Appropriate experience in clinical technology within the field of cardiology including in-service training at a registered training facility. Experience in Echocardiography, Cardiac Catheterization and Cardiac Pacing. Good communication skills (verbal and written).
<u>DUTIES</u>	:	Clinical service delivery: Provision of clinical service delivery at specialist level across the full. To perform high quality and efficient cardiology service by providing specialized clinical technology support in all areas of non-invasive and invasive cardiology. Required to work in the various specialized areas in the unit on a rotational basis (Cardiac catheterization laboratory, pacemaker clinic, echocardiography laboratory, Holter analysis).
<u>ENQUIRIES</u>	:	Mr M Govender Tel No: (021) 404 4094/5.
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for other similar posts within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	06 October 2025
<u>POST 34/200</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: MEDICINE) (20 HOURS SESSIONS) (31 MARCH 2026)</u>
<u>SALARY</u>	:	Grade 1: R214 per hour Grade 2: R261 per hour Grade 3: R314 per hour
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. Degree/Diploma in nursing) or equivalent qualification that allows registration with SANC as Professional Nurse. Registration with Professional council: Registration with SANC as Professional Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse. Inherent requirements of the job: To rotate to other departments. Competencies (knowledge/skills): Knowledge of Nursing Practices, Knowledge of Infection Prevention Control, control measures and practices. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in MS Word, Excel, Outlook and use of Internet. Ability to lift and turn patients, stand for long hours and lift heavy equipment.
<u>DUTIES</u>	:	Clinical service delivery: Provision of clinical service delivery at specialist level across the full. Provide direction and supervision for the implementation of the nursing plan (clinical practice or quality 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 a constructive working relationship with nursing and other stakeholders. Utilise human, material and physical resources efficiently and effectively.
<u>ENQUIRIES</u>	:	Ms T Wulff Tel No: (021) 404 2109
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Short-listed candidates may be subjected to a compulsory 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 to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only

applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)". The pool of applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

CLOSING DATE

: 06 October 2025