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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 34 OF 2026

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1. Introduction

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.
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

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. Applicants must indicate the reference number of the vacancy in their applications.
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.
4. It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates.

3. Directions to departments

1. The contents of this Circular must be brought to the attention of all employees.
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. 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.
4. Candidates must be assessed and selected in accordance with the relevant measures that apply to employment in the Public Service.

2. SMS pre-entry certificate

- 2.1. 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 SPORT, ARTS, CULTURE AND RECREATION**

- APPLICATIONS** : To apply for the below position, please apply online at <https://jobs.gauteng.gov.za> or designated email address: Online applications will be considered and for general enquiries please contact Human Resource on Ms. Itumeleng Maisane: 082 810 6152 / Mr. Ouwen Gaveni: 071 855 8934
- CLOSING DATE** : 07 October 2026 at 23:59 pm
- NOTE** : Applications should be submitted on a new Z83 form. "Applicants are advised that until 31 December 2020 the current application for employment (Z83) form will be applicable, however from 01st January 2021, a new application form which can be downloaded at www.dpsa.gov.za-vacancies. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed, as per DPSA circular no. 03 of 2025. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA). The Department does not accept applications via fax. Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. If you have not been contacted within three (03) months after the closing date of this advertisement, accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check. Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA). The Department reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be required to enter into an employment contract and a performance agreement. It is the Department's intention to promote equity (race, gender and disability) through the filling of these post(s). Successful completion of the Senior Management Pre-Entry Programme (Nyukela) is required before the appointment can be made for Senior Management posts. Enrolment for the course should be made on the NSG's website at <https://www.thensg.gov.za/training-course/sms-pre-entry-programme> suitably qualified, dynamic, passionate, and experienced qualifying persons are invited to apply for the vacant position.

MANAGEMENT ECHELON

- POST 34/192** : **DIRECTOR: LIBRARY INFORMATION SERVICES AND PROVINCIAL ARCHIVES REF NO: REFS/056598**
Directorate: Library Information Services and Provincial Archives
- SALARY CENTRE** : R1 317 308 per annum (Level 13), (all-inclusive package)
: Head Office

<u>REQUIREMENTS</u>	:	The successful candidate should have a Grade 12 Certificate plus a undergraduate qualification (NQF level 7) in Archival Studies / Libraries & Information Science or relevant qualification. A minimum of 5 years' experience in senior/middle Management level/ Deputy Director in the relevant field. A compulsory Pre-Entry Senior Management Certificate will be required before the assumption of duty. A valid driver's license. Skills: Decision making. Management of projects. Technical Analytic skills. Financial Management. Strategic and operational. Planning and organising. Problem solving. Conflict management. Verbal and written communication. Leadership. Computer literacy. Report writing. Knowledge of: The Constitution of 1996. PFMA. Promotion of access to information act. Promotion of administration justice act. Electronic communication and transaction act. National archives and records services act. Change Management, Programme and Project Management, Conflict Management, Financial, People Management and empowerment.
<u>DUTIES</u>	:	Oversee the development and implementation of archives and library policies. Oversee and manage the preservation of public and non-public records and ensure accessibility to the public. Manage the development, transformation, promotion and modernisation of libraries and information services. Manage financial support to municipal library services by providing earmarked transferred allocation. Oversee the implementation of reading and library programs to inculcate the culture of reading. Identify the needs for library and archives infrastructure.
<u>ENQUIRIES</u>	:	Ms. Itumeleng Maisane Tel No: (011) 355 2697/ 082 810 6152
<u>APPLICATIONS</u>	:	must be online at https://jobs.gauteng.gov.za or emailed to: SACR.RecSMS@gauteng.gov.za

OTHER POSTS

<u>POST 34/193</u>	:	<u>DEPUTY DIRECTOR: LIBRARY SERVICES (CONDITIONAL GRANT) REF NO: REFS/056604</u> Directorate: Library and Information Services
<u>SALARY</u>	:	R932 292 per annum (Level 11), (all-inclusive package)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	The successful candidate should have Grade 12 Certificate plus a National Diploma/ Degree (NQF level 6/7) in Library and Information Science or relevant qualification. A minimum of 3 - 5 years' experience at middle management in (ASD) level and relevant experience in Library environment. Valid driver's license. Skills: Communication both verbal and written. Analytical. Report-writing. Research. Computer literacy (MS Teams). Planning and Organisation. Presentation and training. Problem Solving. Knowledge: Library and information science matters. Prescripts and legislations. Procedures and processes. Public Finance Management Act. Public Service Act and Regulations. Departmental strategy. Public Service policy and strategy on library and archive matters. Promotion of access to information Act 2 of 2000(PAIA) and division of revenue Act 2023 is imperative. Division of Revenue Act 2023.
<u>DUTIES</u>	:	Manage the recapitalization of community libraries (Conditional Grant: support 09 municipalities as per Provincial Gazette, Ensure that Evaluation system in place and Conduct monitoring visits to municipalities and draft reports. Manage and monitor financial support to community libraries: Monitor the municipalities and acknowledge receipt of payment in writing and Monitor and assist in preparing and sending payment confirmations to municipalities. Monitor the legal and operational framework for community libraries: Manage and monitor community library's compliance to the National Library and Information acts and regulations and Visit Library Managers to monitor compliance to the legal and operational framework for community libraries. Consolidate quarterly reports of transferred funds for Conditional Grant and Equitable Share from municipalities: Ensure municipalities submit monthly and/or quarterly reports for transferred funds and Assist with National Department of Sport, Arts and Culture (DSAC) quarterly reports. Organise and administer IGR meetings with municipalities: Assist the Director in organising IGR meetings with Library Managers in the municipalities, and attend IGR meetings with Library Managers. Manage resources (Human, Financial, Equipment/Assets): Ensure proper implementation of budget by monitoring, projecting and reporting expenditure, ensure proper spending in line with strategic objectives and monitor the optimal utilization and functionality of equipment.

ENQUIRIES	:	Ms. Itumeleng Maisane Tel No: (011) 355 2697/ 082 810 6152
APPLICATIONS	:	must be online at https://jobs.gauteng.gov.za or emailed to SACRHeadOffice@gauteng.gov.za
POST 34/194	:	DEPUTY DIRECTOR: CREATIVE CLUSTER REF NO: REFS/056609 Directorate: Creative Arts
SALARY	:	R932 292 per annum (Level 11), (all-inclusive package)
CENTRE	:	Head Office
REQUIREMENTS	:	The successful candidate should have Grade 12 Certificate plus a National Diploma / Degree (NQF Level 6/7) in fine Art History / Education / Art Design / Communications / Community Development or relevant qualification. A minimum of 3- 5years' experience in middle management (ASD) level within creative cluster environment. Valid driver's license. Skills: Interpreting & Evaluating Information. Verbal and written communication. Organising / maintaining information. Communicating information. Computer literacy. Problem solving and conflict management. Knowledge: Departmental policies and procedures. Department Priorities. Gauteng DSCAR Strategy. Reporting procedures. Information system. Financial system. PFMA, Treasury Regulation, PSA, PSR, etc. Employment Equity Act,1998. Understanding of government programmes and projects. Strategic Management.
DUTIES	:	Conceptualise and design arts development programmes aligned with provincial cultural objectives. Coordinate stakeholder engagement to co-design responsive and inclusive programme models. Oversee the implementation of approved programmes, ensuring timely delivery and resource allocation. Develop programme guidelines, implementation plans, and monitoring frameworks. Manage partnerships with training providers, mentors and sector organisations. Evaluate programme outcomes and implement improvements based on lessons learned. Identify capacity gaps within the arts sector through needs assessments and stakeholder engagement. Develop annual capacity-building plans covering training, mentorships, and industry development. Coordinate implementation of workshops, seminars, masterclasses, and industry development sessions. Ensure alignment of capacity-building initiatives with sector development strategies. Monitor event budgets, procurement, and compliance with governance requirements. Produce post-event reports highlighting participation, reach economic impact, and lessons learned.
ENQUIRIES	:	Ms. Itumeleng Maisane Tel No: (011) 355 2697/ 082 810 6152
APPLICATIONS	:	must be online at https://jobs.gauteng.gov.za or emailed to: SACRHeadOffice@gauteng.gov.za
POST 34/195	:	DEPUTY DIRECTOR: SPORT AND RECREATION REF NO: REFS/056610 Directorate: Sport and Recreation
SALARY	:	R932 292 per annum (Level 11), (all-inclusive package)
CENTRE	:	North Corridor
REQUIREMENTS	:	The successful candidate should have Grade 12 Certificate plus a National Diploma/ Degree (NQF level 6/7) in Sports and Recreation / Sports Science / Exercise Science / Physical Education / Sports Development/Sports Administration or relevant qualification. A minimum of 3 - 5 years' experience in supervisory level and relevant experience in middle management (ASD) level and relevant experience in sport and recreation environment. Valid driver's license. Skills: Communication skills, Presentation skills, Budgeting, Research, Analytical thinking, Interpersonal Skills and Project Management Skills Knowledge: Government policies and programmes, Knowledge of Sport and Recreation, Regulations and procedures in required environment, Finance, and HR Matters.
DUTIES	:	Manage the development of policies, business plan, strategies and procedure for sports implementation: Review and understand departmental vision, mission, Develop communication and implementation plan. Manage the promotion of mass participation among the learners, promote healthy lifestyles and inculcate sportsmanship and competitiveness: offer diverse physical activities to ensure inclusivity in the corridor, organise sports events like tournaments and festivals that focus on fun, not just winning and integrate health and nutrition education into programs. Manage the provision of sport development and talent identification in the corridors: Establish partnerships, implement structured identification systems, Offer scientific and medical support. Manage the provision of sport and community recreation programmes in the corridor: Developing strategic plans aligned with national

		mandates, creating accessible mass participation and elite development opportunities, Ensuring equitable access to facilities and resources. Manage the provision of school sport programme the corridor: Engaging the community, Developing clear policies and plans, securing and managing resources like facilities and equipment, supporting and training staff, Implementing diverse activities for all abilities. Manage resources (Human, Financial, Equipment / Assets): Manage utilization of financial and physical resources, conduct strategic and operational planning for the EHW sub directorate, Authorise, control and monitor the budget and expenditure.
ENQUIRIES	:	Ms. Itumeleng Maisane Tel No: (011) 355 2697/ 082 810 6152
APPLICATIONS	:	must be online at https://jobs.gauteng.gov.za or emailed to: SACRHeadOffice@gauteng.gov.za
POST 34/196	:	DEPUTY DIRECTOR: PORTFOLIO MANAGEMENT REF NO: REFS/
056615		Directorate: Infrastructure Development
SALARY	:	R932 292 per annum (Level 11), (all-inclusive package)
CENTRE	:	Head Office
REQUIREMENTS	:	The successful candidate should have a National Diploma/ University Degree (NQF level 6) in Built Environment / Construction Project Management / Civil Engineering or related qualification as recognized by SAQA. A minimum of 3 - 5 years' experience in middle management (ASD) level and relevant experience in Built environment. Valid driver's license. Skills & Knowledge: Leadership skills. Human. Resources Management (People Management). Project management. Service delivery innovation. Change Management. Report writing. Facilitation skills. Research Methodologies. Assertive skills. Investigation skills. Problem solving. Negotiation. Decision making. Resilience. Self-motivation. Verbal communication. Written communication. Interpersonal skills. Customer service. Planning and organizing.
DUTIES	:	Manage the development and updating of all infrastructure policies in line with nationally prescribed policies. Manage the customisation of norms and standards for infrastructure in line with nationally prescribed norms and standards. Manage the application of costs norms in terms of infrastructure projects. Manage that planned projects comply with policies, norms and standards. Manage all post occupancy evaluations and prepare the reports with inputs from the professional built environments. Update policies, norms and standards in line with findings on post project evaluations and post occupancy evaluations. Manage the end of year evaluation and prepare the report with inputs from the professional built environments. Manage analyses and prepare all Project Initiation Reports with inputs from the professional built environments. Manage analyses and prepare the User Asset Management Plan in with inputs from the professional built environments. Prepare or review Strategic Briefs with inputs from the professional built environments. Review Concept and Viability Reports with inputs from the professional built environments. Sign off on Strategic Briefs and Concept & Viability Reports. Update IRM in terms of Stages 0, 1, 3 and 4. Update the project management system in terms of Stages 0, 1, 3 and 4. Manage the development of the infrastructure modelling aligned to the Departmental Service Plan. Manage the inputs for Strategic Plan, Annual Performance Plan and Annual Report and make final recommendations. Manage the provision of inputs provided to the Directorate Infrastructure Programme Delivery in terms of the implementation of Project Briefs and related requests on built environment specific information. Manage the inputs to Directorate Infrastructure Programme Delivery in terms of the preparation of the Infrastructure Programme Management Plan. Manage inputs to be provided to Directorate Infrastructure Programme Delivery to determine Medium, Annual and Adjustment Budgets. Monitor and Identify Infrastructure strategic objectives. Determine greatest needs of Department addressed as the highest priorities in terms of infrastructure delivery – including both Capital and Maintenance Projects. Prepare Medium Term, Annual and Adjustment Budget. Finalise and approve Infrastructure Programme Management Plans with inputs from built environment professionals. Sign off on inputs provided to the preparation of the Infrastructure Programme Implementation Plan by Implementing Agent[s] with inputs from the built environment professionals. Review and sign-off Infrastructure Programme Implementation Plans with inputs from the built environment professionals. Review and recommend signing of Agency and Service Delivery Agreements with inputs from the built environment professionals. Manage the end of year evaluation and prepare

		the report with inputs from the professional built environments. Manage plans and budgets for rates, taxes and services. Manage and monitor utilisation of utilities. Report on all cases where usage is excessive. Manage payment of rates, taxes and services. Manage provision of property management services in terms of cleaning, security and all other operational matters. Maintain discipline. Manage performance and development of employees. Undertake human resources and other related administrative functions. Establish and maintain effective and efficient communication arrangements. Develop and manage the operational plan. Plan and allocate work. Develop and implement processes to promote control of work. Implement quality control of work delivered by employees. Manage the performance of staff and ensure assessment of their performance. Manage the compilation of various reports and statistics. Manage leave in the sub - directorate.
ENQUIRIES	:	Ms. Itumeleng Maisane Tel No: (011) 355 2697/ 082 810 6152
APPLICATIONS	:	must be online at https://jobs.gauteng.gov.za or emailed to SACRHeadOffice@gauteng.gov.za
POST 34/197	:	ASSISTANT DIRECTOR: AUDIT MANAGEMENT REF NO: REFS/056616 Directorate: Risk and Integrity Management
SALARY	:	R487 197 per annum (Level 09), (plus benefits)
CENTRE	:	Head Office
REQUIREMENTS	:	The successful candidate should have Grade 12 Certificate plus a National Diploma (NQF Level 6)/ Degree (NQF Level 7) in Internal Audit/ Financial Management/ Accounting or relevant qualification. A minimum of 3 years' experience in the relevant field required, of which 3 years must be at a supervisory level. Skills: Decision making, Management of projects, Technical analytic skills, Negotiation, Financial Management, Planning and Organizing, Problem solving, Conflict management, Verbal and written communication, Leadership, Computer literacy, Report writing, Relationship management.
DUTIES	:	Co-ordinate internal and external audits processes, Provide inputs to the formulation of the audit plan covering critical processes/ activities, Tracking responses to queries from AG, GAS and legislature affecting the Office of the Chief Risk Officer, Assist to draw-up an audit action plan and track its implementation with the relevant managers, Assist in monitoring and evaluation of the effectiveness of internal control measures, Assist to coordinate engagement/ exit meetings between Line Managers, GAS and AG, Follow up with business units on information requests from Auditors within the agreed upon timelines from receipt of information requests, Verification of information prior to submission to the auditors, Monitor progress on the implementation of action plans on audit findings, Assist to co-ordinate and participate in the monthly/ quarterly meetings with management to discuss progress made in implementing action plans, Updating the tracking register upon discussions with management, Compilation and submission of progress reports on audit action plan to the Deputy Director for review prior to submission to the Director for reporting to the Governance structures, Ensure submission of POE on all action plans implemented.
ENQUIRIES	:	Mr. Ouwen Gaveni Tel No: (011) 355 2861 / 071 855 8934
APPLICATIONS	:	must be online at https://jobs.gauteng.gov.za or emailed to: SACREastCorridor@gauteng.gov.za
POST 34/198	:	ASSISTANT DIRECTOR: EXECUTIVE SUPPORT REF NO: REFS/056586 Directorate: HODs Office
SALARY	:	R487 197 per annum (Level 09), (plus benefits)
CENTRE	:	Head Office
REQUIREMENTS	:	The successful candidate should have Grade 12 Certificate plus a NQF level 6/7 in Public Management / Public or Private Administration / Business Administration or relevant qualification. A minimum of 3 - 5 years' experience in supervisory level and relevant experience in administrative support environment. Valid driver's license. Skills: Interpreting & Evaluating Information, Verbal and written communication, Organizing/ maintaining information, communicating information, Computer Literacy, Problem solving and conflict management Listening and negotiation, Teamwork, Discipline.
DUTIES	:	Provide office administration: Advise HOD on pertinent organizational and administrative issues, Manage HOD's domestic and international travels. Manage and administer HOD's diary: Manage and plan all HOD meetings, manage logistics for all HOD's meetings. Monitor and verify incoming and outgoing documents accordingly: Manage and efficient and usable filing

		system, Oversee and maintain an electronic document tracking system. Manage coordination of events in the office of the HOD: Manage logistics for events initiated by the HOD, Manage invitations, guest list and RSVPs. Manage resources (Human /Finance/ Equipment/Assets): Ensure proper implementation of budget by monitoring, projecting and reporting expenditure, Ensure proper spending in line with strategic objectives.
ENQUIRIES APPLICATIONS	:	Mr. Nkhumeleni Magadze Tel No: (011) 355 2615 / 066 131 9370
	:	must be online at https://jobs.gauteng.gov.za or emailed to: SACRWestCorridor@gauteng.gov.za
POST 34/199	:	<u>ASSISTANT DIRECTOR: CREATIVE CLUSTER & COMMUNITIES REF NO: REFS/056589</u> Directorate: Creative Arts
SALARY CENTRE REQUIREMENTS	:	R487 197 per annum (Level 09), (plus benefits)
	:	North Corridor
	:	The successful candidate should have Grade 12 Certificate plus a 3-year tertiary qualification (NQF level 6/7) in Arts and Culture / Fine Arts / Creative Industries / Heritage / Performing Arts / Visual Arts or relevant/ related qualification. A minimum of 3 - 5 years' experience in supervisory level and relevant experience in arts and culture environment. Valid driver's license. Skills & Knowledge: Organisational skills. Computer literacy (MS. package). Problem solving. Report writing. Analytical. Decision making. Teamwork. Verbal & Written communication. Research. Discipline. Presentation.
DUTIES	:	Facilitate the implementation of policies, business plan, strategies and procedure for arts and culture: Review and understand departmental vision, mission, identify strategic partners, develop business proposition and plan as well as a service level agreement, Develop and implement creative industries sector policies. Facilitate and monitor the provision of performing arts, music and dance programmes in the corridors: Provide market support to promote performing arts, music and dance (local, national, continental and international), Coordinate live performance circuits and events, Coordinate exhibitions and trades for performing arts, music and dance Facilitate and support new creative business models and revenue streams and attracting and retaining talent, trade, and investment. Facilitate and monitor the provision of visual arts, craft and design in the corridor level: Develop and implement sector policies, Provide market support to promote visual arts, craft and design (local, national, continental and international), Provide support for the arts and culture production spaces (tools, equipment, material, etc. and capacity building), Facilitate and support new creative business models and revenue streams and Attracting and retaining talent, trade, and investment. Facilitate and monitor the provision of audio, visual, and interactive media in the corridor: Develop and implement sector policies, Provide market support to promote electronic media sector, technical and production services – animation, gaming and graphic design (local, national, continental and international), Provide support for the arts and culture production spaces (tools, equipment, material, etc. and capacity building), Promote the development and marketing of provincial cultural tourism strategies, Repositioning Gauteng as the Hub of Africa's Creative Industries (attracting tourists and visitors). Manage resources (Human, Financial, Equipment / Assets): Manage utilisation of financial and physical resources, Conduct strategic and operational planning for the EHW sub directorate, Manage, implement and monitor operational plans, Ensure employees within the EHW sub directorate are assessed, developed, and trained in line with their PMDS, Manage the performance of staff and ensure assessment of their performance, Authorise, control and monitor the budget and expenditure and Manage leave in the sub – directorate.
ENQUIRIES APPLICATIONS	:	Mr. Bongani Mkhwebane Tel No: (011) 355 2539 / 079 869 7312
	:	must be online at https://jobs.gauteng.gov.za or emailed to: SACRNorthCorridor@gauteng.gov.za
POST 34/200	:	<u>ASSISTANT DIRECTOR: ACADEMIES REF NO: REFS/056591</u> Directorate: Sport Development
SALARY CENTRE REQUIREMENTS	:	R487 197 per annum (Level 09), (plus benefits)
	:	Head Office
	:	The successful candidate must have Grade 12 Certificate plus a 3 – year tertiary qualification (NQF level 6/ 7) in Sports Science or related qualification as recognized by SAQA. A minimum of 3 - 5 years of experience in high-

	performance environment. Valid driver's license. No criminal records. Skills & Knowledge: Financial and administrative skills. Problem solving and analysis. Listening and negotiation. Tact and diplomacy. Teamwork. Discipline. Programme and Project Management. Ability to chair/manage meetings. Counselling. Communicating information. Departmental policies and procedures. Department Priorities. Gauteng. DSACR Strategy. Reporting procedures. Information system. PFMA, Treasury Regulation, PSA, PSR, etc. Employment Equity Act, 1998. Strategic Management. Financial Management. Event Management.
<u>DUTIES</u>	: Facilitate and monitor the development of policies, procedures and system. Implement the policies, strategic as per lifecycles. Monitor and alignment with the national Sport and Recreation Plan (NSRP), the Academy Framework and the Transformation Charter in the implementation of the Academy programme. Facilitate and establish a clear competition pathway for athletes and coaches by fostering partnerships with key stakeholders. Developing, reviewing, and ensuring compliance with sports policies, legislative requirements, and the grant frameworks, along with providing monthly and quarterly performance reports. Facilitate, identifying and managing resources, such as funding, training expertise, and scientific support, to be distributed to provincial and regional academies. Monitor and create opportunities to identify and develop talented athletes from the communities to the elite national level through structured academies. Facilitate the availability of necessary facilities for academy activities. Facilitate and monitor the design and implementation of high-performance programmes that support the development of both provincial and national athletes within the province. Support provincial and national athletes. Identify the support to athletes and assist in creating platforms where athletes can source sponsorships and other sources of support from various entities. Monitor in sourcing training and development programmes, such as bursaries, internships, and incubator programmes for athletes and coaches. Creating and implementing talent identification programs, managing the scouting process, and managing the athlete database to support elite development. Identify skill and performance gaps. Establish clear goals, and create a formal program with resources like training, mentorship, and coaching. Regularly measure progress, provide ongoing feedback, and foster a culture that supports career development through initiatives like cross-functional projects and empowering employees, athletes and coaches to create their own development plans. Coordinating team preparation for competitions, managing elite academy fixtures, and managing sporting partnerships with federations, municipal bodies, and other stakeholders. Implement and monitor sports science testing protocols and data analysis throughout the District Academies. Monitor and manage the utilisation of financial and physical resources. Developing and implementing the operational plans and the APP of the sub- directorate. Compile the reports that must be submitted. Render administration activities within the unit.
<u>ENQUIRIES</u>	: Mr. Nkhumeleni Magadze Tel No: (011) 355 2615 / 066 131 9370
<u>APPLICATIONS</u>	: must be online at https://jobs.gauteng.gov.za or emailed to: SACRWestCorridor@gauteng.gov.za
<u>POST 34/201</u>	: <u>ASSISTANT DIRECTOR: RECREATION (X3 POSTS)</u> Directorate: Sport and Recreation
<u>SALARY</u>	: R487 197 per annum (Level 09), (plus benefits)
<u>CENTRE</u>	: Head Office: Ref No: REFS/056594: Head Office Ref No: REFS/056601: North Corridor Ref No: REFS/056605: South Corridor
<u>REQUIREMENTS</u>	: The successful candidate should have a Grade 12 Certificate plus a National Diploma/ Degree (NQF Level 6/7) in Sport and Recreation / Sports Science / Sport Administration / Sport Management / Health Sciences in Sport / Exercise Sciences or relevant qualification. A minimum of 3 - 5 years' experience in supervisory level and relevant experience in sports and recreation environment. Valid driver's license. Skills & Knowledge Listening and negotiation. Financial and administrative skills. Problem solving and analysis. Strategic Management. Discipline. Teamwork. Departmental policies and procedures. Listening and negotiation. Department Priorities. Reporting procedures. Information system. PFMA, Treasury Regulation, PSA, PSR, etc. Experience in managing projects with multiple stakeholders and excellent report writing.

<u>DUTIES</u>	:	Offer diverse, accessible programs like group exercise, sports, and mindfulness sessions, catering to various ages and skill levels, and promoting a healthy lifestyle through community engagement, partnerships, and continuous promotion to address mental and physical health needs. Provide a wide range of activities, such as yoga, cycling tours, dance workshops, walk-a-thons, running events, and sports games, to appeal to different interests and preferences. Ensure activities are accessible to diverse age groups, families, and individuals of all skill levels to maximize participation. Collaborate with parks, fitness centres, and community organizations to provide public exercise classes and events. Offer programs at various times throughout the year to accommodate busy schedules and maintain consistent engagement. Facilitate talent identification, and empower communities to engage in sports events, festivals, and campaigns aimed at reducing lifestyle-related diseases and improving physical well-being. Creating accessible programs, developing suitable infrastructure, fostering partnerships, and implementing robust monitoring and evaluation systems. Promoting community involvement and local event organization, supporting both mass participation and elite athlete development, encouraging corporate investment, and leveraging sport for social development and environmental sustainability. Manage and implement Asset-Based Community Development (ABCD) by leveraging existing community strengths and assets. Develop recreational tourism activities focused on natural resources. Protected areas, and foster community-led initiatives that provide skills training and entrepreneurial opportunities. Manage participatory planning and integrating local culture to ensure long-term economic benefits without undermining the environment or local assets. Identifying relevant stakeholders, such as government departments, community groups, and sports federations. Establishing clear goals. Engaging stakeholders through communication and leveraging their resources and expertise. Creating strategic plans aligned with national policies, securing funding through partnerships and corporate investment, developing and maintaining facilities, designing inclusive programmes and promoting safety and active participation to foster a socially cohesive nation. Review and understand the Departmental vision and mission. In conjunction with stakeholder: Determine strategic goals, objectives (HR strategic plan). Conduct SWOT analysis. Develop strategic measures, performance targets and appropriate timeframes. Determine operational goals and objectives. Develop operational measures, performance targets and appropriate timeframes. Develop business propositions and plans, as well as service level agreements. Develop communication and implementation plan. Measure performance on continuous basis and develop and implement corrective actions. Identify strategic partners. Manage business relationship through regular performance assessments of services delivered (based on service level agreement) and development of corrective actions where performance gaps exist. Provide strategic direction, approval of transactions/activities and guidance to the unit team responsible for operationalising policy and procedure development, administration, project management, information utilisation, communication.
<u>ENQUIRIES</u>	:	Ms. Itumeleng Maisane Tel No: (011) 355 2697 / 082 810 6152 Ms. Vivien Khanye Tel No: (011) 355 2720 / 060 978 6924 Mr. Bongani Mkhwebane Tel No: (011) 355 2539 / 079 869 7312
<u>APPLICATIONS</u>	:	must be online at https://jobs.gauteng.gov.za or emailed to: Head Office applications to be emailed to SACRHeadOffice@gauteng.gov.za South Corridor applications to be emailed to SACRSouthCorridor@gauteng.gov.za North Corridor applications to be emailed to SACRNorthCorridor@gauteng.gov.za
<u>POST 34/202</u>	:	<u>SENIOR OCCUPATIONAL HEALTH AND SAFETY OFFICER REF NO: REFS/056588</u> Directorate: Employee, Health and Wellness
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 001 per annum (Level 08), (plus benefits) Head Office The successful candidate should have Grade 12 Certificate plus a National Diploma / Degree (NQF Level 6/7 in Environmental Health/ Occupational Safety Management or relevant qualification. A minimum of 2 - 3 years' experience in OHS environment. Valid driver's license. Skills: Problem

		Solving. Negotiation. Decision making, Resilience. Self-Motivation. Verbal communication & written communications. Interpersonal skills. Customer service. Knowledge: Relevant Public Service Legislation. GDSACR and GPG policies. Project management. PFMA, Treasury Regulation, PSA, PSR, etc. Change Management. Report writing. Facilitation skills. Research Methodologies. Employee Health and Wellness related. Registration with professional bodies (SAIOSH/SAIOH/ HPCSA).
<u>DUTIES</u>	:	Secure approval of Occupational health and safety policies, procedures in line with the Occupational health and safety act (OHS) requirements and safety guidelines and the OHS standards. Implement policies and procedures pertaining to occupational health and safety (OHS) to ensure that employees' performance is managed and monitored and skills development take place. Communicating the approved policies, systems and procedures to employees. Coordinate training for all appointed statutory appointments. Conduct workplace inspections. Monitor and evaluate the effectiveness of policies, procedures that are in place. Monitor Statutory appointments are in place. Establish Occupational health and safety (OHS) Committee as per the legislation. Uphold the stipulations of the Act through the performance of health and safety committee. Coordinate awarenesses to employees on SOPs of OHS. Assess maintenance of electrical and machinery equipment. Conduct workplace Hazard Identification Risk Assessment. Coordinate SHERQ training needs. Coordinate SHERQ risk register. Monitor and evaluate disaster departments. Develop minutes for OHS Meeting. Develop action plan from the meeting. Injury on Duty Knowledge and understanding of the Compensation for Occupational Injuries and Diseases Act (COIDA), Conduct investigation of reported near misses, occupational diseases and injury on duty. Compile an investigation preliminary report and finalization of the cases reported.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. Nkhumeleni Magadze Tel No: (011) 355 2615 / 066 131 9370
	:	must be online at https://jobs.gauteng.gov.za or emailed to: SACRWestCorridor@gauteng.gov.za
<u>POST 34/203</u>	:	<u>ORGANISATIONAL DEVELOPMENT OFFICER REF NO: REFS/056617</u> Directorate: Human Capital Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 per annum (Level 07), (plus benefits)
	:	Head Office
	:	The successful candidate should have Grade 12 Certificate plus a National Diploma / Degree (NQF level 6/7 in Management Services / Operations Management / Industrial Psychology / Production Management. Job Evaluation Certificate from National School of Government will be an added advantage. A minimum of 1 - 2 years' experience in OD environment. Valid driver's license. No criminal records. Skills & Knowledge: Problem solving. Negotiation. Decision making. Teamwork. Self-motivation. Verbal communication. Written communication. Interpersonal skills. Customer service. Planning and organizing. Interpreting and Evaluation information. Verbal communication. Computer Literacy. Presentation Skills. Report writing. Work Study investigation.
<u>DUTIES</u>	:	Render the development, review, alignment, and implementation of Organisational structure in line with the DPSA Organisational Design Guideline and directives. Conduct work study investigation reports and make recommendations. Coordinate and facilitate Staff Establishment reports. Provide input on structural and establishment changes. Conduct change management function in the department. Conduct work study investigation. Monitor the implementation of approved departmental Human Resource Delegations. Coordinate and implement the job evaluation function. Coordinate job description function. Facilitate and coordinate the review of business process mapping.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Cynthia Mabaso Tel No: (011) 355 2714 / 071 853 3669
	:	must be online at https://jobs.gauteng.gov.za or emailed to: SACRCentralCorridor@gauteng.gov.za
<u>POST 34/204</u>	:	<u>EMPLOYEE RELATION OFFICER REF NO: REFS/056593</u> Directorate: Human Capital Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 per annum (Level 07), (plus benefits)
	:	Head Office
	:	The successful candidate should have Grade 12 Certificate plus a National Diploma / Degree (NQF level 6/7) in Labour Relations / Human Resources

		Management / Labour Law / LLB / Employee Relations or relevant qualification as recognised by SAQA. A minimum of 1 - 2 years' experience in Employee Relations environment. Valid driver's license. Skills & Knowledge: Problem solving. Negotiation. Decision making. Interpretation of policies. Self-motivation. Verbal communication. Written communication. Interpersonal skills. Customer service. Computer literacy.
DUTIES	:	Render and coordination of employee relations training and capacity building interventions. Report analysis of the impact of employee relations processes and policies in the Department. Monitor and provide employee relations advice and technical support to line unit. Monitor and coordinate case management system and generate reports. Answer and referred complex and sensitive labour relations policy interpretation, employee relation issues. Provide support role to all employee relations issues. Assist on conducting research and benchmarking initiatives for the best practices and employee relations practices accordingly. Provide support on the correct interpretation and implementation of the Departmental policies and PSCBC Resolutions in Labour Relations. Provide support on the management of the disciplinary processes. Analyse trends of misconduct activities and advice appropriate intervention. Provide customer service to employees in respect of grievances and poor performance management. Provide support on the management of the disciplinary processes. Analyse trends of misconduct activities and advice appropriate intervention. Provide customer service to employees in respect of grievances and poor performance management. Coordinate and facilitate the resolution of grievances. Render the investigations on misconduct and initiate for the employer. Monitor and promote high standard of Professional ethics and Code of Conduct in the Department. Provide support for labour relations procedures according to the provision of the labour relations Act, most particularly, its application in the Public Service in terms of grievances and disciplinary hearings. Render the activities with inter alia, the coordination and administration of grievances, disciplinary hearings and labour relations circulars. Assist on the development of departmental strategies and systems relating to dispute resolution mechanisms, including policies, procedures and processes. Monitor and evaluate implementation and compliance with collective agreements, policies and legislations. Support the Department in conciliation and arbitration proceedings. Support and administration of the resolution of disputes processes. Provide supportive roles in consultation with the State Attorneys on more complex matters. Participating in negotiations and discussions with unions and other employee representatives to reach collective agreements on various employment-related matters. Understanding the department's objectives, advocating for its interests, and contributing to the development of fair and sustainable employment practices. Negotiate in good faith to achieve a fair and balanced outcome that aligns with the department's goals. Analyse union proposals, assess their potential impact, and formulate appropriate responses. Implement the agreed-upon terms are accurately reflected in a formal collective agreement. Assist for the Informing relevant stakeholders within the department about the outcome of the bargaining process and its implications. Render the implementation of the collective agreement to ensure compliance and address any issues that may arise.
ENQUIRIES APPLICATIONS	:	Mr. Nkhumeleni Magadze Tel No: (011)355 2615 / 066 131 9370
	:	must be online at https://jobs.gauteng.gov.za or emailed to: SACRWestCorridor@gauteng.gov.za
POST 34/205	:	<u>LANGUAGE PRACTITIONER: SIGN LANGUAGE REF NO: REFS/056597 (X2 POSTS)</u> Directorate: Heritage
SALARY CENTRE REQUIREMENTS	:	R338 106 per annum (Level 07), (plus benefits)
	:	Johannesburg (Head Office)
	:	The successful candidate should have a Grade 12 Certificate. A 3-year tertiary qualification (NQF Level 6/7) in Languages or equivalent qualification with one of the relevant languages as major subject. A minimum of 3 Years' Experience. An experience in language Development programs and Translations will be an added advantage. PFMA, Legislation, prescript, Skills: Research, Administration, planning and organization, problem solving, formulating and editing, facilitation, interpersonal relationship. Analytical

		thinking, Maintain discipline, project management, reporting, Policy development and analysis, supervising, budgeting, financial management, conflict management, verbal and written communication and leadership and computer literacy.
<u>DUTIES</u>	:	Interpreting during official sessions. Prepare and conduct research on the topic and the type of audience. Provide simultaneous and consecutive interpreting. Edit document. Submit edited documents to the supervisor for quality assurance. Discuss and effect changes proposed by supervisor. Record new terminology/ language problems with possible solutions for future reference. Record and file edited documents. Conduct research and provide professional advice and support to interpreters and clients. Participate in the development of language awareness campaigns. Undertake language awareness campaigns. Develop, populate and maintain sign language databases. Undertake research on new sign language developments. Coordinate and conduct literature writing workshops. Facilitate literature writing competitions. Establish and support reading and debating clubs. Provide guidance to budding (emerging) writers and act as a link between the writers and publishers. Editing documents of newly coined terms. Develop and maintain database on projects and programmes with regard language issues. Provide administrative and technical support regarding language programmes. Monitoring the implementation of approved sign language programmes.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Cynthia Mabaso Tel No: (011) 355 2714 / 071 853 3669
	:	must be online at https://jobs.gauteng.gov.za or emailed to: SACRCentralCorridor@gauteng.gov.za
<u>POST 34/206</u>	:	<u>PERSONAL ASSISTANT REF NO: REFS/056606</u> Directorate: Security and Facility Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 per annum (plus benefits) (Level 07), (plus benefits)
	:	Johannesburg (Head Office)
	:	The successful candidate should have a Grade 12 Certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF Level 6/7) Secretariat Diploma or equivalent qualification as recognized by SAQA. A minimum of 3 Years' Experience in rendering a support service to senior management. Skills: Ability to Communicate well with People at Different Levels and from different Backgrounds. Good Telephone Etiquette. Analytical skills, Project Management skills, Report writing skills, Problem solving, Computer Literacy. Sound Organizational Skills. Good People skills. High level of reliability Written Communication Skills. Ability to Act with Tact and Discretion. Knowledge: Knowledge of Relevant Legislation/ Policies/ Prescripts and Procedures. Basic Knowledge of Financial Administration.
<u>DUTIES</u>	:	Provides secretarial/Receptionist support service to the manager. Renders administrative support service. Administers matters like the leave registers and telephone accounts. Provides a clerical support service to the manager. Remains up to date regarding prescripts/policies and procedures applicable to her/his work terrain to ensure efficient and effective support to the manager. Processes the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the manager. Records of basic minutes of the meetings of the manager were required. Draft routine correspondence and reports. Does filing of documents for the manager. Receives records and distributes all incoming and outgoing documents. Handles the procurement of standard items like stationery, refreshments, etc. Collect all relevant documents to enable the manager to prepare for meetings.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Cynthia Mabaso Tel No: (011)355 2714 / 071 853 3669.
	:	must be online at https://jobs.gauteng.gov.za or emailed to: SACRCentralCorridor@gauteng.gov.za
<u>POST 34/207</u>	:	<u>PERSONAL ASSISTANT REF NO: REFS/056611</u> Directorate: Infrastructure Development
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 per annum (Level 07), (plus benefits)
	:	Johannesburg (Head Office)
	:	The successful candidate should have a Grade 12 Certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF Level 6/7) Secretariat Diploma or equivalent qualification as recognized by SAQA. A minimum of 3 Years' Experience in rendering a support service to senior management. Skills: Ability to Communicate well with People at Different

		Levels and from different Backgrounds. Good Telephone Etiquette. Analytical skills, Project Management skills, Report writing skills, Problem solving, Computer Literacy. Sound Organizational Skills. Good People skills. High level of reliability Written Communication Skills. Ability to Act with Tact and Discretion. Knowledge: Knowledge of Relevant Legislation/ Policies/ Prescripts and Procedures. Basic Knowledge of Financial Administration.
<u>DUTIES</u>	:	Provides secretarial/Receptionist support service to the manager. Renders administrative support service. Administers matters like the leave registers and telephone accounts. Provides a clerical support service to the manager. Remains up to date regarding prescripts/policies and procedures applicable to her/his work terrain to ensure efficient and effective support to the manager. Processes the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the manager. Records of basic minutes of the meetings of the manager were required. Draft routine correspondence and reports. Does filing of documents for the manager. Receives records and distributes all incoming and outgoing documents. Handles the procurement of standard items like stationery, refreshments, etc. Collect all relevant documents to enable the manager to prepare for meetings.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Vivien Khanye Tel No: (011) 355 2720 / 060 978 6924
	:	must be online at https://jobs.gauteng.gov.za or emailed to: SACRSouthCorridor@gauteng.gov.za
<u>POST 34/208</u>	:	<u>PERSONAL ASSISTANT REF NO: REFS/056614</u> Directorate: Arts, Culture and Heritage
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 per annum (Level 07), (plus benefits)
	:	Johannesburg (Head Office)
	:	The successful candidate should have a Grade 12 Certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF Level 6/7) Secretariat Diploma or equivalent qualification as recognized by SAQA. A minimum of 3 Years' Experience in rendering a support service to senior management. Skills: Ability to Communicate well with People at Different Levels and from different Backgrounds. Good Telephone Etiquette. Analytical skills, Project Management skills, Report writing skills, Problem solving, Computer Literacy. Sound Organizational Skills. Good People skills. High level of reliability Written Communication Skills. Ability to Act with Tact and Discretion. Knowledge: Knowledge of Relevant Legislation/ Policies/ Prescripts and Procedures. Basic Knowledge of Financial Administration.
<u>DUTIES</u>	:	Provides secretarial/Receptionist support service to the manager. Renders administrative support service. Administers matters like the leave registers and telephone accounts. Provides a clerical support service to the manager. Remains up to date regarding prescripts/policies and procedures applicable to her/his work terrain to ensure efficient and effective support to the manager. Processes the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the manager. Records of basic minutes of the meetings of the manager were required. Draft routine correspondence and reports. Does filing of documents for the manager. Receives records and distributes all incoming and outgoing documents. Handles the procurement of standard items like stationery, refreshments, etc. Collect all relevant documents to enable the manager to prepare for meetings.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Vivien Khanye Tel No: (011) 355 2720 / 060 978 6924
	:	must be online at https://jobs.gauteng.gov.za or emailed to: SACRSouthCorridor@gauteng.gov.za
<u>POST 34/209</u>	:	<u>PERSONAL ASSISTANT REF NO: REFS/056619</u> Directorate: Sport Development
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 per annum (Level 07), (plus benefits)
	:	Johannesburg (Head Office)
	:	The successful candidate should have a Grade 12 Certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF Level 6/7) Secretariat Diploma or equivalent qualification as recognized by SAQA. A minimum of 3 Years' Experience in rendering a support service to senior management. Skills: Ability to Communicate well with People at Different Levels and from different Backgrounds. Good Telephone Etiquette. Analytical skills, Project Management skills, Report writing skills, Problem solving, Computer Literacy. Sound Organizational Skills. Good People skills. High

		level of reliability Written Communication Skills. Ability to Act with Tact and Discretion. Knowledge: Knowledge of Relevant Legislation/ Policies/ Prescripts and Procedures. Basic Knowledge of Financial Administration.
<u>DUTIES</u>	:	Provides secretarial/Receptionist support service to the manager. Renders administrative support service. Administers matters like the leave registers and telephone accounts. Provides a clerical support service to the manager. Remains up to date regarding prescripts/policies and procedures applicable to her/his work terrain to ensure efficient and effective support to the manager. Processes the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the manager. Records of basic minutes of the meetings of the manager were required. Draft routine correspondence and reports. Does filing of documents for the manager. Receives records and distributes all incoming and outgoing documents. Handles the procurement of standard items like stationery, refreshments, etc. Collect all relevant documents to enable the manager to prepare for meetings.
<u>ENQUIRIES</u>	:	Ms. Cynthia Mabaso Tel No: (011) 355 2714 / 071 853 3669
<u>APPLICATIONS</u>	:	must be online at https://jobs.gauteng.gov.za or emailed to: SACRCentralCorridor@gauteng.gov.za
<u>POST 34/210</u>	:	<u>SPORT PROMOTION OFFICER</u> Directorate: Sport and Recreation
<u>SALARY</u>	:	R338 106 per annum (Level 07), (plus benefits)
<u>CENTRE</u>	:	West Corridor. East Corridor. North Corridor. South Corridor: Ref No: REFS/056587: West Corridor (X2 Posts) Ref No: REFS/056590: East Corridor (X2 Posts) Ref No: REFS/056602: North Corridor (X2 Posts) Ref No: REFS/056608: South Corridor (X2 Posts)
<u>REQUIREMENTS</u>	:	The successful candidate should have Grade 12 Certificate plus A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF Level 6/7) in Sport and Recreation Management/ Sport Science/ Sport Development/ Sport Administration, or relevant qualification as recognized by SAQA. No experience required. Relevant experience will be an added advantage. A driver's license. Skills: The candidate must have Communication; Computer literacy; Interpersonal relations.
<u>DUTIES</u>	:	Coordinate the establishment and provide support to sport and recreation structures in schools, wards local areas, in conjunction with stakeholders. Facilitate sustainable capacity development programmes in sport within the schools, wards, local areas, and districts. Implement sport and recreation programmes in the schools, wards, and local areas for the development of sport and recreation. Monitor and evaluate compliance with sport and recreation transformational policies. Render administrative functions in relation to programmes that are implemented.
<u>ENQUIRIES</u>	:	Mr. Nkhumeleni Magadze Tel No: (011) 355 2615 / 066 131 9370 Ms. Vivien Khanye Tel No: (011) 355 2720 / 060 978 6924 Mr. Bongani Mkhwebane Tel No: (011) 355 2539 / 079 869 7312 Mr. Ouwen Gaveni Tel No: (011) 355 2861 / 071 855 8934
<u>APPLICATIONS</u>	:	must be online at https://jobs.gauteng.gov.za or emailed to: West Corridor applications to be emailed to SACRWestCorridor@gauteng.gov.za South Corridor applications to be emailed to SACRSouthCorridor@gauteng.gov.za North Corridor applications to be emailed to SACRNorthCorridor@gauteng.gov.za East Corridor applications to be emailed to SACREastCorridor@gauteng.gov.za
<u>POST 34/211</u>	:	<u>CULTURAL OFFICER REF NO: REFS/056613 (X2 POSTS)</u> Directorate: Creative Arts
<u>SALARY</u>	:	R338 106 per annum (Level 07), (plus benefits)
<u>CENTRE</u>	:	Central Corridor. East Corridor. South Corridor: Ref No: REFS/056618: East Corridor (X1 Post) Ref No: REFS/056620: South Corridor (X4 Posts)
<u>REQUIREMENTS</u>	:	A Senior Certificate plus a three-year tertiary qualification (NQF level 6/7) in Fine Arts / Creative Industries / Heritage / Performing Arts / Visual Arts or related qualification as recognized by SAQA. No experience is required. Relevant experience will be an added advantage. A valid driver's license. No criminal record. Skills & Knowledge: Organizational skills. Computer literacy

(MS. package). Problem solving. Report writing. Analytical. Decision making. Teamwork. Verbal & Written communication. Research. Discipline. Presentation.

DUTIES

: Facilitate transformation of performing and visual arts to impact on socio-economic development. Promote and develop community/public based arts, culture and heritage programmes. Establish and maintain partnerships with relevant stakeholders. Manage the implementation of youth development programmes and projects. Promote socio-cultural development of vulnerable groups. Identify and support the development of high impact job creation areas and skills development in arts, culture and heritage sector. Promote the culture of reading and writing, SA craft, music sector and technical service industries and multimedia (audio-visual, design, visuals arts) sector. Design and conduct awareness campaigns to promote arts and culture programmes. Liaise with all relevant stakeholders. Conduct research on arts and culture programmes. Promote usage of Arts Centre's and integrated crafts hubs. Promote and develop community/public based arts and culture programmes. Coordinate the establishment and provide support to arts and culture structure. Implement policies and strategies for arts, culture and heritage sector. Provide advice to all relevant stakeholders on arts and culture matters. Coordinate the establishment and provide support to arts and culture structure. Implement policies and strategies for arts, culture and heritage sector. Provide advice to all relevant stakeholders on arts and culture matters. Monitor and evaluate funded projects and programmes. Develop and maintain database of arts, culture and heritage institutions. Provide administration and technical support for arts and culture programmes. Monitoring the implementation of approved programmes for all funded organizations and institutions. Coordinate and ensure provision of coaching, discipline and mentoring of staff to improve performance. Supervise the performance of staff and ensure assessment of their performance. Consolidate budget in the sub – directorate. Monitor the budget and expenditure. Manage the compilation of various reports and statistics. Supervise leaves in the sub - directorate.

ENQUIRIES

: Ms. Cynthia Mabaso Tel No: (011) 355 2714 / 071 853 3669

Ms. Vivien Khanye Tel No: (011) 355 2720 / 060 978 6924

Mr. Ouwen Gaveni Tel No: (011) 355 2861 / 071 855 8934

APPLICATIONS

: must be online at <https://jobs.gauteng.gov.za> or emailed to:
Central Corridor applications to be emailed to
SACRCentralCorridor@gauteng.gov.za
South Corridor applications to be emailed to
SACRSouthCorridor@gauteng.gov.za
East Corridor applications to be emailed to
SACREastCorridor@gauteng.gov.za

POST 34/212

: **EDUCATIONAL OFFICER REF NO: REFS/056592**
Directorate: Heritage

SALARY CENTRE

: R280 278 per annum (Level 06), (plus benefits)
: Head Office

REQUIREMENTS

: The successful candidate should have a Grade 12 Certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF Level 6/7) in Humanities / Languages/ Museums /Heritage Studies or relevant qualification as recognized by SAQA. A minimum of 1-2 years' experience in the relevant field. Driver's License (Code B). Skills: Interpersonal Relations, Problem Solving, Conflict Management, Excellent Verbal and Written Communication, Coordination, Computer Literacy, Report Writing. Skills: Management skills. Good interpersonal skills. Organizing skills. Ability to operate a computer. Communication (written and verbal). Interpersonal relationship. Problem solving. Ability to interpret relevant directives. Formulating and editing of memorandums. Analytical thinking. Budget and financial management. Knowledge: Basic financial procedures that must be followed during (e.g., receiving funds) payments on behalf of the State. Basic HR matters such as what resources are available, which training is available, relations practices/ guidelines. Documents storage, tracking and retrieving. How to do basic planning, i.e. supplies needed/processes to follow to perform tasks. How to plan activities and resources needed which are not of a complex nature, such as planning and co-ordination of own work and that of sub-ordinates. Basic knowledge required to operate a computer system. Working procedures in respect of working environment.

<u>DUTIES</u>	:	Working with individuals to create learning plans. Encouraging and influencing the development of new learning opportunities through formal and informal classes as well as individual tutoring and mentoring. Community capacity building through supporting the development of community or local voluntary groups. Identifying the training needs of local volunteers and providing them. Formulating service plans and priorities in cooperation with other providers. Engaging with individuals and community groups, such as residents' associates, parents' groups, and young people. Identifying local interests and needs and ways to meet them. Managing staff and volunteers and dealing with team training (more usual in senior roles). Undertaking the administration and evaluation of provision and reporting to advisory bodies and management groups. Helping potential learners to overcome existing barriers to learning.
<u>ENQUIRIES</u>	:	Ms. Cynthia Mabaso Tel No: (011) 355 2714 / 071 853 3669
<u>APPLICATIONS</u>	:	must be online at https://jobs.gauteng.gov.za or emailed to: SACRCentralCorridor@gauteng.gov.za
<u>POST 34/213</u>	:	<u>AUXILIARY SUPPORT WORKER (ARTS)</u> Directorate: Creative Arts
<u>SALARY</u>	:	R201 093 per annum (Level 04), (plus benefits)
<u>CENTRE</u>	:	West Corridor. East Corridor Ref No: REFS/056600 West Corridor (X2 Posts) Ref No: REFS/056607 East Corridor (X1 Post)
<u>REQUIREMENTS</u>	:	The successful candidate should have a Grade 12 certificate. No previous experience is required. A driver's License will be an added advantage. Skills: Computer literacy. Analytical thinking. Conflict resolution. Problem-solving. Organizing. Project Management. Maintaining discipline. Knowledge: Knowledge of Arts and Culture.
<u>DUTIES</u>	:	Submit monthly plans of Execution of tasks given. Submit monthly, quarterly, and progress reports. Coordinate the facilitation and implementation of arts and culture programs. Create an enabling environment for the training and development of the Arts and Culture programs. Administer storage and transportation of equipment. Receive training in the acquisition and monitoring of service providers for the integrated Arts and Culture programs.
<u>ENQUIRIES</u>	:	Mr. Nkhumeleni Magadze Tel No: (011) 355 2615 / 066 131 9370 Mr. Ouwen Gaveni Tel No: (011) 355 2861 / 071 855 8934
<u>APPLICATIONS</u>	:	must be online at https://jobs.gauteng.gov.za or emailed to: West Corridor applications to be emailed to SACRWestCorridor@gauteng.gov.za East Corridor applications to be emailed to SACREastCorridor@gauteng.gov.za
<u>POST 34/214</u>	:	<u>AUXILIARY SUPPORT WORKER (SPORT)</u> Directorate: Sport and Recreation
<u>SALARY</u>	:	R201 093 per annum (Level 04), (plus benefits)
<u>CENTRE</u>	:	East, West, North, South Corridor: Ref No: REFS/056621: West Corridor (X1 Post) Ref No: REFS/056622: North Corridor (X1 Post) Ref No: REFS/056623: East Corridor (X1 Post)
<u>REQUIREMENTS</u>	:	The successful candidate should have a Grade 12 certificate. No previous experience is required. A driver's License will be an added advantage. Skills: Computer literacy. Analytical thinking. Conflict resolution. Problem solving. Organizing. Project management. Maintaining discipline. Knowledge: Knowledge of Sport and Recreation.
<u>DUTIES</u>	:	Render administration tasks. Coordinating and administration of all sports activities implemented in the Hub. Develop and maintain databases, including community audits. File documents for the unit in accepted and documented standards. Respond to all queries in the portfolio. Coordinate in keeping accurate records of activities on the project. Actively develops ways to contact and obtain the appropriate coaches and assistants. Assist in arranging workshops and activities for sporting and gaming programmes. Coordinate in collating and providing data for reporting. Administer and categories sporting and gaming equipment ensuring that it is well maintained. Administer and ensure that the sporting and gaming areas, indoor and outdoor areas are well maintained and ready for use for sporting and gaming activities. Administer storage and transportation of sporting and gaming equipment. Order supplies and maintains inventory. Administer the use of that

		equipment and ensure correct use of equipment. Administer the logistics and running of sporting and gaming programmes. Communicating with the public during sporting and gaming events. Compile an inventory of all sporting equipment and report on faulty and damaged equipment. Ensure that damaged equipment is repaired and/or restored. Monthly reporting on the status of equipment and keeping statistics regarding condition of equipment.
ENQUIRIES	:	Mr. Nkhumeleni Magadze Tel No: (011) 355 2615 / 066 131 9370
		Mr. Ouwen Gaveni Tel No: (011) 355 2861 / 071 855 8934
APPLICATIONS	:	must be online at https://jobs.gauteng.gov.za or emailed to: West Corridor applications to be emailed to SACRWestCorridor@gauteng.gov.za East Corridor applications to be emailed to SACREastCorridor@gauteng.gov.za
POST 34/215	:	SECURITY OFFICER REF NO: REFS/056613 Directorate: Securities and Facilities Management
SALARY	:	R170 226 per annum (Level 03), (plus benefits)
CENTRE	:	Head Office
REQUIREMENTS	:	The successful candidate should have a Security Grade C or above and PSIRA certificate. No previous experience is required. Knowledge of control and access to public premises Act 53 of 1985. Knowledge of the Occupational Health and Safety Act of 85 of 1993. Knowledge of MISS, & PSIRA Act 56 of 2001). Knowledge of emergency procedures in the workplace.
DUTIES	:	Perform access control functions which will include the following: determine whether visitors have appointments/ or the service that the visitor requires. Contact the relevant employee to confirm the appointment or refer the visitor to the relevant service delivery point. Complete or ensure that the admission control documents/cards as required. Escort visitors to relevant employee/ venues where required. Operate X-ray machines where applicable. Lock and unlock entrances. Identify suspicious conduct. Identify suspicious conduct. Ensure that unauthorized people and dangerous objects do not enter the building/premises. Follow-up incidents. Ensure safety in the building and the premises. This will include following; undertake building/premises patrols identify and check; that doors are locked or unlocked as required; water leaks and that taps are closed; fire hazards, exposed electrical contact and other fire hazards emanating from for instance chemicals; lights, switch on and off as required; and suspicious objects and packages. Apply emergency procedures (in situations like bomb scares, riots etc.) and alert emergency services and department security management. Ensure that all assets do not leave or enter the building or premises unauthorized. This will include the following tasks: ensure that all assets which leave the premises are accompanied bypass-out; inspect vehicles entering and leaving the premises; gather information and report on missing and stolen equipment and stores; handle documents at points of entry according to classification and the prescripts. Ensure all incidents are recorded in the occurrence books/ registers.
ENQUIRIES	:	Ms. Cynthia Mabaso Tel No: (011) 355 2714 / 071 853 3669
APPLICATIONS	:	must be online at https://jobs.gauteng.gov.za or emailed to: SACRCentralCorridor@gauteng.gov.za

PROVINCIAL TREASURY

It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required.



APPLICATIONS	:	Applications should be submitted online at: https://jobs.gauteng.gov.za
CLOSING DATE	:	06 October 2026 @00:00 midnight
NOTE	:	Applications must be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Pre-entry SMS certificate is compulsory

for SMS appointments. 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 Only shortlisted candidates will be required to submit certified documents on or before the interview date following communication from HR. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification, and employment verification). Confirmation of final appointment will be subject to a positive security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One will be a practical exercise, and the other will be an Integrity (ethical conduct) assessment. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process.

OTHER POSTS

POST 34/216 : **ADMINISTRATIVE SUPPORT AND COORDINATION REF NO: REFS/056537**
Directorate: Office of the MEC

SALARY CENTRE REQUIREMENTS : R932 292 per annum, (all-inclusive package)
Johannesburg
An appropriate Degree or equivalent qualification at NQF level 6. 3 years' experience below Middle management (Assistant Director)/ Middle management level. Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio. Proven management competencies. Working knowledge of the political and parliamentary processes in South Africa. Computer literacy.

DUTIES : The incumbent will be responsible to Co-ordinate all reporting and documentation supports the collection and review of events in the portfolio and produce all reporting requirements identified by the Stakeholders, Executive Sponsors, and Executive Management and Manage the administrative activities within the office. Produce reports used to drive project status and portfolio review meetings and manage the administrative activities within the office of the executive authority. Collect project information, applying tools, and coordinating the day-to-day steps of the portfolio management process and liaise with internal and external role players with regard to matters relating to the portfolio of the executive authority. Facilitate events/program/portfolio review of key projects/programs and Render a Cabinet/executive council support service to the executive authority. Work with project and program managers on compliance, templates and best practices and implements and maintains the necessary controls and procedures to cost effectively protect information systems assets from intentional or inadvertent modification, disclosure, or destruction. Provide protocols services to the Executive Authority (EA). Supervise employees.

ENQUIRIES : Mr. Robert Tsotetsi at 073 272 7131– email: robert.tsotetsi2@gauteng.gov.za

POST 34/217 : **ADMINISTRATIVE OFFICER: PPP (PUBLIC PRIVATE PARTNERSHIPS) REF NO: REFS/056538**
Directorate: Sustainable Fiscal Resource Management

SALARY CENTRE REQUIREMENTS : R338 106 per annum, (plus benefits)
Johannesburg
NQF Level 7 in Finance / Commerce / Economics / Built Environment / Law / Public Management / Project Management Driver's Licence. 1 – 2 years' experience in Infrastructure/ Law/Commerce/Project Management.

DUTIES : To provide admin and technical support to the implementation of Municipal and Provincial Public Private Partnerships (PPP) infrastructure projects. Provide technical support to the monitoring of compliance to relevant

regulations governing Public Private Partnership's (PPP's). Provide support and advice for Public Private Partnership (PPP)Infrastructure initiatives. Facilitate the implementation of PPP infrastructure projects. Identify and assess potential Public Private Partnership (PPP) infrastructure projects. Provide support to management on Ad-hoc / non Public Private Partnership (PPP) related tasks and projects.

ENQUIRIES

: Ms. Baleseng Sedibe – email: baleseng.sedibe@gauteng.gov.za

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

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

OTHER POSTS

<u>POST 34/218</u>	:	<u>MEDICAL OFFICER: (GRADE 1,2,3) REF NO: GS 8/26</u> Component: Internal Medicine
<u>SALARY</u>	:	Grade 1: R1 041 402 per annum Grade 2: R1 188 255 per annum Grade 3: R1 375 245 per annum All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form annually.
<u>CENTRE REQUIREMENTS</u>	:	Grey's Hospital- Pietermaritzburg Metropolitan Complex : Grade 1: Experience: Not Applicable. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Experience: 5 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service as required in South Africa. Grade 3: Experience: 10 years experience after registration with the HPCSA as a Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required performing community service as required in South Africa. Senior Certificate Grade 12 or equivalent Plus MBCHB Degree or Equivalent qualification, Plus Current Registration with the Health Professions Council of South Africa as a Medical Practitioner in independent practice The Employment Equity Target for this post is: African Male, African Female Additional Qualification/ Information Required Prior clinical care experience in Internal Medicine will be considered as an advantage at short-listing. Internal Medicine specific certification / examinations through the CMSA including the Diploma in Internal medicine and FCP Part 1 will be an added advantage at short-listing. Knowledge, Skills and Experience: Sound clinical and patient management skills; human resource management; information management; quality assurance programs Current health and public service legislation, regulations and policy, and medical ethics.
<u>DUTIES</u>	:	Clinical skills appropriate to the delivery of Internal Medicine services in the context of Grey's Hospital, as a tertiary health care facility and referral centre. Perform duties as part of an extended health care team providing 24 hour per day health care services. Note: Performance of Group 3 Overtime (13 – 20 hours per week) is mandatory but may be subject to change depending on operational demands Performance of duties in Area 2, as determined by the Chief Specialist in Internal Medicine and may include rotations between hospitals in the Pietermaritzburg metropole and outreach service to hospitals in Area 2 Performance of tasks supporting clinical care, as allocated by the management team; Participation in quality improvement programmes is required. Contribute to the development of the service by willingness to learn and teach, including undergraduate and intern teaching and participation in academic activities of the department, including research. Participate in quality assessment initiatives and audits Provide supervision and support to staff involved in health care services and facilitate the provision of health services.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr M Bizaare Tel No: (033) 897 3289 : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200, or Hand delivered to 201 Town Bush Road, Northern Park, Pietermaritzburg, 3201, Email Applications to khazimula.goba@kznhealth.gov.za or malinee.chandul@kznhealth.gov.za
<u>FOR ATTENTION</u>	:	Mrs M. Chandulal

NOTE	:	Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only. Additionally: The new Application for Employment Form (Z83) is obtainable from any Government Department OR from the website – www.kznhealth.gov.za . Applicants must utilize the most recent Application for Employment Form (Form Z83) as issued by the Minister for DPSA (gazetted on 06 November 2020) in line with regulation of 10 of the Public Service Regulations, 2016 and failure to do so will result in disqualification. Applicants are required to complete and sign Z83, and also submit a detailed curriculum vitae (CV). All sections of the new Application for Employment Form (Z83) (except those sections that are not relevant to the applicant) must be completely, accurately and legibly filled in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. Applicants are required to reflect information even if the same information is provided on the detailed CV. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.
CLOSING DATE	:	05 October 2026
POST 34/219	:	<u>OPERATIONAL MANAGER NURSING (SPECIALTY UNIT -PHC) REF NO: SMCHC 01/2026 (X1 POST)</u> Directorate: SMCHC
SALARY	:	R720 821 - R821 454 per annum, plus Rural Allowance (provided the post meets the requirements), plus 13th Cheque, Medical Aid (optional). Housing / Home Owners allowance (Employee must meet prescribed conditions)
CENTRE	:	ST Margaret's CHC (Riverside Clinic)
REQUIREMENTS	:	The Above Post: Grade 1: Grade 12 (Senior Certificate) standard 10/or (Vocational National Certificate, Registration with SANC as general Nurse (Current South African Nursing Council receipt-license to practice 2026) Basic R425 qualification (i.e., Degree/ Diploma in Nursing qualification that allows registration with South African Nursing Council as a Professional Nurse. Registration with SANC General Nurse (Current South African Nursing Council receipt –licence to practice 2026. A Post basic qualification in Primary Health Care, Clinical Nursing science, Health assessment, Treatment and Cure with duration of at least one year, accredited with the South African Nursing Council PHC.A minimum of 9 years appropriate experience in Nursing after registration as a professional Nurse and Midwifery with the SANC in General Nursing, of which 5 years must be recognisable experience after obtaining 1 year post basic qualification in primary Health care. Experience in TB/HIV/AIDS management, HIV/AIDS Certificate, Diploma. Driver's License, Computer Certificate and NIMART Training. Knowledge, Skills, Training and Competence Required: Thorough knowledge and insight of nursing care processes and procedures, nursing statuses and other relevant legal framework such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patients Right Charter, Batho Pele Principles, Operational management skills. Ability to interact with diverse stakeholders, health care users and givers. Good communication skills, Report writing skills, Facilitation skills, Co-ordination skills, Liaison skills, Networking, Problem solving, Information management and Planning and Organizing skills, Computer skills. Leadership, decision making, supervisory and problem-solving skills. Coaching, conflict handling and counselling skills. Financial and Budgetary knowledge and skills pertaining to the relevant resources under management. Disciplinary code procedure, Grievance procedure and financial policies and practices.
DUTIES	:	Responsible for overall supervision of an integrated quality and comprehensive primary health care services delivery to the community. Improve outcomes of by focusing on health prevention, Health promotion, curative and rehabilitative approach through implementation of policies, guidelines and SOPs. Ensure PITC and adherence counselling is being provided to clients in the facility. Promote advocacy, disclosure and adherence to treatment and care thus, ensuring that facilities comply with the Batho Pele Principles. Ensure provision of Primary prevention and strategies and integrated screening of TB, HIV, COVID 19, NCDs STIs and Mental Health. Ensure availability of medication, essential equipment and supplies as well as proper utilization thereof. Participate in the realization and maintenance of ideal clinic program, (ICRM) to comply with norms and

		standards of the health establishment according to OHSC. Ensure data Management is implemented and monitored. Ensure communication and collaboration with other stakeholders is improved through the support of OSS interventions. Maintain intersectoral collaborations with other government structures. Participate in monitoring of hr performance through EPMDS.
<u>ENQUIRIES</u>	:	All enquiries must be directed to Mr. SP Adonis: Deputy Manger Nursing Tel No: (039) 2599 222
<u>APPLICATIONS</u>	:	Applications must be directed for Attention: Mr. TL Nzimande: Human Resource Manager: St Margaret's CHC, Private Bag X517, Umzimkhulu, 3297 OR Hand delivered to: St Margaret's CHC, Clydesdale Location, u M z i m k h u l u , 3 2 9 7 , o r E m a i l t o : Stmargaret'sHospital.HRjobApplication@kznhealth.gov.za
<u>NOTE</u>	:	An application must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant Note: Applicants are NOT required to submit copies of qualifications and other relevant documents on application but must submit the z83 and detailed curriculum vitae only. These will be requested only from shortlisted candidates. NB All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. This Department is an equal opportunity; affirmative action employer whose aim is to promote candidates representatively at all occupational categories in the department. People with disabilities are encouraged to apply. The reference number must be indicated in the column provided on the form Z83, e.g., ref SMCHC01/2026. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications, we receive, there will be no acknowledgement of applications. Should you not hear from us within 60 days of the closing date, kindly consider your application as unsuccessful. And only shortlisted candidates will be advised of the outcome of interview. Please note that due to financial constraints, there will be no payment of S&T claims covering transport fees to the interview venue.
<u>CLOSING DATE</u>	:	09 October 2026
<u>POST 34/220</u>	:	<u>DIAGNOSTIC RADIOGRAPHER REF NO: UTHUK 09/2026 (X1 POST)</u> Component: TB Conditional Grant
<u>SALARY</u>	:	Grade 1: R413 121 - R472 359 per annum Grade 2: R482 499 - R 550 389 per annum Grade 3: R564 822 – R 683 808 per annum Other Benefits: 12% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements) Plus 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet prescribed requirements)
<u>CENTRE REQUIREMENTS</u>	:	Uthukela District Office Radiographer Grade 1 Nil Experience after registration with HPCSA in respect of RSA qualified who have performed community services and the appropriate/recognizable experience in respect of foreign qualified not required to perform community service. Radiographer Grade 2 minimum of 10 years appropriate/recognizable experience after registration as a Radiographer with the HPCSA in respect of RSA qualified who have performed community services in the appropriate/recognizable experience after registration as a Radiographer with the HPCSA in respect of foreign qualified not required to perform community service. Radiographer Grade 3 minimum of 20 years with appropriate/recognizable experience after registration as a Radiographer with the HPCSA in respect of RSA qualified who have performed community services, and 21 year appropriate/recognized experience after registration as a Radiographer with the HPCSA in respect of foreign qualified not required to perform community service. Knowledge, Skills, Training And Competencies Required: Sound knowledge of diagnostic Radiography procedures, including computed tomography and fluoroscopy, and equipment. Sound knowledge of radiation control and safety measures. Computer literacy. Knowledge of relevant health and safety Acts.

		Ability to communicate effectively and problem-solving skills. Good interpersonal relations and ability to perform well within a team. Ability to perform basic quality assurance tests
<u>DUTIES</u>	:	To provide high quality Diagnostic Radiographic service according to patient needs. To promote good health practices and ensure optimal care of patients. To execute all clinical procedures completely to prevent complications. To provide a 24-hour radiographic service including weekends and public holidays. To perform reception, clerical duties as required. To compile reports as required in working environment. To comply with safe radiation protection standards. To contribute to the overall work process in the component. To comply with and promote Batho Pele principals.
<u>ENQUIRIES</u>	:	Ms T.J. Mpenbe Tel No: (036) 631 2202, Ext. 102
<u>APPLICATIONS</u>	:	All applications should be forwarded to: The Human Resource Manager: UThukela Health District Office, Private Bag X9958, Ladysmith, 3370 OR Hand Deliver to: 32 Lyell Street, Ladysmith, 3370 or email your application: UthukelaDistrictHealth.HRJobapplication@kznhealth.gov.za and apply on Siyathesha waya waya Eservices.
<u>FOR ATTENTION</u>	:	Assistant Director: HRM
<u>NOTE</u>	:	This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Note: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za . The application form (Z83) must be completed in full and accompanied by a detailed Curriculum Vitae only. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 09/2026. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for these posts. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Failure to comply will result in the application not being considered". Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. African females are encouraged to apply due to employment equity target. Please note that due to financial constraint no resettlement fees will be considered for payment to the candidates who are offered the positions. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.
<u>CLOSING DATE</u>	:	05 October 2026
<u>POST 34/221</u>	:	<u>ADMINISTRATIVE CLERK: SUPERVISOR REF NO: STC01/2026 (X1</u>
<u>POST)</u>		
<u>SALARY</u>	:	Grade 1: R338 106 per annum. Other Benefits: 13th Cheque, Medical Aid (optional), Homeowner Allowance (subject to meeting prescribed requirements), plus 8% Rural Allowance
<u>CENTRE</u>	:	ST Chads CHC
<u>REQUIREMENTS</u>	:	Standard 10/ Grade 12.3-5 years' experience in patient administration component. NB: Valid driver's license Code 8/10. Certificate in Record Management. Knowledge, Skill, Training and Competencies Required: Extensive knowledge and experience in patient administration procedures. Sound knowledge of Public Finance Management Act, Treasury instruction, UPFS and handling of money. Supervisory and leadership skills. Organizing, planning and problem-solving skills. Interpersonal skills. Computer literacy.
<u>DUTIES</u>	:	Conduct employee's performance review and compile report. Supervise staff and ensure proper implementation of EPMDs. Ensure implementation of UPFS through proper assessment of patient. Develop implement and

		maintain patient administration systems and services for the CHC/Hospital to ensure quality standards are met. Assist with the collection and verification of patient related information /statistics and the development of reports in support of accurate and timeous management reporting processes. Supervise and control the safekeeping of patient records and patient valuable. Develop, implement and monitor measures designated to optimize the collection of revenue. Ensure preparation and submission of financial reports/returns on monthly basis and perform month end /year and process. Develop, implement, monitor and review risk management plans. Participate in service delivery program. Develop, implement and monitor measures aimed at reducing waiting time. Implement discipline and guidance. Ensure effective efficient and economical utilization of resources allocated to the component including the development of staff.
ENQUIRIES	:	Mr. SL Khoza Tel No: (036) 637 9600
APPLICATIONS	:	All applications should be forwarded to: The Assistant Director: HRM St Chads Community Health Centre, Private Bag X9950, Ladysmith, 3370, OR Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni, 3381. or E-mail to: Antony.Jele@kznhealth.gov.za
FOR ATTENTION	:	The Assistant Director: HRM
NOTE	:	The following documents must be submitted: The advertisement of post must clearly spell out that the applicants for employment must submit fully completed Z83 form and detailed CV only. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. Application for Employment From effective 01/02/2021, which is obtainable at any Government Department or from the website www.kznhealth.gov.za . The Reference Number must be indicated in the column provided on Z83, e.g. STC 10/2026. Failure to comply with the above instructions will disqualify. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The appointment is subject to positive outcome obtained from State Security Service to the following checks (security clearance, credit records, qualifications, citizenship and previous employment experience). Please note that applications will not be acknowledged. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months after the closing date of advertisement, please accept that your application was unsuccessful. The Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Applicants in possession of foreign qualifications must attach an evaluation certificate from the South African Qualifications Authority (SAQA). Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the Department. Person with disabilities is encouraged to apply. Please note that the Employment Equity Target for this post is African Male.
CLOSING DATE	:	05 October 2026
POST 34/222	:	ARTISAN PLUMBER REF NO: STC02/2026 (X1 POST)
SALARY	:	Grade 1: R237 453 per annum. Other Benefits: 13th Cheque, Medical Aid (optional), Homeowner Allowance (subject to meeting prescribed requirements), plus 8% Rural Allowance.
CENTRE	:	ST Chads CHC
REQUIREMENTS	:	Grade 12 (senior certificate) N3/NQL 3. Passing a trade test in plumbing in terms of section (1 392) of the manpower training act 1981, as amended. Artisan Grade A: 0-2 years' experience in plumbing field. Artisan Grade B: At least 14 years' appropriate/recognizable experience in an area after obtaining the relevant trade certificate. Valid driver's license. NB: work experience (certificate of service) endorsed by HR Office. Valid driver's license Code 8/ 10. Certificate in Records Management. Knowledge, Skill, Training and Competencies Required: Knowledge of Occupational Health and Safety and safety standards. Knowledge of basic maintenance and repair of broken pipes. Knowledge of safety systems of work. Ability to work independently. Ability to work under pressure. Good communication skills (both verbal and written). Knowledge of Batho Pele principles.
DUTIES	:	Installation, Repairs and maintenance of high pressure and low-pressure geyser. Installation and repairs to toilets, urinals and other ablution facilities

such as shower and baths. Etc. Installation and repair to water sewerage reticulation system. Clear blocked drains, guttery, down pipes, wastewater lines and branch lines. Take and record water supply readings daily. Maintenance on fire hose main supply readings daily. Daily reporting fault, job progress and daily completion of job card/time sheets as per auditor's instruction Be prepared to visit primary health care clinics to perform maintenance duties when required. Installation of gutter and down pipes and galvanized pipes. Compile and submit reports, provide input on the compilation of technical report. From part of multi-disciplinary team doing rounds in the hospital and clinics and necessary steps to fix all identified shortfalls. Be prepared to work overtime and standby duties. To take responsibility for in-house training and advancement of subordinates. To perform standby duties and after-hours call outs. Keep an up to date and current equipment register .Be responsible for materials issued and completing job cards .Always adhere to safe working practices (in accordance to the O.H. & S ACT85/1993) .Daily reporting fault progress and daily completion of job cards/time sheets as per auditor's instructions .Job cards for completed work must be signed by the department concerned and list material used .Attend safety and practical orientated training courses and lectures .To perform standby duties and after-hours call outs. These duties at times can include the duties associated with other trade such as the fitter, plumber the carpenter. Work overtime with remuneration when considering and with the approval of the maintenance supervisor must be prepared, at times of crisis, to perform other essential services such as strikes, floods etc.viz. Maintenance oriented duties.

**ENQUIRIES
APPLICATIONS**

: Mr. SL Khoza Tel No: (036) 637 9600
: All applications should be forwarded to: The Assistant Director: HRM St Chads Community Health Centre, Private Bag X9950, Ladysmith, 3370, OR Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni, 3381. or E-mail to: Antony.Jele@kznhealth.gov.za

**FOR ATTENTION
NOTE**

: The Assistant Director: HRM
: The following documents must be submitted: The advertisement of post must clearly spell out that the applicants for employment must submit fully completed Z83 form and detailed CV only. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. Application for Employment From effective 01/02/2021, which is obtainable at any Government Department or from the website www.kznhealth.gov.za . The Reference Number must be indicated in the column provided on Z83, e.g. STC 10/2026. Failure to comply with the above instructions will disqualify. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The appointment is subject to positive outcome obtained from State Security Service to the following checks (security clearance, credit records, qualifications, citizenship and previous employment experience). Please note that applications will not be acknowledged. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months after the closing date of advertisement, please accept that your application was unsuccessful. The Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Applicants in possession of foreign qualifications must attach an evaluation certificate from the South African Qualifications Authority (SAQA). Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the Department. Person with disabilities is encouraged to apply. Please note that the Employment Equity Target for this post is African Male

CLOSING DATE

: 05 October 2026

DEPARTMENT OF HUMAN SETTLEMENTS

The KwaZulu-Natal Provincial Government is an equal opportunity, affirmative action employer and preference will be given to suitably qualified candidates from designated groups in terms of Employment Equity Act, 1998. The Department reserves the right not to make these appointment/s.

<u>APPLICATIONS</u>	:	Applications must be posted to: The Head of Department, KwaZulu-Natal Department of Human Settlements, Private Bag X54367, Durban, 4000 or hand delivered to: The Acting Director: Human Resource Management and Development, Department of Human Settlements, Ground Floor, Murchison Passage, 353-363 Dr Pixley ka Seme Street, Durban, 4001
<u>FOR ATTENTION</u>	:	Mr. TW Khalishwayo
<u>CLOSING DATE</u>	:	Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs
<u>NOTE</u>	:	07 October 2026
	:	Applications not submitted on the fully completed new Z83 application forms will not be considered. Directions to applicants: Applicants using the manual application process must ensure that the new Z83 application form (obtainable from any Public Service institution) is completed, duly signed and initialed as failure to do so may lead to disqualification of the application during the selection process. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources. Applicants are discouraged from sending applications through registered mail because the Department will not be responsible for non-collection of these applications. No late applications will be accepted. Applications submitted electronically will be taken as a final application and may not be amended or supplemented in any way after the closing date indicated in the advertisement. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to comply with the above instructions will result in the disqualification of your application. NB: All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One will be practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and other must be an integrity (ethical conduct) assessment.

MANAGEMENT ECHELON

<u>POST 34/223</u>	:	<u>DIRECTOR: INFORMATION AND COMMUNICATION TECHNOLOGY</u> <u>MANAGEMENT REF NO: D: IMST 09/2026</u>
<u>SALARY</u>	:	R1 317 384 per annum (Level 13), (all inclusive)
<u>CENTRE</u>	:	Durban
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Degree or NQF Level 7 as recognised by SAQA in Information Technology and Information Management Systems coupled with 5 years relevant middle/senior management experience in IT and IMS environment. Successful completion of the Nyukela Public Service Pre-entry programmes as endorsed by NSG. A valid driver's license. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and the interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. Knowledge, Skills and Competencies: Knowledge of the Constitution of the RSA, Knowledge of Public Finance Management Act and Treasury Regulations, Knowledge of Promotion of Information Act, Extensive knowledge of Global Information Technology process, Knowledge of SITA Act, Knowledge of computer hardware and software, Knowledge of computer operating system, Knowledge of Archives Act, Public service knowledge of COBIT, ITLL and ISO, Knowledge of IT guidelines. Strategic Planning Skills, Computer Skills, Time Management, Analytical Skills, Technical Expertise, Facilitation Skills, Presentation Skills, Management Skills, Communication Skills, Assertiveness, Negotiation Skills, Decision Making Skills, Networking.
<u>DUTIES</u>	:	The successful candidate will perform the following Key Performance Areas: Ensure the provisioning of information technology services, equipment and software programs in the department; Ensure the provision of information system requirements in the department; Ensure the provision of information management support services in the department; Establish and maintain

ENQUIRIES : information resource centre in the department; Manage effective and efficient utilisation of human and financial resources of the directorate.
Related to the post can be directed to: Mr. SM Mbili Tel No: (033) 392 6434

OTHER POSTS

POST 34/224 : **DEPUTY DIRECTOR: ICT BUSINESS SOLUTION AND IT GOVERNANCE**
REF NO: DD ICT 09/2026

SALARY : R932 292 per annum (Level 11), (MMS package)
CENTRE : Durban
REQUIREMENTS : A tertiary qualification in Information and Communication Technology (ICT) or Computer Science (NQF 7) and a minimum of 3 years junior management experience. Computer literacy in the office software packages. A valid driver's license. Knowledge, Skills and Competencies: Knowledge of Public Finance Management Act (PFMA), Knowledge of Public Service Act (PSA) and Public Service Regulations (PSR), Knowledge of the Promotion of Access to Information Act (PAIA) and the Electronic Communications and Transactions Act (ECT) and related legislature, Knowledge of Human Resource prescripts, Labour Relations Act, Skills Development Act, Knowledge of Archives Act, Knowledge of SITA Act and Regulations, Knowledge of Treasury Regulations, Knowledge of National Intelligence Agency IT guidelines, Public Service knowledge of COBIT, Knowledge of global information technology processes, Knowledge of computer hardware and software, Knowledge of computer operating systems Strategic planning and management skills, financial management skills, time management skills, project/programme management skills, facilitation skills, research skills, problem solving skills, report writing skills, change management skills, communication skills, analytical thinking skills, people management and empowerment skills, influencing, interpersonal and conflict management skills, negotiation and decision-making skills Service orientated, ability to work under pressure, flexibility to work extra hours, team orientated, honesty, integrity, innovative, self-driven, assertiveness, confidentiality.

DUTIES : The successful candidate will perform the following Key Performance Areas: Manage the development and implementation of the IT Strategy for the department; Manage IT Business Solutions within the department; Manage IT disaster recovery and business continuity plan; Develop policies, strategies and ICT Governance framework aimed at improving service delivery; Manage resources of the sub-directorate.

ENQUIRIES : related to the above-mentioned post can be directed to: Ms. OG Anderson Tel No: (031) 336 5332.

POST 34/225 : **DEPUTY DIRECTOR: DEMAND AND ACQUISITION, CONTRACT AND BID**
MANAGEMENT REF NO: DD SCM 09/2026

SALARY : R932 292 per annum (Level 11), (MMS package)
CENTRE : Durban
REQUIREMENTS : Applicants must be in possession of an appropriate 3-year tertiary qualification at NQF Level 7 in Supply Chain/Logistics Management, with 3–5 years' experience in junior management within Supply Chain Management environment (Demand, Acquisition, Contract and Bid management). A valid driver's license is compulsory. Knowledge, Skills and Competencies: Knowledge of PFMA, Knowledge of Treasury regulations, Knowledge of SCM Delegation and SCM Practice Notes, Knowledge of PPPFA, Knowledge of Regulation 2022, Knowledge of Procurement Act, Knowledge of Public Service Regulations, HR Practices and Policies, Knowledge of Labour Relations Act, Knowledge of Supply Chain policies and procedures, Knowledge of BAS, Knowledge of Debtor system, language skills, Listening skills, Presentation skills, Interpersonal relations, Computer skills, Strategic planning skills, organizational skills, Research skills, Analytical skills, Leadership skills, Financial management skills, Time management skills, Time management skills, Report writing skills, Problem solving skills, Communication skills, Conflict management skills, Change management skills, Project management skills, People management skills, Independent, Time frame driven, Confidentiality, Proactive, Honesty, Integrity, Reliability, Patience, Commitment, professionalism, Cultural sensitive, Perseverance and Punctual.

DUTIES : The successful candidate will perform the following Key Performance Areas: Manage the provisioning functions for the whole department; Manage the

		administration of demand, acquisition, contracts and bid management, Monitor compliance with financial delegation, supply chain management delegations or policies and other related legislations and give guidance to the department, Identify risk management and strategies to eliminate fraud and to ensure efficient, effective processes relevant to the component, Manage human and financial resources.
ENQUIRIES	:	related to the abovementioned post can be directed to: Mr. HS Mthembu Tel No: (031) 336 5169
POST 34/226	:	<u>PROFESSIONAL TOWN AND REGIONAL PLANNER GRADE A-C (X5 POSTS)</u>
SALARY CENTRE	:	R791 604 – R1 189 767 per annum, (OSD)
	:	eThekweni District – North Ref No: PTRP 09/2026 (X1 Post)
	:	iLembe District Ref No: PTRP IL 09/2026 (X1 Post)
	:	Amajuba District Ref No: PTRP AD 09/2026 (X1 Post)
	:	King Cetshwayo District Ref No: PTRP KD 09/2026 (X1 Post)
	:	uMgungundlovu District Ref No: PTRP UMG 09/2026 (X1 Post)
REQUIREMENTS	:	Applicants must be in possession of a degree in Urban/Town and Regional Planning or relevant qualification. Compulsory registration with SACPLAN as a Professional Town and Regional Planner on appointment. Three years post qualification Town and Regional Planning experience. A valid driver's license. Knowledge, Skills and Competencies: Knowledge of Programme and Project management; Urban/Town and Regional Planning principles and methodologies; Knowledge of Research and Development; Knowledge of computer-aided applications; Urban/Town and Regional Planning knowledge of legal compliance, creating high Performance culture, Technical consulting, Professional judgement Knowledge of legal compliance; Knowledge of technical report writing; Networking; Decision making skills; Team work; Analytical skills; Creativity; Self-management; Problem solving and analysis skills, Customer focus and responsiveness; Communication literacy; Computer skills; Planning, organizing and execution skills; Language proficiency; Listening skills. The successful candidate will perform the following Key Results Areas: Ensure the application of town and regional planning principles in land development; Office administration and budget planning; *Human capital development; research and development.
ENQUIRIES NOTE	:	Mr. LG Biyela Tel No: (031) 336 5403
	:	NB: Applicants are requested to submit applications for each district in a separate application form.
POST 34/227	:	<u>ASSISTANT DIRECTOR: HOUSING FUNDS RECONCILIATION REF NO: AD: HFMR 09/2026</u>
SALARY CENTRE	:	R487 197 per annum (Level 09)
	:	Durban
REQUIREMENTS	:	Applicants must be in possession of a Degree or National Diploma in Accounting and Financial Management coupled with minimum of 5 years' experience in Financial Management as well as minimum of three years in a supervisory experience. A valid driver's license. Knowledge, Skills and Competencies: Knowledge of the Public Service and Public Service Regulations, Knowledge of Public Finance Act and MFMA, Knowledge of Housing Policies and Regulations, Knowledge of Basic Accounting Principles, Knowledge of General Accepted Accounting Practice, Knowledge of white paper in housing, Knowledge of Labour Relations, Knowledge of Treasury Regulations, Knowledge of Project Management, Knowledge of Constitution of Republic of South Africa, Knowledge of Promotion of Access of Information Act, Financial management skills, Project management skills, Communication skills (written & verbal), Problem solving skills, Conflict management skills, Facilitation skills, Interpersonal skills, Presentation skills, Research skills (quantitative and qualitative), Analytical skills, Driving, Influencing skills, Time management skills, Networking skills, Client focus skills, General Recognized Accounting Practice, Computer literacy, Willingness to learn and Team building, Independent, Client/ customer focus (both internal & external), Work under pressure, Flexible and open to challenge, Service oriented, Integrity, Quick thinker.
DUTIES	:	The successful candidate will perform key Performance Areas: Monitor the Municipal Housing Operating Accounts (MHOA) held at Municipality; Monitor funds treasured to Municipality and Entities; Facilitate financial close out projects; Provide advice and guidance and input to policy; Manage effective

		and efficient financial, human resources of the component to ensure achievement of objectives.
ENQUIRIES	:	related to the abovementioned post can be directed to: Mrs. GZ Myeni Tel No: (031) 336 5415.
POST 34/228	:	<u>ASSISTANT DIRECTOR: BID MANAGEMENT REF NO: AD: BID 09/2026</u>
SALARY	:	R487 197 per annum (Level 09)
CENTRE	:	Durban
REQUIREMENTS	:	Applicants must be in possession of Grade 12, a 3-year tertiary qualification at NQF Level 7 in Supply Chain/Logistics Management, Public Administration, Procurement management with 3–5 years' supervisory experience within Supply Chain Management environment (Bid management). A valid driver's license is compulsory. Knowledge, Skills and Competencies: Knowledge of PFMA, Knowledge of Treasury regulations, Knowledge of Supply Chain Management systems (Logis BAS), Knowledge of SCM Delegation and SCM Practice Notes, Knowledge of PPPFA, Knowledge of Regulation 2022, Knowledge of Procurement Act, Knowledge of Public Service Regulations, HR Practices and Policies, Knowledge of Labour Relations Act, Knowledge of Supply Chain policies and procedures, Knowledge of BAS, Knowledge of Debtor system, language skills, Listening skills, Presentation skills, Interpersonal relations, Computer skills, Strategic planning skills, organizational skills, Research skills, Analytical skills, Leadership skills, Financial management skills, Time management skills, Time management skills, Report writing skills, Problem solving skills, Communication skills, Conflict management skills, Change management skills, Project management skills, People management skills, Independent, Time frame driven, Confidentiality, Proactive, Honesty, Integrity, Reliability, Patience, Commitment, professionalism, Cultural sensitive, Perseverance and Punctual.
DUTIES	:	The successful candidate will perform the following Key Performance Areas: Manage, administer and coordinate Department Bids; Manage the Evaluation Component and conduct the Evaluation of Quotes up to R 1 million; Manage and provide guidance and advice on Procurement; Manage and control the utilization of resources in the division (human resources & financial).
ENQUIRIES	:	related to the abovementioned post can be directed to: Mr. HS Mthembu Tel No: (031) 336 5169.
POST 34/229	:	<u>CHIEF WORKS INSPECTOR (X6 POSTS)</u>
SALARY	:	R413 001 per annum (Level 08)
CENTRE	:	uMzinyathi District Ref No: CWI UMZ 09/2026 (X1 Post) Zululand District Ref No: CWI ZD 09/2026 (X1 Post) uMkhanyakude District Ref No: CWI UMK 09/2026 (X2 Posts) King Cetshwayo District Ref No: CWI KD 09/2026 (X2 Posts)
REQUIREMENTS	:	Applicants must be in possession of Matric plus a National Diploma in Built environment or equivalent or N6 and a passed trade test in built environment. More than 3 years appropriate experience. A valid driver's license. Knowledge, Skills and Competencies: Knowledge of National Building Regulations; Knowledge of NHBRC Home Building Manual; Knowledge of SABS specification on building material; Technical knowledge, Knowledge of Project Management principles, Numeracy skills; Literacy skills; Driving skills; Operating equipment skills; Language skills; Project management skills; Financial management skills; Service oriented; Ability to work under pressure; Flexible to work extra hours; Team work oriented; Receptive to suggestions and new ideas; Open to challenges; Integrity and honesty.
DUTIES	:	The successful candidate will perform the following Key Performance Areas: Identify needs and requirements of new work and repairs through the investigation of customer complaints and new service required; Render an inspection service of work done on new projects and existing structures; Analyze and compile relevant project documents for new and existing structures; Manage the activates of contractors on project sites; Gather and submit information in terms of the extended public works programme; Supervise the performance and conduct of Works Inspectors.
ENQUIRIES	:	related to the above-mentioned posts can be directed to: uMzinyathi District – Mr. MF Yengwa Tel No: (033) 845 2020 Zululand District – Ms. Nolwazi Nombela Tel No: (031) 336 5223 uMkhanyakude District – Mr. Thabo Makeleni Tel No: (035) 572 1038 King Cetshwayo District – Mr. Njabulo Khanyezi at +27 0 111 0090

NOTE	:	NB: Applicants are requested to submit applications for each district in a separate application form.
POST 34/230	:	<u>COMMUNITY DEVELOPMENT PRACTITIONER GRADE 1-3 REF NO: CDP 09/2026 (X1 POST)</u>
SALARY	:	R289 296 – R564 846 per annum, (OSD)
CENTRE	:	Ugu District
REQUIREMENTS	:	National Diploma or Bachelor's Degree in Community Development, Social Sciences, Housing Studies, or a related Community Development qualification. A valid driver's licence. Knowledge, Skills And Competencies: Extensive knowledge of housing legislation, policy development and implementation; Extensive knowledge of housing delivery and development process; Computer based housing information systems; Knowledge of BEE, EPWP; Procurement, legal process, financial administration; Knowledge of HRM prescripts and Public Service Regulations; Knowledge of Contract Administration & Legal proceedings; Knowledge of Building Structure Standards; Basic knowledge of Infrastructural Services; Knowledge of local government structures and legislation; Knowledge of public service act; Knowledge of PFMA, MFMA and Treasury Regulations; Ability to interpret and apply policy; Problem solving; Project management; Report writing skills; Project Facilitation; Computer literacy; Interpersonal relations; Conflict resolution; Communication skills; Financial skills; Basic Housing design and specification (PHP); Co-ordination skills; Planning skills; Time management skills; Public speaking; Protocol skills (Inkosi); Listening skills; Presentation skills; Demonstrate interest in housing matters; Receptive to suggestions and ideas; Innovative thinker; Pro-active; Team orientated; Goal orientated; End user focus; Willingness to travel extensively; Client focus (Batho Pele); Work after hours/weekends where necessary.
DUTIES	:	The successful candidate will perform the following Key Performance Areas: Identify and facilitate the implementation of integrated community development in partnership with the community and other relevant stakeholders; Liaise and coordinate with all relevant role players, internal and external stakeholders (in departments, provinces, NGOs, local community structures and faith-based organizations) to facilitate collaboration and to ensure the suitability of development actions with community; Support communities and perform administrative support on the community development and related activities; Keep up to date with new developments in the community development field to enhance service delivery.
ENQUIRIES	:	related to the abovementioned post can be directed to: Mr. WM Shange Tel No: (031) 319 3627.
POST 34/231	:	<u>SECRETARY TO THE DIRECTOR: IGR AND EXECUTIVE SUPPORT REF NO: SECR IGR 09/2026</u>
SALARY	:	R237 453 per annum (Level 05)
CENTRE	:	Durban
REQUIREMENTS	:	Applicants must be in possession of a Grade 12 certificate. Computer literacy. A valid driver's license will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of the relevant legislation/policies/prescripts and procedures. Language skills and the ability to communicate well with people at different levels and from different backgrounds, Good telephone etiquette, Computer literacy, Sound organizational skills, Good people skills, Basic written communication skills, Ability to act with tact and discretion, Good grooming and presentation, Punctual, Honesty/ Trust/ Loyalty /tact, Dedicated, Sense of duty, Commitment, High level of reliability.
DUTIES	:	The successful candidate will perform the following Key Performance Areas: Provide a secretariat and receptionist support services to the Director; Provide clerical support services to the Director including but not limited to diary management, meetings and travel coordination, records management, routine correspondence, and general office administration; Remains up to date with regards to prescriptions/policies and procedures applicable to her/ his work terrain to ensure efficient and effective support to the Director.
ENQUIRIES	:	related to the abovementioned post can be directed to: Ms. G Luthuli Tel No: (031) 336 5236.

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 : 05 October 2026

NOTE : The new Z83 form must be used effective 1st January 2021 and can be downloaded at www.dpsa.gov.za-vacancies. Applicants who previously applied, are advised to re-apply. 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. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) 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: Females and people with disabilities who meet the requirements.

OTHER POST

POST 34/232 : **DEPUTY DIRECTOR: PROVINCIAL MOVEABLE ASSET REF NO: KZNPT 26/41**

SALARY : R932 292 per annum, (all-inclusive package)

CENTRE : KZN Provincial Treasury, Pietermaritzburg

REQUIREMENTS : A 3-year NQF Level 7 Degree or higher qualification in Financial Management / Accounting/ Commerce with accounting 3 as a major subject. A minimum of 3 years experience of junior management in an accounting, or asset management, or inventory management environment. Valid Driver's license. People with disabilities without valid driver's licenses will be assisted by the department to meet work related travel obligations. Skills, Knowledge And Competencies: Knowledge of applicable national and provincial policies and legislation is required, including: Public Finance Management Act. MTEF. Republic of South Africa Constitution. Planning Frameworks relevant legislation and plans. Public Service Act, 1994. National Treasury practice notes and guidelines. KwaZulu-Natal Procurement Policy Framework. Treasury Regulations. Provincial Treasury policies, practice notes and guidelines. Strategic Planning. Annual Performance Plan. Monitoring and Evaluation. National Treasury Strategic Planning. National Development Plan. Service Delivery Framework. National and Provincial Practices Notes. Provincial Growth and Development Plan. Advanced MS Office Applications. Knowledge of Accounting Frameworks related to asset inventory and management. Public Service Regulatory Framework; and SCM Practices and Procedures. Public Service Regulation 2016. Government Immovable Asset Management Act, no. 19 of 2007. KZN Land Administration and Immovable Asset Management Act, no. 2 of 2014. Knowledge of Modified Cash Standard (MCS). Accounting Practices (GRAP), or International Financial Reporting Standards (IFRS). Movable and immovable Asset Management. Communication. Computer literacy. Financial Management. Strategic planning and management. Financial management. Leadership. Management. Human resource management. Project planning and management. Analytical. Conflict Management. Business process management. Good inter-personal relations. Problem solving. Change management. Presentation. Interpersonal Relation. Policy analysis and development. Project Management.

DUTIES : Monitor the development and the implementation of asset management frameworks, Governance and Compliance within Provincial Department and

ENQUIRIES

:

Public Entities. Ensure implementation, Monitoring and the improvement of asset and inventory management. Ensure the provisioning of guidance and technical advice on asset and inventory management. Ensure capacitation and stakeholder management on Asset and Inventory Management. Manage the resources of the Sub-directorate.
Mr. N Hlengwa Tel No: (033) 897 4352

**PROVINCIAL ADMINISTRATION: LIMPOPO
OFFICE OF THE PREMIER**

- APPLICATIONS** : Applications are encouraged to be submitted through the e-Recruitment website at <https://erecruitment.limpopo.gov.za>, however, hand delivery applications are acceptable and must be submitted on the fully completed and signed new Z83 application form obtainable from all government departments or can be downloaded from www.gov.za / www.dpsa.gov.za / www.labour.gov.za, and be addressed to: Director: Human Resource Management Services, Office of the Premier, Private Bag X9483, Polokwane, 0700 or hand delivered to the Office of the Premier at 40 Hans van Rensburg Street, Polokwane, Mowaneng Building, Office No. A013, General Records: Registry, Ground Floor.
- CLOSING DATE** : 06 October 2026 at 16h00 (Walk-in) and 23h59 (online).
- NOTE** : The Office of the Premier is an affirmative action employer. Designated race groups, females and persons with disabilities remain the target group and are encouraged to apply. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D should be completed in full. Part B, all fields should be completed in full except the following: South African citizens need not provide passport numbers. If an applicant responded “no” to the question “Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? If yes (provide detail)” 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 interest?”. Applicants may leave the following question blank if they are not in possession of such: “If your profession or occupation requires official registration, provide date and particulars of registration”. Noting the limited space provided for Part E, F & G, applicants often indicate “refer to Curriculum Vitae (CV) or see attached”, this is acceptable if 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. A specific reference number for the post applied for must be quoted in the space provided on Z83 form. Only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. To ensure that potential Senior Management Services (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. A Compulsory pre-entry into the Senior Management Services (SMS) certificate from National School of Government (NSG) will be required before the assumption of duty. As per the Department of Public Service and Administration (DPSA) directive on Human Resources Management & Development for Public Service Professionalisation Volume 1, number 1.32.1, “all shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an integrity (ethical conduct) assessment. In terms of the Directive on the Implementation of Competency Based Assessments, Training & Development for Members of the Senior Management Services (SMS) in the Public Service, as amended: All shortlisted candidates will be subjected to a technical assessment that intends to assess relevant functional elements of the job. Assessment for core competencies outlined in the SMS handbook shall be conducted within one month of the appointment of the candidate. The Office shall communicate the logistics for the psychometric assessment to the candidate. The successful candidates must be willing to sign an oath of secrecy with the organization and are also expected to sign a performance agreement with the Office. All appointments are subject to the personnel suitability check (criminal records, credit record check and security vetting) and recommended candidates will be subjected to security clearance procedures. The Office

reserves the right not to make any appointment(s) to the posts advertised. The Office of the Premier is an affirmative action employer. Preference will be given to qualifying candidates from designated groups in line with the Employment Equity Plan and targets of the Office. Applicants with disabilities are requested to mention the nature of their disabilities on their CV. The successful candidate will be required to disclose his/her financial interest in accordance with the applicable prescripts within 30 days of assumption of duty. Late applications for the advertised posts will not be considered. Failure to comply with the above requirements will result in the disqualification of the application. Correspondence will be limited to short-listed candidates only, due to the large number of applications we envisage to receive and if you have not heard from us within ninety (90) days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, seek reasons for the above administrative action in terms of section 5, sub-section 1 and 2 of Promotion of Administrative Justice Act 3 of 2000. Applications which are forwarded / submitted to the wrong address will not be considered. Note: Certified copies of educational qualifications, academic records, Identity document and valid driver's license (where required) should be submitted by the shortlisted candidates to HR on or before the day of the interview date, failure to produce the requested certified copies on the day of the interview process, will result in an automatic disqualification from the process. Kindly note that no payment of any kind is required when applying for posts advertised in this circular. Applications with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and the proof of such evaluation. The contents of the advertised vacant posts will also be posted on the following website: www.limpopo.gov.za and all Office of the Premier Social media pages. NB!!! The Office reserves the right to interview candidates virtually. In the event a candidate's preference is to attend a physical face-to-face interview process, the Office will not be liable for any expenses incurred.

OTHER POSTS

- POST 34/233** : **SENIOR LEGAL ADMINISTRATION OFFICER REF NO: OTP: 07 / 26 / 01 (X1 POST)**
Chief Directorate: State Law Advisory Services (Legal Services)
- SALARY** : R610 434 – R1 442 451 per annum (Level MR6)
CENTRE : Polokwane
REQUIREMENTS : An undergraduate legal qualification (NQF level 7) in LLB / B. JURIS / B. Proc as recognized by the South African Qualification Authority (SAQA). A minimum of eight (8) years appropriate post qualification legal experience in labour matters. A valid driver's license except for people with disability.
- DUTIES** : Ensure a well-coordinated Civil & Labour Litigation Service and represent the Provincial Administration in Conciliation, Arbitration and Labour Matters. Provide legal advice to the Provincial Administration. Draft or edit Labour related contracts and Legal documents for the Provincial Administration. Perform delegated and assigned duties.
- ENQUIRIES** : should be directed to Messrs. Khorommbi P / Kika Bham C and Mesdames. Mgbo P / Mokgalaka S / Kekana PL / Moyaba ME Tel No: (015) 287 6588 / 6063 / 6441 / 6665 / 6293 / 6027 respectively.
- POST 34/234** : **ASSISTANT DIRECTOR: ACCOUNTS REF NO: OTP: 07 / 26 / 02 (X1 POST)**
Directorate: Financial Accounting and Management Services
- SALARY** : R487 197 – R584 370 per annum (Level 09)
CENTRE : Polokwane
REQUIREMENTS : A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 6) in Financial Management or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of three (03) years' experience in Financial Management environment at a Supervisory level. Knowledge of BAS & LOGIS systems will be an added advantage. A valid driver's license except for people with disabilities.
- DUTIES** : Manage and coordinate the processing of payments of suppliers through BAS and LOGIS systems. Compile monthly reports and Supplier reconciliation

		reports. Manage and maintain effective relationships with internal and external stakeholders. Supervise and manage staff within the accounts unit.
ENQUIRIES	:	should be directed to Messrs. Khorommbi P / Kika Bham C and Mesdames. Mgbo P / Mokgalaka S / Kekana PL / Moyaba ME Tel No: (015) 287 6588 / 6063 / 6441 / 6665 / 6293 / 6027 respectively.
POST 34/235	:	<u>ASSISTANT DIRECTOR: RECRUITMENT & SELECTION AND HR PLANNING, INFORMATION & SYSTEMS REF NO: OTP: 07 / 26 / 03 (X1 POST)</u> Directorate: Human Resource Management Services
SALARY	:	R487 197 – R584 370 per annum (Level 09)
CENTRE	:	Polokwane
REQUIREMENTS	:	A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF level 6) in Human Resource Management / Development / Public Management / Public Administration or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of three (03) years' experience in Human Resource Management at a Supervisory level. PERSAL Certificate / Results. A valid driver's licence except for people with disabilities.
DUTIES	:	Facilitate Recruitment & Selection, Appointments and Probation processes. Monitor the capturing/updating of PERSAL Structure, Staff Establishment and personal information on the PERSAL system. Facilitate Transfers, Secondments, Grade progressions and Translations. Facilitate the development, implementation of the Human Resource and Employment Equity Plans as well as management of HR, Information and Systems.
ENQUIRIES	:	should be directed to Messrs. Khorommbi P / Kika Bham C and Mesdames. Mgbo P / Mokgalaka S / Kekana PL / Moyaba ME Tel No: (015) 287 6588 / 6063 / 6441 / 6665 / 6293 / 6027 respectively.
POST 34/236	:	<u>PERSONNEL PRACTITIONER: RECRUITMENT & SELECTION AND HR PLANNING, INFORMATION & SYSTEMS REF NO: OTP: 07 / 26 / 04 (X1 POST)</u> Directorate: Human Resource Management Services
SALARY	:	R413 001 – R486 501 per annum (Level 08)
CENTRE	:	Polokwane
REQUIREMENTS	:	A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF level 6) in Human Resource Management / Development / Public Management / Public Administration or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of two (02) years' experience in Human Resource Management environment. PERSAL Certificate / Results.
DUTIES	:	Responsibilities: Facilitate Recruitment & Selection, Appointments and Probation processes. Capture/update PERSAL establishment and personal information on the PERSAL system. Facilitate Transfers, Secondments, Grade progressions and Translations. Facilitate Human Resource Planning, Information and Systems.
ENQUIRIES	:	should be directed to Messrs. Khorommbi P / Kika Bham C and Mesdames. Mgbo P / Mokgalaka S / Kekana PL / Moyaba ME Tel No: (015) 287 6588 / 6063 / 6441 / 6665 / 6293 / 6027 respectively.
POST 34/237	:	<u>ADMINISTRATIVE OFFICER: SERVICE DELIVERY INTERVENTION REF NO: OTP: 07 / 26 / 05 (X1 POST)</u> Directorate: Service Delivery Intervention
SALARY	:	R338 106 – R398 277 per annum (Level 07)
CENTRE	:	Polokwane
REQUIREMENTS	:	A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 6) in Public Administration / Management or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of two (2) years' experience in Administration or related field. A valid driver's licence except for people with disability.
DUTIES	:	Provide support in the coordination of service delivery complaints. Provide administrative support in the coordination of Khaedu deployment programme. Provide administrative support in the management and coordination of performance evaluations of government priorities and interventions. Provide administrative support in the implementation of the issues raised during

		EXCO Outreach programmes. Provide administrative support in the coordination of customer surveys. Provide administrative support in the management of the Directorate.
ENQUIRIES	:	should be directed to Messrs. Khorommbi P / Kika Bham C and Mesdames. Mgbo P / Mokgalaka S / Kekana PL / Moyaba ME Tel No: (015) 287 6588 / 6063 / 6441 / 6665 / 6293 / 6027 respectively.
POST 34/238	:	<u>ADMINISTRATIVE OFFICER: AUXILIARY SERVICES REF NO: OTP: 07 / 26 / 06 (X1 POST)</u> Directorate: Records and Facilities Management Services (Work Environment)
SALARY	:	R338 106 – R398 277 per annum (Level 07)
CENTRE	:	Polokwane
REQUIREMENTS	:	A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 6) in Public Administration / Management or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of two (2) years' experience in Auxiliary Services. A valid driver's license except for people with disabilities.
DUTIES	:	Render administrative services to the component. Monitor the provision of cleaning services. Monitor the maintenance of grounds. Manage staff within the unit.
ENQUIRIES	:	should be directed to Messrs. Khorommbi P / Kika Bham C and Mesdames. Mgbo P / Mokgalaka S / Kekana PL / Moyaba ME Tel No: (015) 287 6588 / 6063 / 6441 / 6665 / 6293 / 6027 respectively.

DEPARTMENT OF PUBLIC WORKS, ROADS AND INFRASTRUCTURE

APPLICATIONS	:	Applicants should apply through the following website https://erecruitment.limpopo.gov.za. The application on the eRecruitment system should be accompanied by the new Z83 and recent comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and duration/dates). Failure to attach required documents will result in the application not being considered/disqualified Applications may also be hand delivered/posted to: Department of Public Works, Roads and Infrastructure: Private Bag X9490, Polokwane, 0700 or hand delivered at Works Tower Building, No. 43 Church Street, Polokwane, 0699. For Capricorn District: Private Bag X9378, Polokwane, 0700 Or hand deliver at 15 Landros Mare street, next to Correctional Services. For Mopani District: Private Bag X576, Giyani, 0826 or hand deliver at 570 Parliamentary Building, Giyani. For Sekhukhune District: Private Bag X02, Chuenespoort, 0745 or hand deliver at Lebowakgomo Zone A, next to traffic department. For Vhembe District: Private Bag X2248, Sibasa, 0970 or hand deliver at Cnr. Traffic and Raluswielo Street, Sibasa. For Waterberg District: Private Bag X1028, Modimolle, 0510 or hand deliver at Cnr. Thabo Mbeki & Elias Motsoaledi Street. The application on eRecruitment system should be accompanied by recent comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and duration/dates) as well as copies of all qualifications, Identity Document and valid driver's license only. Failure to attach copies and required documents will result in the application not being considered/disqualification.
CLOSING DATE	:	07 October 2026 at 16h30
NOTE	:	Applications must be submitted on a duly completed prescribed Z83 application for employment form (2021 version) obtainable from any public service department or can be downloaded from www.dpsa.gov.za. Applications must be accompanied by a detailed CV. Applicants are not required to submit copies of qualifications and other relevant documents on application except when applying through the erecruitment system. All fields in Part A, Part C and Part D of the Z83 form should be completed. In Part B, all fields should be completed in full. Part E, F & G applicants often indicate "refer to CV or see attached", this is acceptable as long as the CV has been attached and provides the required information. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). Successful incumbent will be expected to sign a performance agreement within one

month after assumption of duty. The successful candidate will also be required to disclose his or her financial interests in accordance with the prescribed regulations. All shortlisted candidates will be subjected to a security clearance and verification of qualifications. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The recommended candidate for appointment will be subjected to Personnel Suitability Check for security reasons. Failure to comply with the above requirements will result in the disqualification of the application. The Department reserve the right not to make any appointment(s) to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. Correspondence will be limited to shortlisted candidates only. If you do not hear from us within three (3) months after the closing date, please consider your application as being unsuccessful. However, should there be any dissatisfaction, applicants are advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No. 3 of 2000. The department will not carry any related costs (transport, accommodation or meals) for candidates attending interviews. The Department of Public Works, Roads and Infrastructure is an equal opportunity and affirmative action employer. Women and people living with disabilities are encouraged to apply.

OTHER POSTS

<u>POST 34/239</u>	:	<u>DEPUTY DIRECTOR: SECURITY MANAGEMENT REF NO: S.4/3/8/99</u> Component: Security Management (Re-advert)
<u>SALARY</u>	:	R932 292 per annum (Level 11), (to be structured according to individual needs)
<u>CENTRE</u>	:	Head Office - Polokwane
<u>REQUIREMENTS</u>	:	Grade 12/Matric and a qualification at NQF level 6 in Security Management / Security Risk Management/Policing as recognised by SAQA. Security Grade A/B (PSIRA). 05 years' experience in Security Management environment of which three (03) years MUST be at Junior Management / Assistant Director level. State Security Agency (SSA) will be an added advantage. Valid firearm competencies. Valid driver's license, with the exception of applicants with disabilities. Knowledge And Skills: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Physical security risk control measures. Security principles and practices. MPSS. MISS. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Conflict management.
<u>DUTIES</u>	:	Manage the provision of operational risk and security awareness programmes: Develop operational risk and security awareness programmes. Implement security awareness plans. Monitor the provision of workshops on security awareness. Evaluate the security status within the department. Liaise with other departments on security issues. Propose control measures to minimise or eliminate the security risks. Monitor and evaluate the implementation of Security Policies and Procedures as well as the Security Measures e.g. MISS, MPSS, etc: Develop security procedures. Develop policy for security measures. Develop a contingency plan. Develop, manage and monitor the implementation of security plans and programmes. Advice and attend to security breaches. Propose control measures to minimise or eliminate the security risks. Manage the provision security administrative services. Provide tender bulletin for security advertisement. Maintain the contract(s) for outsourced security. Monitor performance of private security services as per service level agreement. Monitor in – house security guards. Provide specifications for purchasing of security equipment's (Guard Monitoring systems, EACS etc.). Investigate security related cases. Manage physical security appraisals and information security audits by: Verify company documents at PSIRA, Vetting of service providers at SSA. Manage key control. Provide resource (Human, Financial and Equipment): Manage the component's budget against its strategic objectives. Coordinate budget monitoring, projecting & reporting expenditure. Ensure that spending is maximized in line with strategic objective. Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of

		employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Provide job description to subordinates. Manage division leave matters.
ENQUIRIES	:	Ms. Hanyane NP, Mr. Moabelo MJ, Ms. Motsai S Tel No: (015) 284 7586/7627/262.
POST 34/240	:	<u>ADMINISTRATIVE OFFICER: ACQUISITION MANAGEMENT REF NO: S.4/3/9/200</u> Component: Acquisition Management
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Capricorn District
<u>REQUIREMENTS</u>	:	Grade 12/ Matric and a qualification at NQF level 06 as recognized by SAQA in Supply Chain Management/Finance/Marketing/Economics or related field. 3 years' experience in Supply Chain Management environment. Valid Driver's license, with the exception of applicants with disabilities. Knowledge And Skills: Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Treasury Regulations. Knowledge and understanding of the following: -Supply Chain Management procedures, Procurement Procedures, PFMA, DORA, PPPFA.
<u>DUTIES</u>	:	Provide the district demand for goods and services: Facilitate the development of the procurement plan. Facilitate the approval of procurement plan. Communicate the procurement plan. Provide goods and services according to the procurement plan. Provide costing of the procurement plan. Procure goods and services in line with the procurement plan. Advice on the performance of procurement in line with the plan. Provide the acquisition of goods and services: Implement supply chain management policy, strategies and processes. Acquire goods and service as per the transversal contract. Request for quotation. Verify and advice on specifications for goods and services. Issue purchase order. Verify received goods as per the specification. Provide BAC secretariat: Facilitate the appointment of BEC members. Facilitate logistical arrangements for BEC meetings. Provide secretariat function to the BEC. Implement of BEC recommendations. Provide bids evaluation: Facilitate evaluation of bids and quotations. Adhere to advertised criteria in the evaluation process. Verify captured information for all bids and quotations. Prepare an evaluation report- submission. Facilitate the clearance of the successful bidders. Customise and implement any changes on standard evaluation criteria. Provide Suppliers database: Facilitate registration of supplier database. Monitor and liaise with CIDB about professionals/ contractor's information. Monitor the process of verifying supplier and professionals. Provide resource (Human, Financial and Equipment: Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Manage division leave matters.
ENQUIRIES	:	Ms Mothiba MM, Mr Seleka BN, Mr Maleka KJ, Mabolola DP Tel No: (015) 287 5613/5610/5611/5612
POST 34/241	:	<u>ARTISAN PRODUCTION GRADE A REF NO:S.4/3/1/120 (X1 POST)</u> Component: Mechanical Workshop (Re-advert)
<u>SALARY</u>	:	R253 341 per annum, OSD
<u>CENTRE</u>	:	Vhembe District – Sibasa Mechanical Workshop
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate as Diesel Mechanic. Experience will be an added advantage. Valid driver's license, with the exception of applicants with disabilities. Knowledge: Relevant Acts and regulations. Road maintenance Manual. Health and safety measures. Technical Competencies: Technical analysis. Computer aided technical applications, Legal compliance, Technical report writing, Technical consulting, Production, process knowledge and skills. Generic Competencies: Problem solving and analysis, Decision making, Team work, Creativity, Self-Management, Customer focus and responsiveness, Communication, Computer skills, Planning and organising.

<u>DUTIES</u>	:	Perform services and repairs to roads related plant and equipment: Repairs: Receive job card. Stabilize machine or vehicle. Run the engine until warm. Turn engine off. Drain oil into container. Re-install the drain plug. Remove filters (oil, fuel & air filter). Examine filter debris. Install new filters. Refill oil and check for leaks and level. Test drive. Service: Check the condition of working area for safety. Determine problem existing. State problem in writing. Visual inspection on machine/ vehicle (for further damage such as leaks boots bolts and cracks). Fix the problem and re-test. Analyse the failure. List all possible causes. Run test and record information. Eliminate and isolate. Provide mechanical expertise: Carry out services as per service category and complete standards. Doing visual and pre-checks inspection on plant before and after service/repairs is carried out as well as the compiling of inspection sheet. Making full report of the findings and completing of job cards after completing any repair or service. Perform per-inspection for additional defects before repairs: Dismantling. Lay-out. Check condition of worn out parts. Repair or replace where necessary and assemble. Clean the object/part and test it. Perform administrative and related functions: Provide inputs on the compilation of technical reports. Keep and maintain job records and other registers. Maintain and adhere to agreed development plan.
<u>ENQUIRIES</u>	:	Mr MF Mavhungu, Ms M Muthabi & Mr TI Tshipuke Tel No: (015) 963 3790
<u>POST 34/242</u>	:	<u>ARTISAN PRODUCTION GRADE A REF NO: S.4/3/1/105</u> Component: Drainage structures (Re-advert)
<u>SALARY</u>	:	R253 341 per annum, OSD
<u>CENTRE</u>	:	Vhembe district
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate in Steel & shuttering. Experience will be an added advantage. Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Generic Competencies: Decision making, teamwork, analytical skills, creativity, self-management, customer focus and responsiveness, communication, computer skills, planning and organizing, problem solving and analysis.
<u>DUTIES</u>	:	Design: Produce designs according to client specification and within limits of production capability. Production: Produce objects with material and equipment's according to job specification and recognised standards, Quality assurance of produced objects. Maintenance: Inspect equipment and/or facilities for technical faults, Repair equipment and facilities according to standards, Test repair equipment and/or facilities against specifications, Service equipment and/or facilities according to schedule, Quality assure serviced and maintained equipment and or facilities. Perform administrative and related functions: Compile and submit reports, Provide inputs on the compilation of technical reports, Keep and maintain job record and other registers, Maintain and adhere to agreed development plan, Supervise and mentor staff. Maintain expertise: Continuous individual development to keep up with new technologies and procedures.
<u>ENQUIRIES</u>	:	Ms Mothiba MM, Mr Seleka BN, Mr Maleka KJ, Mabolola DP Tel No: (015) 287 5613/5610/5611/5612
<u>POST 34/243</u>	:	<u>ADMINISTRATION CLERK REF NO: S.4/3/3/126</u> Component: Lease and Municipal services (Re-advert)
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Mopani district
<u>REQUIREMENTS</u>	:	A qualification at NQF level 04 as recognised by SAQA. Valid driver's license, with the exception of applicants with disabilities. Knowledge And Skills: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Computer. Planning and organising. Language. Good verbal and written communication.
<u>DUTIES</u>	:	Administer rental services: Update and issue monthly rental statements. Update the rental register. Capture and update rental payments system for cash payments. Update register and statistics. Provide safekeeping of rental documents by: File in the respective files. Folio numbers the files. Update the refund register. Update the arrear rental register. Write arrear notifications to

tenants. Prepare statement of accounts. Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data. Remove the property from the Asset Register. Handle routing enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component; Liaise with internal and external stakeholders in relation to procurement of goods and services. Order office stationery. Keep and maintain the assets register of the component. Provide personnel and financial administration support services. Maintain a leave register for the component. Facilitate traveling and accommodations. Check correctness of subsistence and travel claims of official.

ENQUIRIES : Mr P Malesa, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075

POST 34/244 : **ADMINISTRATION CLERK (X2 POSTS)**
Component: Finance: Logistics & Asset Management
(Re-advert)

SALARY : R237 453 per annum (Level 05)
CENTRE : Vhembe district: Thohoyandou and Collins Chabane Stores
Thohoyandou Ref No: S.4/3/9/191
Collins Chabane Ref No: S.4/3/9/193

REQUIREMENTS : A qualification at NQF level 04 as recognised by SAQA. Valid driver's license with the exception of applicants with disabilities. Knowledge And Skills: Knowledge of general administration duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of work procedures in terms of the working environment. Job knowledge. Communication. Interpersonal relations. Flexibility. Computer. Language and good verbal and written communication skills.

DUTIES : Render asset management clerical support: Bar code new assets. Compile and maintain records (e.g asset records/databases). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Conduct assets verification. Update the inventory list. Order stores: Place orders for goods. Receive and verify goods from suppliers. Capture goods in the system or item registers. Issue stores: Receive Logis requisition form. Check and verify the form with the requester. Issue goods to end users. Issue goods out of the system. Update and maintain register of suppliers. Render stock-taking services: Count the stock level in the stores. Verify the stock against the issuing reports. Balance the stock level.

ENQUIRIES : Mr MF Mavhungu, Ms M Muthabi & Mr TI Tshipuke Tel No: (015) 963 3790.

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS**

- APPLICATIONS** : Completed applications should be forwarded to the Director: Human Resource Management, Department of Cooperative Governance and Traditional Affairs, Private Bag X2145 Mmabatho, 2735 or hand delivered to Telkom Building, 3366 Bessemer Street, Industrial Site, Mafikeng (Behind the Crossing Shopping Complex), email: nwcogtarecruit@nwpg.gov.za
- FOR ATTENTION** : Ms Ethelia Masibi Tel No: (018) 388 3933 or Ms Katlego Sebaetse Tel No: (018) 388 3935
- CLOSING DATE** : 05 October 2026, Time (15H30)
- NOTE** : Directions on how to fill in the New Z83 Form NB: Candidate should note the following information on the new Z83 application form: All fields of the Z83 are compulsory, and the applicant's signature is mandatory. The Z83 must be completed in full and signed for an applicant to be considered. The form must be completed in manner that provides sufficient information about the candidate, and the post applies for by completing all relevant fields. The questions related to conditions that prevent re-appointment under part F must be answered, it requires an applicant to specify if any may prevent re-employment in the public service. Applicants currently employed by the public service do not need to complete the section intended for those seeking re-employment. The Z83 form must be completed in full and signed in order for an applicant to be considered. Part A, B, C and D applicants may leave questions blank, mark them as not relevant, and uses dashes or N/A if they do not apply to them or the position they are applying for. The initials on the second page, where the signature is situated, are not mandatory. NB: The Department reserves the right not to make appointments. Correspondence will be limited to short-listed candidates only. Directions to Applicants: Applications must be submitted on the prescribed form, new Z83 (properly completed), obtainable from any Public Service office. A comprehensive CV with competencies, experience, and with full names, addresses, and telephone numbers of at least three referees. Applicants are not required to submit copies of qualifications and other relevant documents on applications; however, shortlisted candidates must submit other relevant documents to HR on or before the day of the interview and must be certified. OSD posts will be remunerated in accordance with relevant directives. Please note: It is the responsibility of a person in possession of a foreign qualification to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) only when shortlisted. Applications should be forwarded in time to the Department, since applications received after the closing date indicated below will, as a rule, not be accepted. It will be expected of candidates to be available for interviews on a date and time and at a place as determined by the Department. Please note if you have not heard from us within three (03) months after the closing, please accept that your application was unsuccessful. NB: Senior Management Pre-entry Programme Certificate: No applicant shall be recommended for appointment without producing a Certificate of completion for the Nyukela Programme (SMS Pre-Entry Programme) offered by the National School of Government which can be accessed via this link: <https://www.thensg.gov.za>. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. Appointment of the successful candidate(s) will be strictly subject to the Personnel Suitability Checks results/outcome before appointment. Failure to comply with the above requirements will result in the disqualification of the application. The applicants should state the applicable reference number with the relevant post. Candidates requiring additional information regarding the advertised post must direct their conditions enquiries to the relevant person indicated on enquiries.

MANAGEMENT ECHELON

POST 34/245	:	<u>CHIEF DIRECTOR TRADITIONAL INSTITUTIONAL MANAGEMENT REF NO: 19/26-27</u> Chief Directorate Traditional Institutional Management Job Purpose: To oversee implementation of Traditional Institutional Management Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 554 696 per annum (Level 14), (all-inclusive remuneration package) Head Office Matric / Grade 12 / Diploma/Degree (NQF Level 7) in Public Administration / Public Management / Public Governance / Business Administration / Management / Development Studies / Political Science/Law / Social Sciences/ Anthropology as recognized by SAQA. Minimum of 5 years' relevant experience at Senior Managerial level. Nyukela SMS Pre-Entry Certificate submitted prior to appointment, A valid driver's license Competencies / Knowledge / Skills: In-depth Knowledge of: Customary Law Intergovernmental Prescripts, Customary Initiation Act, Customary Initiation processes Customary laws of succession and genealogy, Traditional and Khoi San Leadership Act, Northwest Traditional Governance Framework Act, Northwest House of Traditional Leaders Act, Traditional Court Act. Public Finance Management Act, Public Service Act, Public Service Regulations, Promotion of Administration Justice Act. Protection Access to Information Act, Customary Law and Practices. Strategic planning and organizing, Monitoring and Evaluations, Facilitation, Decision Making, Conflict Resolution, Leadership, People Management, Accountability, Communication, Policy interpretation, Report writing, Computer Literacy, Analytical thinking.
<u>DUTIES</u>	:	Administer provision of Traditional Institutional and resource administration services Administer implementation of anthropology. indigenous information and initiation school management services. Administer provision of Traditional leaders and secretariat support services. Coordinate Traditional council, governance, rural development and administration support services. Coordinate Traditional Institutional Financial Administration Services.
<u>ENQUIRIES</u>	:	MF Sepeng Tel No: (018) 388 3297

OFFICE OF THE PREMIER

<u>APPLICATIONS</u>	:	Applications must be submitted online, or hand delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho. All attachments for online applications including the Z83 and CV must be one document in PDF, indicating the correct job title and the reference number of the post on the subject line of your e-mail. Use the correct e-mail address associated with the post. Failure to do so, your application will be disqualified.
<u>CLOSING DATE</u>	:	05 October 2026 at 16H00 (walk-in and online), late application will not be considered
<u>NOTE</u>	:	All applications must indicate the correct reference number. The Office of the Premier is an equal employment opportunity and affirmative action employer, and it is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. In terms of the Employment Equity Plan for the Office, preference will be given to Persons with Disabilities, Youth, and Females for all these positions. Applications must be submitted on the approved Z83 form (81/971431) obtainable from any Public Service Department or on the DPSA website, www.dpsa.gov.za , which must be completed in such a manner that provide sufficient information about your candidature and the post applied for by completing all relevant fields. The declaration must be signed and initials in the second page are not mandatory. The Office reserves the right to introduce further objective criteria or post requirements for shortlisting should such a need arise. Should the applicant/s use incorrect application form for employment (Z83), or not compliant with the notes, the application applicant/s will not be considered for selection purposes(disqualified). The Z83 must be accompanied by detailed Curriculum Vitae clearly indicating positions held, period in the position and key responsibilities with three contactable referees. Subject of relevant qualification/s should be mentioned in the CV. Part A must be fully completed. Part B, C and D questions of the Z83 may be left blank, marked as not relevant, and use dashes or N/A if they do not apply to you or the position applied for. Part E, F and G do not need to be completed if the CV has been attached and provides the required information, However, the question related to conditions that prevent re-appointment under Part F is compulsory for applicants seeking re-employment into the Public Service.

Applicants are not required to submit copies of qualifications and other relevant documents on application. The communication from the HR Directorate regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to submit the requested documents will result in your application not being considered. Successful completion of the Nyukela Public Service (SMS Pre Entry Certificate) is required prior to finalisation of an appointment into any SMS post. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be practical exercise, and the other must be an Integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Incomplete Z83 and late applications will not be considered. Communication will be limited to shortlisted candidates only. Successful candidates for the advertised positions will be required to undergo personnel suitability checks, which include criminal records, citizenship, financial checks, qualifications, and previous employment (Reference checks). It is the responsibility of the applicant to make sure that the South African Qualifications Authority evaluates foreign qualifications, and the evaluation certificate will be required on or before the day of the interview following communication from HR. If you do not hear from the Office, three months from the date of the advertisement, consider your application unsuccessful. The Office reserves the right not to make an appointment following this advertisement for any reason. Candidates who previously applied for the re-advertised positions are encouraged to re-apply they are still interested. NB: Due to austerity measures, the Office is not in a position to meet any travel and subsistence costs relating to the recruitment process for the shortlisted candidates.

OTHER POSTS

<u>POST 34/246</u>	:	<u>DEPUTY DIRECTOR: ICT SUPPORT SERVICES REF NO: NWP/OOP/2026/34</u> Job Purpose: To provide ICT Helpdesk Support Services within the Office of the Premier and NWPG
<u>SALARY</u>	:	R932 292 per annum (Level 11), all-inclusive package
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	Three- year appropriate tertiary qualification in Information Technology at NQF level 6 and/or related qualifications (NQF level and credits). 6 years' experience in ICT services /management at medium to large IT environment of which 3 years should be at Assistant Director Level. ITIL Certificate. Valid Driver's license. COBIT certification/qualification will be an added advantage. Knowledge, Skills and Competencies: Knowledge and understanding of ICT frameworks, government policies and prescripts. Knowledge of analysing statistical data. Strong written and verbal communication skills, Problem solving, good customer relations, customer focused, interpersonal skills and emotional intelligence. People management skills, understanding of working with systems, desktop and network support field. Good judgement and decision making.
<u>DUTIES</u>	:	Management and monitoring of provincial ICT service desk services. Ensure incidents and problem routing, first line support and escalation are done within services targets. Develop and implement a Help Desk Service Strategy and standard operating procedures. Follow ITIL framework and best practices. Manage and monitor user account activities. Effective and efficient management, supervision and mentor of the helpdesk team, including interns. Track provincial performance statistics and produce daily, monthly and quarterly reports, coupled with an annual improvement plan. Assess need for any system configurations, based on request trends and make recommendations. Communicate ICT service announcements to the clients. Participate in SLA engagements. Implement audit recommendations. Collaborate with other Departments on helpdesk matters.
<u>ENQUIRIES</u>	:	Ms. L Mofela Tel No: (018) 388 4033
<u>APPLICATIONS</u>	:	E-Mail: ooprecruitment2@nwpg.gov.za
<u>POST 34/247</u>	:	<u>DEPUTY DIRECTOR: ICT USER SUPPORT REF NO: NWP/OOP/2026/35</u> Job Purpose: To manage and provide ICT users support services in NWPG.

<u>SALARY</u>	:	R932 292 per annum (Level 11), all-inclusive package
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	Three- year appropriate tertiary qualification in Information Technology at NQF level 6 and/or related qualifications (NQF level and credits). 5 years' experience in ICT at medium to large IT environment of which 3 years should be at Assistant Director Level. Valid Driver's license. ITIL Certification. Knowledge, Skills and Competencies: Knowledge and understanding of ICT frameworks, ITIL processes, government policies and prescripts. Knowledge of analysing statistical data. Strong written and verbal communication skills, Problem solving, good customer relations, customer focused, interpersonal skills and emotional intelligence. People management skills, understanding of working with systems, desktop and network support field. Good judgement and decision making.
<u>DUTIES</u>	:	Manage the computer support services. Provision of network support services. manage end user support services, Manage of mobile networking support service. Manage provision of peripheral device support, installation of software, configuration and network changes. Develop and maintain ICT end user support policies. Mentor and develop the team. Provide technical, direction, supervision and leadership to end user support team. Provide computer software and hardware maintenance and support. Ensure the availability of end-user support resources. The Management of Incident and Problem management services; Analyse incidents statistics and provision of solutions emanating from incidents and problems. Track performance statistics and produce reports of calls, ensure incidents are resolved with SLA, coupled with an improvement report. Participating in ICT projects.
<u>ENQUIRIES</u>	:	Ms. L Mofela Tel No: (018)388 4033
<u>APPLICATIONS</u>	:	E-Mail: ooprecruitment3@nwpg.gov.za
<u>POST 34/248</u>	:	<u>DEPUTY DIRECTOR: DR RSM DISTRICT REF NO: NWP/OOP/2026/36</u> Job Purpose: To manage the District Office, coordinate and monitor District wide service delivery improvement support programmes and Interventions
<u>SALARY</u>	:	R932 292 per annum (Level 11), all-inclusive package
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	Three-year qualification in Public Administration, Social Science or equivalent qualification at NQF level 6 (NQF level and credits). 6 years' experience in Service Delivery services of which 3 years should be at Assistant Director level. Knowledge, Skills and Competencies: Local Government Prescripts; PFMA; LRA and PSA. Planning and organizing; Management and leadership; People management; Financial management; Computer and Interpersonal skills.
<u>DUTIES</u>	:	Manage the coordination of Thuntsha- Lerole Service Delivery programmes. Manage the functionality assessment of DDM structures. Manage Frontline Monitoring & Support Interventions. Manage Occupational Health & Safety. Manage Risk. Manage resolutions of service delivery complaints.
<u>ENQUIRIES</u>	:	Dr. A. J Mothupi Tel No: (018) 388 5735
<u>APPLICATIONS</u>	:	E-Mail: ooprecruitment4@nwpg.gov.za
<u>POST 34/249</u>	:	<u>DEPUTY DIRECTOR: INTERNATIONAL RELATIONS REF NO: NWP/OOP/2026/37</u> (Re-advert) Job Purpose: To coordinate, manage and monitor International Relations across the NWPG
<u>SALARY</u>	:	R932 292 per annum (Level 11), all-inclusive package
<u>CENTRE</u>	:	Mmabatho
<u>EQUIREMENTS</u>	:	Three- years tertiary qualification in International Relations/ Political Sciences/Economics and/or related qualifications at NQF level 6 (NQF level and credits). 6 years' experience in International Relations of which 3 years should be at Assistant Director level. A valid driver's license. Knowledge, Skills and Competencies: Knowledge of government prescripts and procedures, financial administration, PSA, PSR, PFMA, International law and policy and UN regulations and policies. Communication, Organisational skills, Project management and Events management. Application of International Relations as well as understanding of the South African foreign policy. Negotiation skills and change knowledge management. Understanding multilateral institutions such as the UN, AU, SADC, SACU and NAM.

<u>DUTIES</u>	:	Facilitate international dialogue to strengthen relations on foreign investment. Coordinate the implementation of memorandums of understanding between the province and sister governments abroad. Consolidate and promote the African Agenda by forging and maintaining relations. Coordinating international projects and managing stakeholders. Coordinate international visits. Update the data base of international missions.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. B Mothobi Tel No: (018) 388 3086
	:	E-Mail: ooprecruitment5@nwpg.gov.za
<u>POST 34/250</u>	:	<u>ASSISTANT DIRECTOR: CORPORATE BRANDING AND MARKETING REF NO: NWP/OOP/2026/38</u> Purpose To promote and maintain the Provincial Government's corporate identity and image by providing branding, marketing, corporate communication, and public information support services in line with government communication policies and standards.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R487 197 per annum (Level 09)
	:	Mahikeng
	:	Three-year tertiary qualification in Communication, Public Relations, Marketing, Corporate Communication, Branding, Journalism at NQF level 6 and/ or equivalent qualification (NQF level and credits). 3-5 years' experience in Branding, Marketing or Communication of which 2 years must be at supervisory level. Knowledge, Skills & Competencies: Sound knowledge of Government Communication and Information systems (GCIS) policies and government communication environment. Knowledge of corporate branding, marketing, corporate identity management, event branding and stakeholder engagement. Knowledge of public sector communication policies, the Corporate Identity Manual, and Batho Pele principles. Knowledge of digital communication platforms and website content management. Excellent verbal and written communication skills. Project planning, coordination, and reporting skills. Research, analytical, problem-solving, and presentation skills. Computer literacy in Microsoft Office (Word, Excel, PowerPoint and Outlook). Knowledge of graphic design software and branding technologies will be an added advantage. Ability to work under pressure and meet tight deadlines. Good interpersonal, organisational, and supervisory skills.
<u>DUTIES</u>	:	Promote and maintain a common and consistent corporate identity and image for the Provincial Government. Coordinate the implementation and monitoring of the Corporate Identity Manual within the Office of the Premier and Provincial Departments. Coordinate branding and marketing support for provincial, national, and internal government events. Develop branding concepts, exhibition layouts, floor plans, and event branding solutions. Coordinate the production and installation of branding material for government programmes and campaigns. Facilitate corporate identity awareness and empowerment workshops for officials and stakeholders. Promote adherence to government branding standards and best practices. Conduct research and develop branding and marketing strategies to enhance the visibility of government programmes. Produce well-researched articles and communication content for government publications. Update and maintain branding content on the Provincial Government and Office of the Premier websites. Build and maintain strategic partnerships with internal and external stakeholders. Prepare reports, monitor branding projects, and evaluate the effectiveness of branding and marketing initiatives. Supervise staff and ensure effective utilisation of resources within the sub-directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. O.J Bogatsu/ Mr. I Mokaila, Tel No: (018) 388-4969/5828
	:	E-Mail: ooprecruitment6@nwpg.gov.za
<u>POST 34/251</u>	:	<u>ASSISTANT DIRECTOR: PROVINCIAL MONITORING AND EVALUATION SYSTEM REF NO: NWP/OOP/2026/39</u> Job Purpose: To provide support in developing and managing the implementation of integrated Provincial Performance Monitoring and Evaluation Information System.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R487 197 per annum (Level 09)
	:	Mmabatho
	:	Three-year tertiary qualification in Information Science/System/Technology at NQF level 6. (NQF level and credits). 3 years' experience in Monitoring and Evaluation; Data Analysis; Data Management; System Development and Management of which 2 years should be at supervisory level. Valid Driver's License. Knowledge, Skills and Competencies: Knowledge of System

		development and management; Statistical Data management; Knowledge of Quantitative and Qualitative Data Collection methods; DPME policies and protocols; Report writing, Public Service Regulations and Public Service Act and policies. Computer literacy skills in Excel, Word, PowerPoint, SPSS, STATA; Reporting skills; Good communication skills; Report writing skills; Planning and organizing; Facilitation skills; Coordination skills; Conflict resolution; Problem solving skills; Project management; Leadership and Presentation, Ability to interpret and apply policy; Policy formulation; Analytical and innovative thinking; Research skills. Experience in the functionality of the Provincial M&E Reporting System and DPME EQPRS will be an added advantage.
<u>DUTIES</u>	:	Assist in developing and managing the implementation of integrated Provincial Performance Monitoring and Evaluation Information Systems To support in coordinating the implementation of integrated Provincial Performance Monitoring and Evaluation Information System. To support in managing the provincial performance monitoring and evaluation systems protocols. To implement the operational plan in line with the strategic objectives of the directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. N.G Molema Tel No: (018) 388 5232
	:	E-Mail: ooprecruitment7@nwpg.gov.za
<u>POST 34/252</u>	:	<u>ASSISTANT DIRECTOR: RESEARCH AND EVALUATION REF NO: NWP/OOP/2026/40</u> Purpose: Facilitate and Coordinate Research and Evaluation in the NWPG
<u>SALARY CENTRE REQUIREMENTS</u>	:	R487 197 per annum (Level 10)
	:	Mahikeng
	:	Three- year appropriate tertiary qualifications in Economics, Social Sciences, Population, Monitoring & Evaluation, Development Studies, Statistics, Innovation or related field at NQF level 7 and equivalent qualification (NQF and credits) 3.-5 years' experience applicable to the relevant discipline of which 2 years should be at Supervisory level. Knowledge, Skills and Competencies: Research and Evaluation design techniques and methods, Qualitative and quantitative, Design thinking, data collection and data encoding, Questionnaire design and administration, Understanding of national, provincial and local government structures and relationship, policy analysis, Monitoring and evaluation. Computer literacy skills in Excel, Word, PowerPoint, reporting skills, Critical thinking and analytical skills, Data analysis; using statistical package for both Economic and Social Sciences, Geographical Information systems, Effective communication and writing skills, Negotiation, facilitation and presentation skills, Coordination facilitation skills, Conflict management and Evaluation techniques.
<u>DUTIES</u>	:	Facilitate the development and implementation of the Provincial Research and Evaluation Agenda. Facilitate and coordinate capacity building programmes for research and evaluation at Provincial and local spheres. Facilitate research and evaluation projects in support of the Provincial Priorities. Facilitating the establishment of the Provincial Research and Evaluation Technical Working Group. Administering Research and Evaluation Data Warehouse. Foster and sustain partnership with knowledge institutions. Assist in handling research contracts MOU and MOA processes. Assist with Lease, network and build relationships with internal and external research stakeholders. Assist in coordination of innovation in the province.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. JM Mosenogi Tel No: (018) 388 2845
	:	E-Mail: ooprecruitment8@nwpg.gov.za
<u>POST 34/253</u>	:	<u>ASSISTANT DIRECTOR: OLDER PERSONS AND PERSONS WITH DISABILITY COORDINATION AND MONITORING REF NO: NWP/OOP/2026/41</u> Purpose: To provide integrated services to veterans, older persons and persons with disability at all spheres of governance.
<u>SALARY CENTRE</u>	:	R487 197 per annum (Level 09)
	:	Mahikeng

<u>REQUIREMENTS</u>	:	Three-year tertiary in Social Work, Social Sciences, Public Administration or related field at NQF level 6 (NQF and credits) 3.-5 years' experience in social development environment or Special Programmes unit environment of which 2 years should be at Supervisory /coordination level. Valid driver's licence Knowledge, Skills and Competencies: The Constitution of the Republic of South Africa, 1996, Older Persons Act, 2006, Social Assistance Act, 2004, Military Veterans Act, 2011, National policy frameworks relating to ageing, elderly persons and military veterans, Government planning, monitoring and reporting processes. communication skills, leadership skills, coordination skills, problem-solving skills, decision making, report-writing, presentation, stakeholder-management, conflict-management, planning and organizational skills.
<u>DUTIES</u>	:	Coordinate and support provincial programmes for elderly persons and military veterans. Collate, consolidate and submit mainstreaming and programme performance reports. Coordinate relevant provincial forums, structures and stakeholder engagements. Facilitate awareness and capacity-building programmes on the rights and needs of elderly persons and Military veterans. Monitor the implementation of applicable legislation, policies and programmes. Establish and maintain partnerships with government departments, municipalities, civil society organizations and other stakeholders. Coordinate commemorative events, outreach initiatives and the Annual General Meeting for Older Persons. Provide administrative and technical support within the unit. Maintain accurate programme records and credible supporting evidence. Perform any other duties assigned by management.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. G Tshepe Tel No: (018) 388 1674 E-Mail: ooprecruitment9@nwpg.gov.za
<u>POST 34/254</u>	:	<u>ASSISTANT DIRECTOR: NGAKA MODIRI MOLEMA DISTRICT REF NO: NWP/OOP/2026/42</u> Purpose: To coordinate and monitor District wide service delivery improvement support programmes and Interventions
<u>SALARY CENTRE REQUIREMENTS</u>	:	R487 197 per annum (Level 09) Mahikeng Three-year tertiary qualification in Public administration and Social Science/ or relevant qualifications at NQF level 6(NQF level and credits). 3-5 years' experience in service delivery of which 2 years must be at supervisory level. A valid driver's license and willingness to travel. Knowledge, Skills and Competencies: Knowledge in Public Service Act and Regulations, PFMA, Intergovernmental Relations Framework Act, District Development Model Framework; understanding of Provincial Service Delivery programmes; planning and coordination of interventions. Management and leadership; People management; Financial management; Computer and Interpersonal skills.
<u>DUTIES</u>	:	Coordinate and monitor Thuntnsa Lerole and District Development Model (DDM) District Planning and Reporting in Ngaka Modiri Molema District. Monitoring of the Service delivery activities in the district. Monitoring of Service Delivery interventions in the district. Stakeholder Relation Management in the District.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. T Keoagile Tel No: (018) 388 3890 E-Mail: ooprecruitment10@nwpg.gov.za
<u>POST 34/255</u>	:	<u>SENIOR PERSONNEL PRACTITIONER: HUMAN RESOURCE ADMINISTRATION REF NO: NWP/OOP/2026/43</u> Purpose: To register and recruitment, selection and appointment and conditions of services and remuneration
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 001 per annum (Level 08) Mahikeng Three- year appropriate tertiary qualification in Human Resource Management or Public Administration at NQF level 6 and/or related qualifications (NQF Level and Credits). 2 years' experience in Human Resource Management and Public Administration of which 1 year should be at supervisory level. Knowledge of PERSAL System. Computer literary in MS Word, MS Excel and PowerPoint. Valid Drivers' license. Knowledge, Skills & Competencies: Knowledge of Public Service Act, Public Service Regulations and Prescripts and Government Employees Pension Law, Training on PERSAL system, Knowledge of basic principles of HR Management,

		Knowledge of Performance Management System. Ability to interpret and apply policies, acts, ability to comprehend Human Resource issues. Interpersonal relations, innovation and communication skills.
<u>DUTIES</u>	:	Implement Recruitment, Selection and Appointment: Receive and acknowledge applications, Profile applications, provide secretarial services and render advice during selection process, Administer transport claims of candidates, prepare short-listing and interviews reports and appointment letters, Process personnel suitability checks Process appointments and promotions on PERSAL System. Provision of conditions of service and Remuneration: Capture leave applications on PERSAL, Process recognition of long service, grade progressions, acting and role playing allowance. Administer service terminations, circulate assets and state liability forms, and conduct exit interviews. Compile pension withdrawal forms on GEFP on-line system, process funeral claim benefits and Capture nomination of beneficiaries. Process transfers, relocations and movements.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. K Okhaa Tel No: (018) 388-3741
	:	E-Mail: ooprecruitment11@nwpg.gov.za
<u>POST 34/256</u>	:	<u>SENIOR MAINFRAME OPERATOR REF NO: NWP/OOP/2026/44</u>
		Job Purpose: To provide and monitor mainframe infrastructure and mainframe contract administration
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 001 per annum (Level 08)
	:	Mmabatho
	:	Three-year appropriate tertiary qualification in ICT at NQF level 6 and/ or equivalent qualifications (NQF level and credits). 2 years' experience in storage backup environment, 2 years exposure in mainframe contract administration and 1 year should be at supervisory level. Knowledge, Skills and Competencies: Knowledge of information and communication technology, Infrastructure technologies environment, ICT infrastructure invoice and contract administration, report writing, Configurations Software requirements, Network operating systems, Memory management and integration, Knowledge of methods, tools, equipment and material used in server equipment testing, repair and maintenance. Familiar with IT contract management and SITA procurements. Good Communication skills, good telephone etiquette, Report writing skills, Computer skills. Problem solving skills, Project management, Leadership and presentation.
<u>DUTIES</u>	:	To render mainframe operations and storage environment. To assist mainframe managers with contract administration. Assist with preparing invoice payments submission. Administration of contract register, Produce monthly and quarterly invoice payment report. Assist mainframe managers with SITA procurements. Assist with the drafting and implementation of Mainframe policies and standard operating procedures to improve mainframe internal controls. Provide salary reports and salary reports distribution. Rendering reports on mainframe system availability. The provision of backup and restores.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. P Teise Tel No: (018) 388 3292
	:	E-Mail: ooprecruitment12@nwpg.gov.za
<u>POST 34/257</u>	:	<u>SENIOR INFORMATION OFFICER: PROVINCIAL MONITORING AND EVALUATION SYSTEM REF NO: NWP/OOP/2026/45</u>
		Purpose: To provide support in developing and managing the implementation of provincial performance Monitoring and Evaluation systems.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 001 per annum (Level 08)
	:	Mmabatho
	:	Three-year tertiary qualification in Information Science/ System/Technology, Public Administration at NQF level 6 (NQF level and credits). 3-5 years' experience in Information System of which 2 years should be at supervisory level. Knowledge, Skills and Competencies: Knowledge of System development and management; Statistical Data management. DPME policies and protocols. Report writing. Public service Regulations. Public Service Act and policies. Computer literacy skills in Excel, Word, PowerPoint, SPSS. Reporting skills; Good communication skills; Report writing skills; Planning and organizing; Facilitation skills; Coordination skills; Conflict resolution; Problem solving skills; Project management; Leadership and Presentation, Ability to interpret and apply policy; Policy formulation; Analytical and innovative thinking; Research skills.

<u>DUTIES</u>	:	Provide support in developing and managing the implementation of Provincial Monitoring and Evaluation (M&E) System. To produce data and trend analysis. To facilitate Capacity Building plan and provide training on the implementation of Monitoring & Evaluation System and Initiatives. To facilitate data collection for Provincial Statistical Information Warehouse.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. N.G Molema Tel No: (018) 388 5232 E-mail: ooprecruitment13@nwpg.gov.za
<u>POST 34/258</u>	:	<u>HARDWARE TECHNICIAN: DR RUTH SEGOMOTSI MOMPATI REF NO: NWP/OOP/2026/46</u> Job Purpose: To offer day to day ICT technical support to all users of NWPG
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 per annum (Level 07) Vryburg Three-year tertiary qualification in IT at NQF level 6 and/or equivalent qualifications. 2-4 years' experience in IT Support or applicable to the relevant discipline. Driver's license. Knowledge, Skills and Competencies: Knowledge of information and communication technology. Infrastructure technologies. Configurations Software requirements. Network operating systems. Memory management and integration. Knowledge of methods, tools, equipment and material used in computer equipment testing, repair and maintenance. Good troubleshooting capabilities, experience in supporting Microsoft. Knowledge of Active Directory and Windows/Linux Operating systems. Good Communication and interpersonal skills. Good telephone etiquette. Report writing skills. Computer skills. Problem solving skills. Project management presentation. Team player and self- motivated.
<u>DUTIES</u>	:	Support the desktop, laptop, printers and automation function. Support the provincial network infrastructure. Implementation of software, application, configuration and network changes (Release Management). Offer Support for Mobile Devices Connectivity. Offer Support for Peripheral Devices. End user support and account management. Participate in projects. Support audio and visual platform and hardware. Test, diagnose, repair, and maintain computing equipment. Ensure that all calls logged are resolved within the required time. Travel to provide user support.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. L Mofela Tel No: (018) 388 4033 E-Mail: ooprecruitment14@nwpg.gov.za
<u>POST 34/259</u>	:	<u>PERSONAL ASSISTANT: INTEGRITY MANAGEMENT REF NO: NWP/OOP/2026/47</u> Job Purpose: To render secretariat support service to the Chief Director.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 per annum (Level 07) Mmabatho Three-year tertiary qualification in management assistant/ secretarial studies at NQF level 6 or any other relevant and equivalent qualifications as recognized by SAQA. 2 years' experience applicable to the relevant discipline. Knowledge, Skills and Competencies: Knowledge of Prescripts / Policies. Good Communication (verbal and written), excellent customer relations, good telephone etiquette, computer literate, problem-solving, report writing and interpersonal skills. Must have the ability to negotiate deadlines, take initiative, work independently and under pressure. Basic financial administration.
<u>DUTIES</u>	:	Provide secretarial and receptionist support services in the Office of the Chief Director. Manage the Chief Director's schedule of appointments and meetings. Render general administrative support services. Provide support to the Chief Director regarding meetings. Manage the Chief Director's office budget. Manage the Chief Director's travel arrangements and handle all correspondence. Keep abreast of legislative prescripts/ policies & procedures applicable to the work terrain. Financial tasks: This can include managing the Office's expenses and keeping track of budgets.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. A Mahase Tel No: (018) 388 3415 E-Mail: ooprecruitment15@nwpg.gov.za
<u>POST 34/260</u>	:	<u>ADMINISTRATIVE OFFICER: PUBLIC PARTICIPATION REF NO: NWP/OOP/2026/48 (X2 POSTS)</u> Job Purpose: To administer and manage the Complaints and Complements programme
<u>SALARY</u>	:	R338 106 per annum (Level 07)

<u>CENTRE REQUIREMENTS</u>	:	Mmabatho
	:	Three-year tertiary qualification in management assistant at NQF level 6 and/ or equivalent qualifications. 2 years' experience in public service, customer care and public administration. Valid driver's license and willingness to travel. Knowledge, Skills and Competencies: Customer care and public administration, understanding of national, provincial and local government structures and relations, Sound knowledge of community structures Programme and project management. Computer literacy skills in Excel, Word, PowerPoint, reporting skills, Creative thinking and analytical skills, Effective verbal and writing communication skills, Negotiation and facilitation skills, Interpersonal and cooperative teamwork, Computer literacy, Data capturing and Time management.
<u>DUTIES</u>	:	Coordinate Public Meetings interventions and outreaches. Compile the Public Participation activity reports; collect and analyze performance reports of Operators to compile a weekly report, Identify, document, and alert the management team of trends in custom. Verify the accuracy and Integrity of captured information of the Public Participation database; Daily quality assurance of all cases captured and recommend accordingly on the system, Follow-up and closing of cases. Facilitate the implementation of Provincial complaint management procedures and processes according to the approved policy; Assess adherence to Standard Operating procedures by Operators and Frontline Staff on a daily and weekly basis.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. J Links Tel No: (018) 388 4675
	:	E-Mail: ooprecruitment16@nwpg.gov.za
<u>POST 34/261</u>	:	<u>ADMINISTRATIVE CLERK: PUBLIC PARTICIPATION REF NO: NWP/OOP/ 2026/49</u> Job Purpose: To provide clerical support services in the Public Participation component
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum (Level 05)
	:	Mmabatho
	:	Grade 12 and/or equivalent qualification as recognized by SAQA and be computer literate. Knowledge, Skills and Competencies: Knowledge of the legislation/policies/prescripts and procedures in the Public Service, Customer care and public administration, Understanding of national, provincial and local government structures and relations, Sound knowledge of community structure, Programme and project management. Customer care and public administration, Understanding of national, provincial and local government structures and relations, Sound knowledge of community structures, Programme and project management. Ability to work under pressure and meet deadlines, Ability to work with all spheres of government and other stakeholders. Minute taking and report writing included.
<u>DUTIES</u>	:	Provide administrative support for public participation programmes. Coordinate public meetings, outreach campaigns and stakeholder engagements. Compile attendance registers, agendas and minutes. Maintain stakeholders and community databases. Assist in the implementation of community participation projects. Prepare reports and correspondence related to public participation activities. Liaise with communities, ward committees, government departments and other stakeholders. Maintain records and filing systems for public participation activities.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. J Links Tel No: (018) 388 4675
	:	E-Mail: ooprecruitment17@nwpg.gov.za
<u>POST 34/262</u>	:	<u>SECRETARY: YOUTH ADVOCACY COORDINATION REF NO: NWP/OOP/ 2026/50</u> Job Purpose: To provide secretarial services to the Director of Youth Advocacy Coordination development
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum (Level 05)
	:	Mmabatho
	:	Grade 12 and/ or equivalent qualification as recognised by SAQA Knowledge, Skills and Competencies: Understanding of government procurement procedures, Secretariat and administrative work, organisational knowledge and understanding and Computer application knowledge. Administrative and organisational skills, Document /record management, Oral and written communication skills, Procurement of goods and services, typing, bookkeeping and filing skills and Time management.

DUTIES

: Provides Secretariat support services to the Director; Incoming mail received, recorded manually and filed within 1 day, Outgoing mail recorded, filed and dispatched within 1 day and manage the diary of the Director by updating Director's diary every day and send email as reminder to Director. Provide clerical support services to the Director; Manage meeting logistics by sending out meeting schedules, quarterly locate and book venues within 2 weeks, send out invitations before the meeting and take minutes of meetings and distribute minutes within 1 week of meeting for input. Provide support to the Director regarding meetings, arrange accommodation for the Director, Complete S&T claims for the Director, manage the reception area and procurement of goods and services in the Directorate. Draft the Director's weekly plan every Friday.

ENQUIRIES

: Ms. K.G Nkate Tel No: (018) 388 3025

APPLICATIONS

: E-Mail: ooprecruitment18@nwpg.gov.za

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
WESTERN CAPE EDUCATION DEPARTMENT (WCED)**

- APPLICATIONS** : Applications must be submitted by using the following URL <https://www.westerncape.gov.za/education> via Google Chrome or Mozilla Firefox. The applicants are advised to read the foreword available on the WCED website before applying for the post/s.
- CLOSING DATE** : 09 October 2026
- NOTE** Applications must be made via the department's on-line E-Recruitment system. The on-line system will automatically generate a Curriculum Vitae; applicants are therefore required to ensure that their profiles are fully completed. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by Western Cape Education Department (WCED). The Department reserves the right to conduct pre-employment security screening, and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

OTHER POSTS

- POST 34/263** : **DEPUTY DIRECTOR: ECD: ADMINISTRATION AND REPORTING SYSTEMS MANAGER REF NO: 332**
Directorate: Early Childhood Development
(3-Year Contract)
- SALARY** : R932 292 per annum, all-inclusive package to be structured in accordance with the rules for MMS
- CENTRE** : Cape Town
- REQUIREMENTS** : Applicants must be in possession of a SAQA-recognised three-year post-matric qualification (NQF Level 7) in Information Systems / ICT / Computer Science / Data or related field. 6-7 years' relevant experience in Systems administration and user support; User Acceptance Testing (UAT) and training facilitation. Data reporting and system usage monitoring. Knowledge of: Cloud-based system operations; Provincial EMIS environment and/or ECD system landscape. Strong analytical, data manipulation and reporting skills (Excel advanced level). Ability to coordinate multi-level stakeholders (national, provincial, district). Problem-solving ability, attention to detail, and customer service orientation. Ability to work independently and travel extensively. A valid driver's license is essential.
- DUTIES** : The successful candidate will be responsible for Provincial eCares System Use & Performance management. Lead provincial support for system usage, performance and adoption; Monitor user compliance with system functionality and data workflows; Advocate system utilisation for decision-making. User Support & Access Management; Manage 1st line helpdesk support for PED users; Manage user access, roles and permissions; Escalate issues promptly to national and service providers. User Training & Capacity Building- Conduct ongoing training on: New releases; Functional improvements; Reporting and dashboards. Support districts and circuits to drive usage. Testing & Implementation-Lead provincial testing of system releases and updates; Develop test plans, record UAT outcomes, submit feedback to developers; Validate system enhancements prior to deployment. Systems Maintenance Support- Work with DBE and vendors (e.g. Mezzanine/Vodacom) to ensure continuity; Identify and resolve technical issues affecting provincial users. Reporting & Master Data Management-Maintain alignment between eCares

and EMIS Master lists; Validate EMIS number allocation in eCares; Support provincial reporting needs and accuracy. Stakeholder Collaboration-Work closely with PED ECD and EMIS Directorates; National EMIS and ECD teams social partners such as Ilifa Labantwana and the Bana Pele Initiative. The candidate will report to the provincial EMIS head and work closely with the ECD Directorate.

ENQUIRIES : Ms R Leukes Tel No: (021) 833 8478

POST 34/264 : **DEPUTY DIRECTOR: ECD: OPERATIONS MANAGER REF NO: 335**
Directorate: Early Childhood Development
(3-Year Contract)

SALARY : R932 292 per annum, all-inclusive package to be structured in accordance with the rules for MMS

CENTRE : Cape Town
REQUIREMENTS : Applicants must have a SAQA-recognised three-year post-matric qualification (NQF Level 6 or higher) with Project Management as an added advantage. Minimum 5 years' experience in an operational delivery or implementation support role. Experience in ECD programme implementation, stakeholder coordination and provincial support. Proven experience in planning and coordinating multi-functional projects. Strong communication, facilitation and reporting skills. Ability to influence, negotiate and drive delivery across provincial/district stakeholders. Ability to travel extensively and work beyond normal working hours. Understanding ECD registration, infrastructure support and subsidy processes will be advantageous. A valid driver's license is essential.

DUTIES : The successful candidate will be responsible for coordinating the execution of national ECD registration, subsidy and overall ECD business process improvement plans at provincial and district levels. Adapting national plans for provincial implementation and securing approvals from PED leadership. Facilitating training on registration processes, subsidy workflows and eCares system updates. Coordinating stakeholder engagements and ensuring alignment across key departments and sector partners. Supporting ELP implementation and ensuring requirements are met to achieve minimum compliance for subsidy fulfilment. Monitoring district delivery, tracking performance and ensuring timely resolution of blockages. Facilitating reporting processes, including weekly updates, dashboard monitoring and provincial consolidation. Driving execution of new initiatives to improve registration, subsidy and other ECD Business process administration efficiency. Provide ongoing implementation support to district teams and programme interventions.

ENQUIRIES : Ms R Leukes Tel No: (021) 833 8478

POST 34/265 : **ASSISTANT DIRECTOR: ECD: DATA QUALITY ASSURANCE OFFICER REF NO: 327**
Directorate: Early Childhood Development
(3-Year Contract)

SALARY : R487 197 per annum

CENTRE : Cape Town

REQUIREMENTS : Applicants must have a SAQA-recognised three-year post-matric qualification (NQF6 or higher) in Data Management, Information Systems, Statistics, Social Sciences, M&E or related field. A postgraduate qualification in a relevant field will be an added advantage. 5 years' experience in data management, data quality assurance, monitoring or system support. Experience in the education sector data (e.g., EMIS) or ECD programmes is beneficial. Strong proficiency in: Microsoft Excel and data validation; Business Intelligence tools (e.g., Power BI, Tableau) advantageous; Basic database and reporting processes. Ability to support end-users and provide helpdesk-style guidance. Good communication (verbal & written) and stakeholder coordination skills. Problem-solving, attention to detail, and the ability to work independently. A valid driver's licence and willingness to travel provincially.

DUTIES : The successful candidate will be responsible for monitoring and improving accuracy, completeness and consistency of ECD data in the Early childhood Administration and Reporting System -eCares. Supporting district and provincial users with data entry, uploads, corrections and troubleshooting. Conducting data quality checks and implementing improvement measures. Maintaining records of discrepancies, resolutions and reporting artefacts.

Supporting preparation of routine provincial and district reports. Conducting and supporting user training and capacity-building. Promoting the utilisation of dashboards and reports for planning and service delivery. Supporting user access management and assisting with system usage queries. Collaborating with national, provincial and district stakeholders to drive improved data quality practices. Conduct or support training sessions (virtually and in-person) for provincial and district users on data quality requirements (working with provincial training team). Reinforce importance of accurate data entry and maintenance. Share tips and guidance for improving data quality. Design and implement data quality and completeness reviews. Advocate for use of eCares reports and dashboards to support ECD operations and planning. Advocate and train province and district users in using reports and dashboards to support their operations and planning for ECD, including data collection where appropriate (initialisation of eCares usage to support ECD business processes and ECD related Data usage and reporting practices). Ensuring that reports and new plans are prepared with enough lead time to get the necessary approvals. The candidate will report to the provincial EMIS head and work closely with the ECD Directorate.

<u>ENQUIRIES</u>	:	Ms R Leukes Tel No: (021) 833 8478
<u>POST 34/266</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: ECD: REF NO: 326</u> Directorate: Early Childhood Development (3-Year Contract)
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a relevant post-school qualification in Information Systems, Education, Data Analysis, Public Administration, or a related field. The successful candidate must demonstrate strong computer literacy, including proficiency in MS Office, online systems, and data entry platforms, as well as practical experience using information systems or databases. Candidates should have experience in system rollout support, training facilitation, or user support, preferably within the education or Early Childhood Development (ECD) sector. Intermediate data analysis and reporting skills are required, including the ability to identify data quality issues, trends, and gaps. Applicants must have strong problem-solving and analytical thinking skills, effective verbal and written communication skills, and the ability to explain technical concepts clearly to district officials and ECD service providers. Willingness to travel within the province and provide on-site support to users is essential.
<u>DUTIES</u>	:	The successful candidate will be responsible for supporting the effective rollout, adoption, and day-to-day use of the eCares system across districts and ECD service providers. Key responsibilities include Providing first-line user support to district officials and ECD centres on system usage, data capture, document uploads, enrolment updates, and troubleshooting. Delivering hands-on training and coaching to users to strengthen system adoption and improve data quality. Supporting data management, verification, and maintenance, ensuring accurate and timely submission of ECD information. Conducting basic data analysis and reporting to support operational decision-making and funding processes. Escalating unresolved technical or system issues to provincial or national support structures where required. Promoting a culture of data use, learning, and accountability within district ECD structures. Contributing to the continuous improvement of training and support approaches based on user feedback and operational needs.
<u>ENQUIRIES</u>	:	Ms R Leukes Tel No: (021) 833 8478
<u>POST 34/267</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: ECD: REF NO: 333</u> Directorate: Early Childhood Development (3-Year Contract)
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a relevant post-school qualification in Information Systems, Education, Data Analysis, Public Administration, or a related field. The successful candidate must demonstrate strong computer literacy, including proficiency in MS Office, online systems, and data entry platforms, as well as practical experience using information systems or databases. Candidates should have experience in system rollout support,

		training facilitation, or user support, preferably within the education or Early Childhood Development (ECD) sector. Intermediate data analysis and reporting skills are required, including the ability to identify data quality issues, trends, and gaps. Applicants must have strong problem-solving and analytical thinking skills, effective verbal and written communication skills, and the ability to explain technical concepts clearly to district officials and ECD service providers. Willingness to travel within the province and provide on-site support to users is essential.
<u>DUTIES</u>	:	The successful candidate will be responsible for supporting the effective rollout, adoption, and day-to-day use of the eCares system across districts and ECD service providers. Key responsibilities include Providing first-line user support to district officials and ECD centres on system usage, data capture, document uploads, enrolment updates, and troubleshooting. Delivering hands-on training and coaching to users to strengthen system adoption and improve data quality. Supporting data management, verification, and maintenance, ensuring accurate and timely submission of ECD information. Conducting basic data analysis and reporting to support operational decision-making and funding processes. Escalating unresolved technical or system issues to provincial or national support structures where required. Promoting a culture of data use, learning, and accountability within district ECD structures. Contributing to the continuous improvement of training and support approaches based on user feedback and operational needs.
<u>ENQUIRIES</u>	:	Ms R Leukes Tel No: (021) 833 8478
<u>POST 34/268</u>	:	<u>SOCIAL WORKER: SOCIAL SERVICES PROFESSIONAL: ECD: REF NO: 328</u> Directorate: Early Childhood Development (3-Year Contract)
<u>SALARY</u>	:	R338 208 per annum, (OSD as prescribed). Salary depends on years of experience after registration with the professor.
<u>CENTRE REQUIREMENTS</u>	:	Cape Town Applicants must be in possession of an appropriate Certificate or bachelor's degree in social Auxiliary Work/ Social Work. Registration with the South African Council for Social Service Profession as a Social Worker/ Social Auxiliary Worker. A minimum of 2 years' experience in Social Work/ Social Auxiliary Work. Knowledge of early child development, the policies and legislation regulating ECD, age-appropriate stimulation and play-based learning, ECD registration requirement and the ECD subsidy process. Strong administrative and compliance skills are required, particularly in record keeping and documentation, and the application of ECD registration requirements. The ability to monitor attendance, incidents and progress in ECD programmes. The ability to mobilise community resources and to collaborate with NGOs, clinics, schools and other government departments. Knowledge of data confidentiality and the ethical handling of information.
<u>DUTIES</u>	:	The successful candidate will be responsible for providing administrative and compliance support across the Registration, Infrastructure Support, and ECD Subsidy business processes. Processing, organising, and tracking centre-level documentation required for registration and funding. Uploading and managing digital records of ECD programmes on DBE-approved platforms. Monitoring application progress and flagging incomplete or incorrect submission of application documentation. Preparing district reports and data updates, including evidence for site visit readiness. Liaising with district officials, ECD centres, and field staff to coordinate follow-ups and site visits. Mapping and updating ECD centre information at the district level. Accompanying provincial and/or district officials on ECD site visits, supporting document collection, practitioner engagement, and registration/subsidy query resolution.
<u>ENQUIRIES</u>	:	Ms R Leukes Tel No: (021) 833 8478
<u>POST 34/269</u>	:	<u>SOCIAL WORKER: SOCIAL SERVICES PROFESSIONAL: ECD: REF NO: 329</u> Directorate: Early Childhood Development (3-Year Contract)

<u>SALARY</u>	:	R338 208 per annum, (OSD as prescribed). Salary depends on years of experience after registration with the professor.
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Applicants must be in possession of an appropriate Certificate or bachelor's degree in social Auxiliary Work/ Social Work. Registration with the South African Council for Social Service Profession as a Social Worker/ Social Auxiliary Worker. A minimum of 2 years' experience in Social Work/ Social Auxiliary Work. Knowledge of early child development, the policies and legislation regulating ECD, age-appropriate stimulation and play-based learning, ECD registration requirement and the ECD subsidy process. Strong administrative and compliance skills are required, particularly in record keeping and documentation, and the application of ECD registration requirements. The ability to monitor attendance, incidents and progress in ECD programmes. The ability to mobilise community resources and to collaborate with NGOs, clinics, schools and other government departments. Knowledge of data confidentiality and the ethical handling of information.
<u>DUTIES</u>	:	The successful candidate will be responsible for providing administrative and compliance support across the Registration, Infrastructure Support, and ECD Subsidy business processes. Processing, organising, and tracking centre-level documentation required for registration and funding. Uploading and managing digital records of ECD programmes on DBE-approved platforms. Monitoring application progress and flagging incomplete or incorrect submission of application documentation. Preparing district reports and data updates, including evidence for site visit readiness. Liaising with district officials, ECD centres, and field staff to coordinate follow-ups and site visits. Mapping and updating ECD centre information at the district level. Accompanying provincial and/or district officials on ECD site visits, supporting document collection, practitioner engagement, and registration/subsidy query resolution.
<u>ENQUIRIES</u>	:	Ms R Leukes Tel No: (021) 833 8478
<u>POST 34/270</u>	:	<u>SOCIAL WORKER: SOCIAL SERVICES PROFESSIONAL: ECD: REF NO: 330</u> Directorate: Early Childhood Development (3-Year Contract)
<u>SALARY</u>	:	R338 208 per annum, (OSD as prescribed). Salary depends on years of experience after registration with the professor.
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Applicants must be in possession of an appropriate Certificate or bachelor's degree in social Auxiliary Work/ Social Work. Registration with the South African Council for Social Service Profession as a Social Worker/ Social Auxiliary Worker. A minimum of 2 years' experience in Social Work/ Social Auxiliary Work. Knowledge of early child development, the policies and legislation regulating ECD, age-appropriate stimulation and play-based learning, ECD registration requirement and the ECD subsidy process. Strong administrative and compliance skills are required, particularly in record keeping and documentation, and the application of ECD registration requirements. The ability to monitor attendance, incidents and progress in ECD programmes. The ability to mobilise community resources and to collaborate with NGOs, clinics, schools and other government departments. Knowledge of data confidentiality and the ethical handling of information.
<u>DUTIES</u>	:	The successful candidate will be responsible for providing administrative and compliance support across the Registration, Infrastructure Support, and ECD Subsidy business processes. Processing, organising, and tracking centre-level documentation required for registration and funding. Uploading and managing digital records of ECD programmes on DBE-approved platforms. Monitoring application progress and flagging incomplete or incorrect submission of application documentation. Preparing district reports and data updates, including evidence for site visit readiness. Liaising with district officials, ECD centres, and field staff to coordinate follow-ups and site visits. Mapping and updating ECD centre information at the district level. Accompanying provincial and/or district officials on ECD site visits, supporting document collection, practitioner engagement, and registration/subsidy query resolution.
<u>ENQUIRIES</u>	:	Ms R Leukes Tel No: (021) 833 8478
<u>POST 34/271</u>	:	<u>SOCIAL WORKER: SOCIAL SERVICES PROFESSIONAL: ECD: REF NO: 331</u>

Directorate: Early Childhood Development
(3-Year Contract)

<u>SALARY</u>	:	R338 208 per annum, (OSD as prescribed). Salary depends on years of experience after registration with the professor.
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Applicants must be in possession of an appropriate Certificate or bachelor's degree in social Auxiliary Work/ Social Work. Registration with the South African Council for Social Service Profession as a Social Worker/ Social Auxiliary Worker. A minimum of 2 years' experience in Social Work/ Social Auxiliary Work. Knowledge of early child development, the policies and legislation regulating ECD, age-appropriate stimulation and play-based learning, ECD registration requirement and the ECD subsidy process. Strong administrative and compliance skills are required, particularly in record keeping and documentation, and the application of ECD registration requirements. The ability to monitor attendance, incidents and progress in ECD programmes. The ability to mobilise community resources and to collaborate with NGOs, clinics, schools and other government departments. Knowledge of data confidentiality and the ethical handling of information.
<u>DUTIES</u>	:	The successful candidate will be responsible for providing administrative and compliance support across the Registration, Infrastructure Support, and ECD Subsidy business processes. Processing, organising, and tracking centre-level documentation required for registration and funding. Uploading and managing digital records of ECD programmes on DBE-approved platforms. Monitoring application progress and flagging incomplete or incorrect submission of application documentation. Preparing district reports and data updates, including evidence for site visit readiness. Liaising with district officials, ECD centres, and field staff to coordinate follow-ups and site visits. Mapping and updating ECD centre information at the district level. Accompanying provincial and/or district officials on ECD site visits, supporting document collection, practitioner engagement, and registration/subsidy query resolution.
<u>ENQUIRIES</u>	:	Ms R Leukes Tel No: (021) 833 8478
<u>POST 34/272</u>	:	<u>SOCIAL WORKER: SOCIAL SERVICES PROFESSIONAL: ECD: REF NO: 334</u> Directorate: Early Childhood Development (3-Year Contract)
<u>SALARY</u>	:	R338 208 per annum, (OSD as prescribed). Salary depends on years of experience after registration with the professor.
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Applicants must be in possession of an appropriate Certificate or bachelor's degree in social Auxiliary Work/ Social Work. Registration with the South African Council for Social Service Profession as a Social Worker/ Social Auxiliary Worker. A minimum of 2 years' experience in Social Work/ Social Auxiliary Work. Knowledge of early child development, the policies and legislation regulating ECD, age-appropriate stimulation and play-based learning, ECD registration requirement and the ECD subsidy process. Strong administrative and compliance skills are required, particularly in record keeping and documentation, and the application of ECD registration requirements. The ability to monitor attendance, incidents and progress in ECD programmes. The ability to mobilise community resources and to collaborate with NGOs, clinics, schools and other government departments. Knowledge of data confidentiality and the ethical handling of information.
<u>DUTIES</u>	:	The successful candidate will be responsible for providing administrative and compliance support across the Registration, Infrastructure Support, and ECD Subsidy business processes. Processing, organising, and tracking centre-level documentation required for registration and funding. Uploading and managing digital records of ECD programmes on DBE-approved platforms. Monitoring application progress and flagging incomplete or incorrect submission of application documentation. Preparing district reports and data updates, including evidence for site visit readiness. Liaising with district officials, ECD centres, and field staff to coordinate follow-ups and site visits. Mapping and updating ECD centre information at the district level. Accompanying provincial and/or district officials on ECD site visits, supporting document collection, practitioner engagement, and registration/subsidy query resolution.
<u>ENQUIRIES</u>	:	Ms R Leukes Tel No: (021) 833 8478

POST 34/273	:	<u>SOCIAL WORKER: SOCIAL SERVICES PROFESSIONAL: ECD: REF NO: 336</u> Directorate: Early Childhood Development (3-Year Contract)
<u>SALARY</u>	:	R338 208 per annum, (OSD as prescribed). Salary depends on years of experience after registration with the professor.
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Applicants must be in possession of an appropriate Certificate or bachelor's degree in social Auxiliary Work/ Social Work. Registration with the South African Council for Social Service Profession as a Social Worker/ Social Auxiliary Worker. A minimum of 2 years' experience in Social Work/ Social Auxiliary Work. Knowledge of early child development, the policies and legislation regulating ECD, age-appropriate stimulation and play-based learning, ECD registration requirement and the ECD subsidy process. Strong administrative and compliance skills are required, particularly in record keeping and documentation, and the application of ECD registration requirements. The ability to monitor attendance, incidents and progress in ECD programmes. The ability to mobilise community resources and to collaborate with NGOs, clinics, schools and other government departments. Knowledge of data confidentiality and the ethical handling of information.
<u>DUTIES</u>	:	The successful candidate will be responsible for providing administrative and compliance support across the Registration, Infrastructure Support, and ECD Subsidy business processes. Processing, organising, and tracking centre-level documentation required for registration and funding. Uploading and managing digital records of ECD programmes on DBE-approved platforms. Monitoring application progress and flagging incomplete or incorrect submission of application documentation. Preparing district reports and data updates, including evidence for site visit readiness. Liaising with district officials, ECD centres, and field staff to coordinate follow-ups and site visits. Mapping and updating ECD centre information at the district level. Accompanying provincial and/or district officials on ECD site visits, supporting document collection, practitioner engagement, and registration/subsidy query resolution.
<u>ENQUIRIES</u>	:	Ms R Leukes Tel No: (021) 833 8478

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.

<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE</u>	:	05 October 2026, 17:00PM
<u>NOTE</u>	:	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. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. ERRATUM: Kindly note that the advert for the Post 33/226: Professional Nurse Grade 1 To 3 (General) (Primary Health Care), Salary: Grade 1: R337 359 per annum, Grade 2: R411 978 per annum, Grade 3: R495 423 per annum Centre: Overstrand PHC Support and Outreach advertised in the Public Service Vacancy 33 dated 11 September 2026, with reference number Post 33/226: Post has been cancelled.

OTHER POSTS

<u>POST 34/274</u>	:	<u>PRIMARY HEALTH CARE MANAGER</u> Cape Winelands District
<u>SALARY</u>	:	R1 101 468 per annum, (A portion of the package can be structured according to the individual's personal needs.)

<u>CENTRE REQUIREMENTS</u>	: Drakenstein PHC, Drakenstein Sub-district : Minimum educational qualification: A health-related qualification at NQF level 7 that allows registration with the Health Professions Council of South Africa (HPCSA) or South African Nursing Council (SANC) or South African Pharmacy Council (SAPC). Experience: Appropriate management experience in an appropriate healthcare environment. Inherent requirements of the job: Valid Driver's licence. Competencies (knowledge/skills): Sound knowledge of the district health system. A firm grasp of the principles and practice of primary healthcare in the South African context. Computer literacy. Ability to communicate (verbal and written).
<u>DUTIES</u>	: Provide strategic leadership, governance, operational management, quality assurance and oversight of Primary Health Care services within the Sub-District, including clinic-based and community-based services, oral health services, the implementation of the Community-Oriented Primary Care approach, burden of disease management, internal policy and procedure development, monitoring and evaluation systems, and complaints management. Oversee the effective management of critical support services on the Primary Health Care platform, including pharmacy services, information management and data systems, infrastructure, equipment, cleaning services and security services. Ensure sound financial planning, budget management and expenditure control, including demand management, stock control, asset management and compliance with audit requirements. Manage workforce planning and human resource processes, including labour relations, disciplinary matters, performance management and the development of staff within the Sub-District Primary Health Care platform. Establish and maintain effective liaison, collaboration and network with relevant stakeholders within the ecosystem, including hospitals, non-governmental organizations, private service providers, municipalities and community structures, and promote the effective functioning of clinic committees.
<u>ENQUIRIES NOTE</u>	: Ms. H Liebenberg Tel No: (023) 348-8101 : No payment of any kind is required when applying for this post. Short-listed candidates will be subjected to a practical test and competency assessment. It should be noted that advertised posts are linked to the Institution/ Facility that forms part of the Ecosystem Service platform. Upon appointment, incumbents will be expected to render clinical services across institutions in the Ecosystem, as needed to sustain health service delivery."
<u>POST 34/275</u>	: <u>MEDICAL OFFICER GRADE 1 TO GRADE 3 (OBSTETRICS AND GYNAECOLOGY)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	: Grade 1: R1 041 402 per annum Grade 2: R1 188 255 per annum Grade 3: R1 375 245 per annum (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE REQUIREMENTS</u>	: Mitchells Plain District Hospital : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the

		job: A valid (Code B/EB) driver's licence. Commuted overtime contract is compulsory, as well as the ability to work after-hours. Competencies (knowledge/skills): Appropriate experience and skills in obstetrics and gynaecology care. Ability to work in a team and with all levels of staff. Must be able to do a Caesarean section safely and without supervision. Must be able to perform assisted deliveries (vacuums) safely and without supervision. Computer literacy in MS Office mandatory.
<u>DUTIES</u>	:	Clinical management of all non-acute and emergency O&G presentation to the emergency centres (labour ward and gynae EC). Operating independently (theatre cases include complicated caesarean sections, laparotomies for ectopic pregnancies, evacuation of uterus, postpartum sterilizations). Managing critically ill patients including resuscitation. Management of early pregnancy complications which needs a basic O&G ultrasound competency. Supervision and teaching of students, interns and midwives. Provide an efficient administration service regarding all clinical and non-clinical matters and medico-legal work. Provide guidance and leadership towards the realization of strategic goals and objectives of the department. Ensure a cost -efficient service at clinical level with regards to laboratory services, blood, medicine, consumables and equipment.
<u>ENQUIRIES</u>	:	Dr T Hinkel Tel No: (021) 377-4757
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<u>POST 34/276</u>	:	<u>PHARMACIST GRADE 1 TO 3 (PRODUCTION)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R882 816 per annum Grade 2: R954 339 per annum Grade 3: R1 041 402 per annum
<u>CENTRE</u>	:	New Somerset Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Registration with the SAPC as a Pharmacist. Experience: Grade 1: None after registration as Pharmacist with the SAPC in respect of SA qualified employees. 1-year relevant experience after registration as Pharmacist with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience after registration as a Pharmacist with the SAPC in respect of SA qualified employees. 6 years' relevant experience after registration as Pharmacist with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 13 years' relevant experience after registration as Pharmacist with the SAPC in respect of SA qualified employees. 14 years' relevant experience after registration as Pharmacist with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Willingness to perform on-call duties and work overtime should the neionalonaale arise, after hours including weekends and public holidays. Valid Driver's license. Competencies (knowledge/skills): Knowledge of National and Provincial Health Policies and Pharmaceutical Acts and Laws. Ability to work accurately under pressure and maintain a high standard of professionalism. Ability and willingness to train staff. Good communication and interpersonal skills. Computer literacy. Familiar with Hospital level healthcare Environment, Antimicrobial Stewardship and Rational Medicine Use.
<u>DUTIES</u>	:	Perform relief duties to provide quality pharmaceutical care to patients by monitoring work procedures, ensuring compliance to provincial code list and ensuring clinical service delivery. Assist with ensuring quality of care of pharmacy services by doing ward audits in areas where medicine is kept.

		Assist with medicine management by ensuring safe and reliable procurement, storage, control and distribution of quality pharmaceuticals. Assist with managing pharmaceutical expenditure which includes monitoring, evaluation and analysis of expenditure trends and implement strategies to control expenditure within financial prescripts. Assist with collating and interpreting pharmaceutical data and ensure representation of pharmacy services at all relevant meetings. Conduct outreach visits to facilities within the sub-structure and provide pharmaceutical services, advice and support, including inspections, monitoring and assessment of pharmaceutical services and medicine management practices, requiring travel to supported facilities. Support with monitoring of Human Resources and supervising of Pharmacists Assistants to ensure optimum productivity and people development.
ENQUIRIES	:	W Rosant Tel No: (021) 402-6360
NOTE	:	No payment of any kind is required when applying for this post.
POST 34/277	:	<u>ASSISTANT MANAGER NURSING (PRIMARY HEALTH CARE)</u> Overberg District
SALARY	:	R785 568 per annum
CENTRE	:	Overstrand Sub-district Office, Hermanus
REQUIREMENTS	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) 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 diploma in Clinical Nursing Science: Health Assessment, Treatment and Care, accredited with the SANC (R48). OR A4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A postgraduate diploma (R635) accredited with the SANC in Primary Health Care Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 10 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification, Diploma in Clinical Nursing Science, Health Assessment, Treatment and Care. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Valid driver's licence and willingness to travel. Competencies (knowledge/skills): The ability to function independently as well as in a multi-disciplinary team (including the NPO sector). Experience with statistical data and financial management. Good interpersonal, people management skills. Good communication skills. Computer literacy (Ms Word, PowerPoint and Excel). Knowledge of Public Sector legislation.
DUTIES	:	General and operational management of the Sub-District PHC services as well as all related services linked to the PHC facilities and implementation of the prescribed package of services. Responsible for strategic and operational planning, the implementation of operational plans as well as monitoring and evaluation. Responsible for internal and external governance including collaboration with other sectors and stakeholders. Ensure sound Financial, Supply Chain Management and People Management practices. Ensure an effective Quality Assurance and Quality Management process. Manage Health Strategy and Support through good governance in Information management, Pharmaceutical & Laboratory Services.
ENQUIRIES	:	Ms CT Marais Tel No: (028) 316-1166
NOTE	:	No payment of any kind is required when applying for this post. Candidates may be required to undergo a competency assessment. It should be noted that advertised posts are linked to the Institution/ Facility that forms part of the Ecosystem Service platform. Upon appointment, incumbents will be expected to render clinical services across institutions in the Ecosystem, as needed to sustain health service delivery.
POST 34/278	:	<u>ASSISTANT MANAGER NURSING: GENERAL (NIGHT DUTY)</u> Chief Directorate: Metro Health Services
SALARY	:	R720 819 per annum
CENTRE	:	Helderberg Hospital
REQUIREMENTS	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows

registration with the South African Nursing Council (SANC) as a Professional Nurse. A 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Current registration with the SANC as a Professional Nurse. Experience: A minimum of 8 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Valid (Code B/EB) drivers licence. Willingness to work shifts, public holidays, after-hours, standby and weekend cover for nursing and travel to attend official meetings and/or trainings. Deputising for the Deputy Manager Nursing: Head of Nursing and willingness to act for another member of the Nurse Management team. Competencies (knowledge/skills): Knowledgeable about relevant legislation pertaining to labour relations, nursing legislation, related legal and ethical nursing practices, relevant public sector policies and protocols. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices. Demonstrates a clear understanding of Infection Prevention Control, Occupational Health and Safety and Risk Management – including Ideal Hospital Framework and the Office of Health Standard Compliance. Managerial and leadership skills and values: integrity, innovative visionary, catalyst for change, self-awareness and confidence, delegation, accountability, problem solving & decision making, conflict resolution, interpersonal and communication skills. Very knowledgeable and demonstrates a good understanding of People Management (Human Resource Management). Demonstrates a good understanding of financial policies and practices. Computer Literacy in MS Word, Excel, PowerPoint and Outlook.

DUTIES : Overall coordination, implementation and monitoring of the strategic nursing practice objectives on night in the hospital. Effective management and coordination of quality nursing care within set standards within legal and professional frameworks. Manage and facilitate both human resources and financial aspects related to the hospital. Management of information through the collection and analysis of data, report writing and development and implementation of relevant interventions. Policy development and implementation. Ensure that clinical nursing practice are rendered by the nursing team and promote quality of nursing care as directed by scope of practice and standards.

ENQUIRIES : Mr M Photo Tel No: (021) 850-4774
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates could be subjected to a competency test on the day of the interview.

POST 34/279 : **OPERATIONAL MANAGER NURSING (SPECIALTY: THEATRE AND**
CSSD) West Coast District

SALARY : R720 819 per annum
CENTRE : Vredenburg Hospital, Saldanha Bay Sub-district
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) 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 Perioperative Nursing. OR A 4-year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited in with the SANC as Nurse Specialist in Perioperative Nursing. Registration with a professional council: Current registration with SANC as a 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 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification or post-graduate diploma in the relevant specialty. Inherent requirements of the job: Valid driver's licence (Code B/EB) and willingness to travel. Willingness to work standby, Weekend and during public holidays. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint, Outlook, Internet). Good communication (written

		and verbal) skills with the ability to manage conflict and knowledge of legislation related to the Health Care Service and policies of the Department of Health. Good organisational, interpersonal-, creative problem solving- and research skills, as well as the ability to manage your own work (and that of the units which report to the post).
<u>DUTIES</u>	:	Manage, plan, co-ordinate and maintain an optimal, specialised nursing service in an Operating theatre setting. Effective management and utilisation of human and financial resources to ensure optimal operational functions. Initiate and participate in training and research. Maintain professional growth/ethical standards and self-development. Provision of effective support to Head of Nursing Service.
<u>ENQUIRIES</u>	:	Ms S Van Wyk Tel No: (022) 709-5099
<u>POST 34/280</u>	:	<u>OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE) (X3 POSTS)</u> West Coast District
<u>SALARY</u>	:	R720 819 per annum
<u>CENTRE</u>	:	Diazville CDC, Hanna Coetzee CDC and Langebaan Clinic
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) 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 Diploma in Clinical Nursing Science: Health, Treatment and Care, accredited with the SANC (R48). OR A 4-year bachelor's degree in nursing (R174) or equivalent qualification (R683 plus R1497 R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Primary Care Nursing. Registration with a professional council: Registration with the SANC as a 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 5 years of the period referred to above must be appropriate / recognisable experience after obtaining the 1-year post-basic qualification or post-graduate diploma in the relevant specialty. Inherent requirements of the job: Valid driver's license (Code B/EB). Willingness to work overtime when necessary. Competencies (knowledge/skills): Good interpersonal, leadership, communication skills and a strong sense of responsibility. Demonstrate and in-depth knowledge of nursing and public service legislation, regulations and departmental policies. Knowledge of Human resource and financial guidelines, policies and protocols. Knowledge and application of Ideal Clinic and National Core Standards. Knowledge of Community Orientated Primary Care.
<u>DUTIES</u>	:	The effective management and execution of relevant Curative Programmes within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. The effective management and execution of relevant woman and Child Health and TB/HIV/AIDS/STI within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. Effective management of support services which includes Information management w.r.t data collection, verification, report writing and submission of data, Human resources, i.e. 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 all relevant stakeholders. Provide holistic management and leadership in the PHC facilities, mobiles, satellites and security.
<u>ENQUIRIES</u>	:	Ms AR Louw Tel No: (022) 709-5067
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test. It should be noted that advertised posts are linked to the Institution/ Facility that forms part of the Ecosystem Service platform. Upon appointment, incumbents will be expected to render clinical services across institutions in the Ecosystem, as needed to sustain health service delivery."
<u>POST 34/281</u>	:	<u>OPERATIONAL MANAGER NURSING (SPECIALTY: OPERATING THEATRE)</u>
<u>SALARY</u>	:	R720 819 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory

<u>REQUIREMENTS</u>	:	Minimum educational Qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) 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 SANC, in terms of R212 in Medical and Surgical Nursing Science: Operating Theatre OR A 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R171 plus R1497) plus that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A postgraduate diploma (R635) accredited with the SANC in Peri Operative Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 of the period referred to above must be appropriate / recognisable experience in the specific speciality after obtaining the one year post basic qualification as mentioned above. Inherent Requirements of the job: Perform after-hour, weekend, and Public Holiday duties for the department.
<u>DUTIES</u>	:	Provide innovative leadership in the allocated area to realise the strategic goals and objectives of the Nursing Division. Responsible for the co-ordination and delivery of quality nursing care within the relevant department. Participate in formulation, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the relevant Department. Provide effective support and management of human, material and financial resources, as well as Functional Business FBU management principles. Manage staff performance, training and personal development of self and subordinates including management of underperformance and grievances. Collect, provide and use relevant information for the enhancement of service delivery, including participation in and encouragement of nursing research. Deputizing for Assistant Manager: Nursing. Night duty allocation as required by department.
<u>ENQUIRIES</u>	:	Ms J. Watson Tel No: (021) 404-5161
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to competency assessment.
<u>POST 34/282</u>	:	<u>OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)</u> Overberg District
<u>SALARY</u>	:	R720 819 per annum
<u>CENTRE</u>	:	Grabouw CHC, Theewaterskloof Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) 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 Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care, accredited with the SANC (R48) OR A 4-year bachelor's degree in nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Primary Health Care Nursing. Registration with a professional council: Current registration with the SANC as a Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the one-year post basic qualification or post-graduate diploma in the relevant speciality. Inherent requirements of the job: Valid (Code B/EB/C1) driver's license. Willingness to work overtime when needed. Competencies (knowledge/skills): Demonstrate an in-depth knowledge of nursing and public service legislation. Knowledge of Human Resource and Financial policies. Computer literacy (Ms Word and Excel).
<u>DUTIES</u>	:	Responsible for the management and coordination of PHC services and delivery of person-centered quality nursing care in accordance with the scope of practice and nursing standards at the Primary Health Care Facility, inclusive of COVID – 19 screening, testing and management. Plan to practice a holistic health service on a short-/medium-/long term basis including the provision of effective mobile Primary Health Care services attached to the fixed facility. Manage Personnel matters including supervision and performance management, the utilization and supervision of staff, finances and procuring as well as implementing of policies, prescripts and protocols regarding the mentioned facets. Manage Health Programmes (CBS, COPC,

		Comprehensive Health HAST School Health) and Quality assurance program of the facility. Manage control and act in facet of Health, Support, Data collection and timeous submission of accurate PHC, CBS and HAST data, including Cleaning and Infection control. Organize
ENQUIRIES	:	Ms M Bezuidenhout Tel No: (021) 859-1328
NOTE	:	No payment of any kind is required when applying for this post. Candidates will be subjected to competency assessment.
POST 34/283	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCY AND OPD)</u> Cape Winelands Health District
SALARY	:	Grade 1: R495 423 per annum Grade 2: R607 350 per annum
CENTRE	:	Stellenbosch Hospital
REQUIREMENTS	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing (General) or Medical Surgical Nursing Science: Emergency Nursing (R212). OR A 4-year bachelor's degree in nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and a post graduate diploma in Critical Care Nursing (Adult) or Emergency Nursing (R635). Registration with a professional council: Registration with SANC as a Professional Nurse. Experience: Grade 1: A minimum of 4 years' appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years' appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post-basic qualification or post basic diploma in the relevant specialty. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet operational requirements and deputize for the Operational Manager: Emergency Centre. Competencies (knowledge/skills): Knowledge of relevant legislation and policies of the Department of Health and Wellness Western Cape. Skills to plan, organize and coordinate the service by analyzing, problem-solving and decision-making. Leadership towards the realization of strategic goals and objective of the Trauma and Department.
DUTIES	:	Ensure quality patient care regarding the identification of nursing needs, the planning and implementation of nursing care plans as a Professional nurse in the Trauma and Emergency department. Render and supervise specialized clinical nursing care and support clinical staff with medical and surgical procedures. Utilize human, material and physical resources effectively and efficiently. Maintain and promote professional growth, ethical standards and the development of self and others. Display the core values of the Department of Health and Wellness WCG in the execution of duties while practicing within legislation, regulation and protocols applicable to the public service.
ENQUIRIES	:	Ms. L Linders Tel No: (021) 808-6177
NOTE	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. Candidates who are not in possession of the stipulated registration, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration and proof of payment of the prescribed registration fees to register with 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 or post-graduate diploma in the relevant specialty.
POST 34/284	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING: NEPHROLOGY)</u> Chief Directorate: Rural Health Services

<u>SALARY</u>	:	Grade 1: R495 423 per annum Grade 2: R607 350 per annum
<u>CENTRE</u>	:	George Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification, with duration of at least 1 year, accredited with SANC in terms of R212 in Medical and Surgical Nursing Science: Nephrology or Medical and Surgical Nursing Science: Critical Care Nursing (Adult). OR A 4-year bachelor's degree in nursing (R174) or equivalent qualification (R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Critical Care Nursing (Adult) or Nephrology. Registration with a professional council: Current annual registration with SANC as Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification or post-graduate diploma in the relevant specialty. Inherent requirements of the job: Willingness to work irregular hours, including weekends and public holidays. Willingness to do standby duties and rotate within Nephrology unit. Ability to lift and turn patients, stand for long hours and lift heavy equipment. Competencies (knowledge/skills): Good verbal and written communication skills. Provide optimal, holistic specialized nephrology nursing care within set standards and professional/legal framework. Effective utilization of human, financial and physical resources (equipment and consumables). Participation in appropriate personal /professional development activities: Self, students, other categories of staff. Ensure efficient and accurate documentation, statistical data collection capturing and participation in research activities. Assist with the development and the implementation of nursing quality improvement plans, policies and standard operating procedures.
<u>DUTIES</u>	:	Ensure quality patient care regarding the identification of nursing care needs, the planning & implementation of nursing care plans and the education of nursing personnel. Render and supervise specialised mental health nursing care and support clinical staff with operational functions in the unit. Utilize human, material and physical resources efficiently and effectively. Maintain & promote professional growth/ethical standards and development of self & others. Display of core values of the Department of Health WCG in the execution of duties.
<u>ENQUIRIES</u>	:	Ms LK De Goede Tel No: (044) 802-4352
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidate will be subjected to a practical. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification or post-graduate qualification in the relevant specialty.
<u>POST 34/285</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OBSTETRICS) (X1 POST)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	Grade 1: R495 423 per annum Grade 2: R607 350 per annum
<u>CENTRE</u>	:	George Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science (R212) OR A 4-year bachelor's degree in nursing (R174) or equivalent qualification

(R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A postgraduate diploma (R635) in accredited Midwifery. Registration with a 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 Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification or post graduate diploma in the relevant specialty. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet the operational requirements. Willingness to rotate within the Obstetrics and Neonatology department. Competencies (Knowledge/Skills): Knowledge of relevant legislation and policies of the Department of Health Western Cape. Leadership towards the realisation of strategic goals and objectives of the Obstetrics and Neonatology Department.

DUTIES : To provide holistic, quality health care and education according to individual needs of patients, family and the community. Effective utilization of Human and Physical Resources. Support Operational Manager with staff supervisory function. Maintain professional growth/ethical standards and self-development of self and others. Display of core values of the Department of Health WCG in the execution of duties.

ENQUIRIES : Ms C Potts Tel No: (044) 802-4553
NOTE : No payment of any kind is required when applying for this post. Candidate will be subjected to a practical. Candidates who are not in possession of the 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 or post-graduate diploma in the relevant specialty.

POST 34/286 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: PAEDIATRICS WARD)**
 Chief Directorate: Metro Health Services

SALARY : Grade 1: R495 423 per annum
 Grade 2: R607 350 per annum

CENTRE : Metro TB Hospital Complex
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. Diploma/ Degree in Nursing) or equivalent qualification (R683) 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 Child Nursing Science. OR a 4-year Bachelor's Degree in Nursing (R174) or equivalent qualification (R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A postgraduate diploma (R635) accredited in Child Nursing. 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 after obtaining the 1-year post-basic qualification or postgraduate diploma in the specific specialty. Inherent requirements of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekend cover for nursing. Deputising for the Operational Manager: Nursing. Competencies (knowledge/skills): Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. 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. Effective interpersonal, leadership, organisational, decision making and conflict resolution skills. Demonstrate a good understanding of People Management (Human Resources) and financial policies and practices. Computer literacy (i.e. MS Word, Excel, PowerPoint)

		and Outlook). Knowledge of FBU functions and ability to work collaboratively within FBUs.
<u>DUTIES</u>	:	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. To 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.
<u>ENQUIRIES NOTE</u>	:	Ms A Cornelius Tel No: (021) 508-7462
	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification or post-graduate qualification in the relevant specialty. Registration with a professional council: Registration with the SANC as a Professional Nurse.
<u>POST 34/287</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: PSYCHIATRY)</u> Cape Winelands District
<u>SALARY</u>	:	Grade 1: R495 423 per annum Grade 2: R607 350 per annum
<u>CENTRE REQUIREMENTS</u>	:	Drakenstein Sub-district (PHC Support and Outreach)
	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification (R683 plus R880) 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 Advanced Psychiatric Nursing Science (R212). OR A 4 year bachelor's degree in nursing (R174) or equivalent qualification (R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate Diploma (R635) accredited with the SANC in Mental Health Nursing. Registration with a 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 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 Psychiatry after obtaining the 1-year post-basic qualification or a postgraduate diploma in the relevant specialty. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good psychosocial- and health assessment skills and knowledge of Mental Health Legislation and Psychopharmacology. Good problem-solving, communication, interpersonal, planning and organisational skills.
<u>DUTIES</u>	:	Actively participate as a specialist nurse in the provision of acute and chronic mental health care to clients of all age groups at Health Care facilities in the Sub-district. Make bio-psychosocial health assessments that are culturally sensitive. Design and implement treatment plans and critically evaluate outcomes. Promote and maintain mental health and manage the effects of mental illness through education, counselling and psycho-social rehabilitation. Participate in the training and clinical supervision support of other health care providers.
<u>ENQUIRIES NOTE</u>	:	Ms S Raynardt or Dr R Gaffoor Tel No: (021) 877-6400
	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within 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 or a postgraduate diploma in the relevant specialty.

POST 34/288 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MATERNITY CLINICAL FACILITATOR)**
Chief Directorate: Rural Health Services

SALARY : Grade 1: R495 423 per annum
Grade 2: R607 350 per annum

CENTRE : George Regional Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) 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 Advanced Midwifery and Neonatal Nursing Science (R212). OR A 4-year bachelor's degree in nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited Midwifery. Registration with a 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 Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Midwifery after obtaining the 1-year post-basic qualification or post-graduate diploma in the relevant specialty. Inherent requirements of the job: Willingness to work outside of normal working hours. Willingness to attend congresses/courses/workshops. Competencies (knowledge/skills): Knowledge of relevant legislation and policies of the Department of Health Western Cape. Knowledge of the nursing processes & procedures as outlined in Nursing Act and the SANC regulations. Skills to plan, organise & coordinate the service by analysing, problem solving & decision making. Leadership towards the realisation of strategic goals and objectives of the nurse training department.

DUTIES : Facilitate the development of learning opportunities for all nursing personnel. Facilitate the in-service training /updating of skills and competencies as well as the orientation programme for nurses. Evaluate and assess the competencies and skills of nursing personnel and personal development. Ensure the appropriate placement and accompaniment of nursing personnel. Effective management of resources.

ENQUIRIES : Ms WA Klein Tel No: (044) 802-4327

NOTE : No payment of any kind is required when applying for this post. Candidates may be subject to a practical. 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 or post-graduate diploma in the relevant specialty.

POST 34/289 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: ICU HIGH CARE & RENAL)**
(Chief Directorate: Rural Health Services)

SALARY : Grade 1: R495 423 per annum
Grade 2: R607 350 per annum

CENTRE : George Regional Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: Child or Medical and Surgical Nursing Science: Critical Care Nursing: General. OR 4-year bachelor's degree in nursing (R174) or equivalent qualification (R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited in Critical Care Nursing (Adult) or Critical Care Nursing (Child) Registration with a 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 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 after obtaining the 1-year post-basic qualification or post-graduate diploma in the relevant specialty. Inherent requirements of the job: Willingness to work shifts, overtime, day and night duty, weekends, public holidays and standby duty to meet the operational requirements of the unit. Competencies (knowledge/skills): Knowledge of relevant legislation and policies of the Department of Health Western Cape. Skills to plan, organise & coordinate the service by analysing, problem solving & decision making. Leadership towards the realisation of strategic goals and objectives of the Intensive and High care unit.

DUTIES : Use expert knowledge and skills to ensure quality appropriate adult and paediatric patient care are met and delivered by the nursing and clinical team including identification and prevention of risks. Participate in quality improvement implementation by providing effective direction, supervision and education of nursing personnel as a Professional Nurse in the Intensive/High care unit, according to audits and appropriate data. Support the unit manager/Operational manager in the co-ordination, organising and control over the activities, personnel, equipment, and stores in the unit to utilize human, material and physical resources efficiently and effectively. Maintain professionalism and the display of core values of the Department of Health WCG in the execution of duties, while practising within the legislation, regulations and protocols applicable to the public service.

ENQUIRIES : Ms LK De Goede Tel No: (044) 802-4352
NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification or post-graduate qualification in the relevant specialty.

POST 34/290 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: ADVANCED MIDWIFERY) (X2 POSTS)**
 Chief Directorate: Metro Health Services

SALARY : Grade 1: R495 423 per annum
 Grade 2: R607 350 per annum

CENTRE : Khayelitsha CHC and Macassar CDC
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with 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 Advanced Midwifery and Neonatal Nursing Science (R212) OR A 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A postgraduate diploma (R635) accredited in Midwifery. Registration with a 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 Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification or post-graduate diploma in the relevant specialty. Inherent requirements of the job: Willingness to work shifts and after hours (weekends, public holidays and night duty) and be on call. Competencies (knowledge/skills): Knowledge of Nursing Care processes and procedures Nursing Act. Problem solving, decision-making, good interpersonal skills. Report writing skills. Computer literacy in MS office.

DUTIES : Responsible for the provision and implementation of comprehensive holistic nursing care and treatment to all pregnant clients. Assist with management of

		people management services within the Department. Effective utilization of financial resources within the department. Ensure the promotion of Quality Assurance, Infection Control and Prevention & Occupational Health & Safety within the Department. Deliver a support service to the Operational Manager and ensure effective coordination of the Nursing Division after hours.
ENQUIRIES	:	Mr D Grootboom Tel No: (021) 360- 5247
NOTE	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification or post-graduate diploma in the relevant specialty. It should be noted that advertised posts are linked to the Institution/ Facility that forms part of the Ecosystem Service platform. Upon appointment, incumbents will be expected to render clinical services across institutions in the Ecosystem, as needed to sustain health service delivery.
POST 34/291	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: THEATRE AND DAY WARD)</u> Chief Directorate: Rural Health Services
SALARY	:	Grade 1: R495 423 per annum Grade 2: R607 350 per annum
CENTRE	:	George Regional Hospital
REQUIREMENTS	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) 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 (R212). OR A 4-year bachelor's degree in nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Perioperative Nursing. Registration with a 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 Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Operating Theatre after obtaining the 1-year post-basic qualification or post graduate diploma in the relevant specialty. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends, overtime and public holidays to meet the operational requirements. Competencies (knowledge/skills): Good verbal and written communication skills. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Leadership towards the realisation of strategic goals and objectives of the Operating Theatre.
DUTIES	:	Ensure quality patient care regarding the identification of nursing care needs, the planning and implementation of nursing care plans and the education of nursing personnel as a Professional Nurse in the Operating Theatre. Render and supervise specialized clinical nursing care and support clinical staff with surgical and medical procedures. Utilize human, material and physical resources efficiently and effectively. Maintain and promote professional growth/ethical standards and development of self and others. Display of core values of the Department of Health WCG in the execution of duties.
ENQUIRIES	:	Ms LK De Goede Tel No: (044) 802-4352
NOTE	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification or post graduate diploma in the relevant specialty.

<u>POST 34/292</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCY)</u>
<u>SALARY</u>	:	Grade 1: R495 423 per annum Grade 2: R607 350 per annum
<u>CENTRE</u>	:	Red Cross War Memorial Children's Hospital, Rondebosch
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General/Child or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency or 4-year Bachelor Degree in Nursing (R174) or equivalent qualification (R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited in Emergency Nursing or Critical Care Nursing (Child/Adult). Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification or post graduate diploma in the specific specialty. Inherent requirements of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekend cover for nursing. Deputising for the Operational Manager: Nursing. Competencies (Knowledge/Skills): Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how this impact on service delivery. 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. Effective interpersonal, leadership, organisational, decision making and conflict resolution skills. Demonstrate a good understanding of People Management (Human Resources) and financial policies and practices. Computer literacy (i.e. MS Word, Excel, PowerPoint and Outlook). Knowledge of FBU functions and management (ability to work collaboratively within FBUs).
<u>DUTIES</u>	:	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. To 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.
<u>ENQUIRIES</u>	:	Ms M Franken Tel No: (021) 658-5187
<u>NOTE</u>	:	Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification or post-graduate diploma in the relevant specialty.
<u>POST 34/293</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: THEATRE AND DAY WARD) (X3 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R495 423 per annum Grade 2: R607 350 per annum
<u>CENTRE</u>	:	New Somerset Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) 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. OR A 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Peri-operative Nursing. Registration with a professional council: Registration with 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 Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification or post graduate diploma in the relevant specialty. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends, and public holidays to meet the operational requirements. Must be prepared to assist in all departments according to operational requirements. Competencies (knowledge/skills): Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills. Ability to function/make decisions independently and as part of a multi-disciplinary team. Practical knowledge and experience in the operating theatre. Basic computer skills in MS Word, Excel, Outlook. Knowledge of relevant legislation and policies of the Department of Health Western Cape.

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

ENQUIRIES : Ms S Basardien Tel No: (021) 402-6485
NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification Medical and Surgical Nursing Science: Operating Theatre (R212) or a post graduate diploma (R635) accredited with the SANC in Peri-operative Nursing.

POST 34/294 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING: PAEDIATRICS WARD AND PAEDIATRIC OPD)**
 Chief Directorate: Rural Health Services

SALARY : Grade 1: R495 423 per annum
 Grade 2: R607 350 per annum

CENTRE : George Regional Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) 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 Child Nursing Science (R212). OR A 4-year bachelor's degree in nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Child Nursing. Registration with a professional council: Current annual registration with SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification or post-graduate diploma in the relevant specialty. Inherent requirements of the job: Willingness to assist in the Neonatology department. Willingness to work shifts, day and night duty, weekends, and public holidays to meet the operational requirements. Competencies (knowledge/skills): Knowledge of relevant legislation and policies of the Department of Health Western Cape. Skills to plan, organise &

		coordinate the service by analysing, problem solving & decision making. Leadership towards the realisation of strategic goals and objectives of the Paediatric Department.
<u>DUTIES</u>	:	Ensure quality patient care regarding the identification of nursing care needs, the planning & implementation of nursing care plans and the education of nursing personnel as a Professional Nurse in the Paediatric department. Render and supervise specialized clinical nursing care and support clinical staff with surgical & medical procedures. Utilize human, material and physical resources efficiently and effectively. Maintain & promote professional growth/ethical standards and development of self & others. Display of core values of the Department of Health WCG in the execution of duties, while practising within the legislation, regulations and protocols applicable to the public service.
<u>ENQUIRIES</u>	:	Ms C Korthom Tel No: (044) 802-4644
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidate will be subjected to a practical. Candidates who are not in possession of the 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 or post-graduate diploma in the relevant specialty.
<u>POST 34/295</u>	:	<u>AUDIOLOGIST GRADE 1 TO 3</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R413 121 per annum Grade 2: R482 499 per annum Grade 3: R564 822 per annum
<u>CENTRE</u>	:	Garden Route District Office
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Audiologist or Speech Therapist and Audiologist. Registration with a professional council: Registration with the HPCSA as an Audiologist or Speech Therapist and Audiologist. Experience: Grade 1: None after registration with the HPCSA in the relevant profession in Audiology or Speech Therapy and Audiology (where applicable in respect of RSA qualified employees). 1-year relevant experience after registration with the HPCSA in Audiology or Speech Therapy and Audiology 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 in Audiology or Speech Therapy and Audiology in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA in Audiology or Speech Therapy and Audiology 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 in Audiology or Speech Therapy and Audiology in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA in Audiology or Speech Therapy and Audiology 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 (Code B/EB). Competencies (knowledge/skills): Adhere to all departmental requirements and protocols. Excellent report, clinical note and referral writing skills. Good computer skills (MS Word, Excel and PowerPoint). Comply with National Core Standards and or ideal facility/clinic requirements as applicable. Ability to provide Audiology services independently and as part of a team. Clinical therapeutic skills including assessment techniques, treatment, discharge planning and follow up as needed.
<u>DUTIES</u>	:	To provide Audiology services at facility level (hospitals and primary healthcare facilities) and community level in the Garden Route District, inclusive of adult and paediatric patients. Assessment, diagnosis, and management of hearing and balance disorders. Conducting hearing evaluations, fitting and maintaining hearing aids, providing patient counselling and rehabilitation, implementing hearing conservation programmes, and collaborating with multidisciplinary healthcare teams. Provide education and training to healthcare professionals, community health workers and patients

		and plan audiology related health awareness activities according to the health awareness calendar. Daily collection and monthly submission of data as per departmental protocols. Effective, efficient and optimal use of resource management such as managing stock and ordering consumables. Provide relevant relief duty in absence of a peer colleague and provide support to supervisor. Adherence to ethical and professional standards are required.
ENQUIRIES	:	Ms B Zandberg Tel No: (044) 803-2700
NOTE	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable 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). It should be noted that advertised posts are linked to the Institution/ Facility that forms part of the Ecosystem Service platform. Upon appointment, incumbents will be expected to render clinical services across institutions in the Ecosystem, as needed to sustain health service delivery.
POST 34/296	:	PHYSIOTHERAPIST GRADE 1 TO 3 Chief Directorate: Metro Health Services
SALARY	:	Grade 1: R413 121 per annum Grade 2: R482 499 per annum Grade 3: R564 822 per annum
CENTRE	:	Kleinvlei CDC, Khayelitsha/Eastern Sub-structure
REQUIREMENTS	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Physiotherapist. Registration with a professional council: Registration with the HPCSA as a Physiotherapist. Experience: Grade 1: None after registration with the HPCSA as Physiotherapist in respect of RSA-qualified employees. 1-year relevant experience after registration with the HPCSA as Physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 10 years' relevant experience after registration with the HPCSA as Physiotherapist in respect of RSA-qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA as Physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: A minimum of 20 years relevant experience after registration with the HPCSA as Physiotherapist in respect of RSA-qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA as Physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Valid driver's licence (Code B/EB). Competencies (knowledge/skills): Knowledge of applicable health legislation, relevant Acts and Public Service Policies and Procedures. Experience with the Infant Neuromotor Assessment (INA) as a screening tool as well as experience in infant assessment and treatment of infants. Ability to work independently and in a multi-disciplinary team. Computer literacy.
DUTIES	:	Assess, treat and manage patients within a Primary Health Care setting, including the Community Based Services program and COPC. Manage the Mobility Assistive Devices (MAD) component of the primary health care facility. Work as part of the multi-disciplinary team of the primary health facility to meet the rehabilitation needs of patient. Conduct Health Events planning (outreaches) and training. Assist in the clinical mentoring and supervision of undergraduate students. Be responsible for administration related to patient care as well as departmental administration. Management of assets in allocated work area.
ENQUIRIES	:	Ms A Lyners Tel No: (021) 904-4410
NOTE	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for

registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". It should be noted that advertised posts are linked to the Institution/ Facility that forms part of the Ecosystem Service platform. Upon appointment, incumbents will be expected to render clinical services across institutions in the Ecosystem, as needed to sustain health service delivery.

<u>POST 34/297</u>	:	<u>CLINICAL TECHNOLOGIST GRADE 1 TO 3 (CRITICAL CARE)</u>
<u>SALARY</u>	:	Grade 1: R413 121 per annum Grade 2: R482 499 per annum Grade 3: R564 822 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Technologist in Critical Care. Registration with a professional council: Registration with the HPCSA as Clinical Technologist: Critical Care. Experience: Grade 1: None after registration with the HPCSA as a Clinical Technologist: Critical Care in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA as a Clinical Technologist: Critical Care in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 10 years' relevant experience after registration with the HPCSA as a Clinical Technologist: Critical Care respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as a Clinical Technologist: Critical Care in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: A minimum of 20 years' relevant experience after registration with the HPCSA as a Clinical Technologist: Critical Care in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as a Clinical Technologist: Critical Care 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. Required to work standby, after-hours, weekends and public holidays. Competencies (knowledge/skills): Thorough knowledge and experience in critical care environments. Above average technical skills and ability to solve problems under pressure. Ability to work independently and in a team context.
<u>DUTIES</u>	:	Effective provision of Clinical Technology Critical Care services in the clinical areas listed below. Work in an active clinical and training Critical Care / Anaesthetic units. Performing diagnostic and therapeutic procedures / tests. Setting up / performing calibration/ ensure ALL life support equipment are readily available for use. Assist with difficult Intubations, Bronchoscopy, Resuscitations, Cardiac Output Monitoring, IAP measurement. Actively participate in teaching and training of students and other healthcare workers. Promote Batho Pele principles to promote effective service delivery. Maintain and check equipment regularly to comply with safety requirements. Be able to trouble-shoot according to your scope of practice. Exercise patient care and expertise when performing procedures.
<u>ENQUIRIES</u>	:	Ms L Randall Tel No: (021) 938 4951
<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 to health professionals who apply for the first time for registration as Clinical Technologist: Critical Care with the relevant council (including individuals who must apply for change in registration status).
<u>POST 34/298</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCES AND LABOUR RELATIONS (HUMAN RESOURCE MANAGEMENT)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Alexandra Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in Human Resource Administration/Labour and PERSAL. Appropriate supervisory experience.

		Inherent requirements of the job: Valid Driver's license. Competencies (knowledge/skills): Knowledge and implementation of Labor Relations standards and prescripts. Understanding of relevant legislation pertaining to Labor Relations. Sound practice, knowledge and experience of the PERSAL system. Knowledge of the Public Service Act and resolution, various OSD's, Human Resource Policies, Resolutions and Agreements. Ability to ensure compliance in the application of human resource policies and practices. Ability to analyze data to compile management reports, detailing relevant trend analysis. Proficient in MS Office (Word, Excel and PowerPoint). Good communication skills (verbal and written). Willingness to perform overtime when required.
<u>DUTIES</u>	:	Render sound labour relations practices at institutional level. Administer grievance and disciplinary cases and maintain a database to generate monthly reports for labour relations. Render a service to the Institutional Management and Labor Committee (IMLC). Consult and advise management and Line management on all labour relations policies, procedures and interventions. Manage and supervise the general staff office including the development of Human Resource Officials on all aspects (SPMS, Discipline, training of staff). Adhere and correct application to all transversal personnel practices, policies and procedures, including all employment practices. Ensure Human Resource compliance and rectification of Auditor-General reports, Internal Auditors reports, as well as Human Resource Management compliance reports. Render a support and advisory service with regards to Personnel Administration and Human Resource Management as well as monitoring compliance to Human Resources policies. Ensure compliance with human resource practices, policies, resolutions and collective agreements. Responsible for HR related statistics and the effective usage of PERSAL system.
<u>ENQUIRIES</u>	:	Mr. J Adams Tel No: (021) 503 5034
<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.
<u>POST 34/299</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: FINANCE & SUPPLY CHAIN MANAGEMENT</u> Overberg District
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Caledon Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in Finance, Revenue, Patient Administration and Supply Chain Management. Appropriate experience in budget and expenditure control and the management of Asset and Liability Accounts. Appropriate Supervisory experience. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to rotate within the Finance and Supply Chain Sections when required. Willingness to work after-hours when required. Competencies (knowledge/skills): Extensive knowledge and practical experience in BAS, Logis and EPS as well as good organisational, managerial, leadership skills and an aptitude for working with financial figures. Extensive knowledge of relevant financial prescripts, departmental policies, delegations and procedures and Strong people management skills, ability to work in a team context and motivate team members. Computer literacy and thorough knowledge of computer systems (LOGIS, BAS, EPS, Clinicom & Account Receivable). Excellent communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Knowledge of the Public Financial Management Act (PFMA), National and Provincial Treasury Regulations.
<u>DUTIES</u>	:	Responsible for overall management for all Finance and Supply Chain Management functions and ensure the effective and efficient application of procurement policies and processes. Responsible for Inventory control, Warehouse Management and Asset Management processes. Accurate and timeous preparation of reports and assist with the compilation of the Annual and Interim Financial statements. Clearing Asset and Liabilities accounts. Supervise Patient Administration, Medical Records, and Hospital Fees Departments. Ensure sound labour practices are executed and implemented.
<u>ENQUIRIES</u>	:	Mr G Bucchianeri Tel No: (028) 814-3771
<u>NOTE</u>	:	No payment of any kind is required when applying this post. Candidates will be subject to a practical assessment.
<u>POST 34/300</u>	:	<u>SOCIAL WORKER GRADE 1 TO 4 (X2 POSTS)</u>

Chief Directorate: Metro Health Services

<u>SALARY</u>	:	Grade 1: R338 208 per annum Grade 2: R413 004 per annum Grade 3: R496 668 per annum Grade 4: R608 859 per annum
<u>CENTRE</u>	:	Mental Health Roving Team (ACT) (KESS) and Nomzamo CDC, Khayelitsha/ Eastern Sub-structure
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification as a Social Worker that allows for registration with the South African Council for Social Service Professions (SACSSP). Registration with a professional council: Registration with the South African Council for Social Service Professions (SACSSP) as Social Worker. Experience: Grade 1: No experience Grade 2: A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Grade 3: A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions Grade 4: A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Inherent requirements of the job: Valid code (B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Computer literacy in Microsoft Office package (MS word, Excel, and Power point) and e-mail (Outlook) Knowledge and insight of relevant legislation and policy related to social work service in the public sector. Good report writing, interpersonal, leadership and planning skills. Ability to work independently and within an interdisciplinary team to achieve functional outcomes for the clients. Knowledge and understanding of illness and disease, human behaviour, and social systems within health environment setting.
<u>DUTIES</u>	:	Provision of comprehensive, client centered clinical social work services in the Primary HealthCare facility and NPOS environment, with regards to care, support and protection of vulnerable individuals, groups, families and communities, to ensure safe discharge plans. Conduct assessments aimed at identifying conditions in individuals, groups, families and communities that justify relevant interventions. Convene and Conduct Psychosocial groups. Deliver an accountable service through the application of Social Work administrative processes. Effective networking with the multi-disciplinary team as well as relevant external role players. Keep up to date with new developments in social work and welfare fields. Utilize and manage resources. Support social auxiliary workers and volunteers. Participate in training and development of staff. Assist with the achievement of the departmental and organizational goals. Perform all the administrative functions required of the job.
<u>ENQUIRIES</u>	:	Ms M Van Rensburg Tel No: (021) 857-2330
<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)". It should be noted that advertised posts are linked to the Institution/ Facility that forms part of the Ecosystem Service platform. Upon appointment, incumbents will be expected to render clinical services across institutions in the Ecosystem, as needed to sustain health service delivery.

POST 34/301 : **LIAISON OFFICER (QUALITY ASSURANCE)**
Chief Directorate: Rural Health Services

<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	George Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate national diploma (NQF 6) or equivalent in Public Relations Management or Public Administration or Communications with competencies that focus on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in interpersonal communication in a health- or social service setting. Experience in development, coordination and implementation of quality improvement

plans/ initiatives/ activities to support better outcomes. Appropriate practical application of MS Office (Word, Excel, PowerPoint and Outlook) in work activities. Inherent requirements of the job: A valid driver's license (Code B/ EB) and willingness to conduct outreach and engagement with communities, patients, families and ecosystem health partners. Willingness to work overtime and flexible hours when operationally required. Competencies (knowledge/skills): Ability to independently plan, organise and coordinate consumer quality and patient experience services, including problem-solving, analysis, decision-making and quality improvement initiatives. Excellent interpersonal, communication and conflict management skills to effectively engage with patients, staff and stakeholders, and support quality assurance objectives through effective communication practices. Ability to analyse data, identify trends, and develop, implement and monitor related quality improvement plans and interventions. Excellent administrative, organisational and report-writing skills, including survey and feedback management, supported by proficient computer literacy in MS Office (Word, Excel, PowerPoint and Outlook) for data management, reporting and information coordination.

DUTIES : Coordinate and maintain Client Quality: Complaints, Compliments and Suggestions function of the facility. Coordinate and maintain a Real-Time Patient Engagement process and the prevention and mitigation of risks. Coordinate Patient Experience and Related Surveys and feedback processes. Support Information coordination functions. Perform Front Line Duties and Relief Support. Provide effective line management, supervision and people management of staff reporting to the Liaison Officer.

ENQUIRIES : Ms M Cillie Tel No: (044) 802-4498
NOTE : No payment of any kind is required when applying for this post.

POST 34/302 : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES**
 Chief Directorate: Metro Health Services

SALARY : R338 106 per annum
CENTRE : Wesfleur Hospital
REQUIREMENTS : Minimum educational qualification: Grade 12/Senior Certificate. Experience: Appropriate experience within a support services environment and contract management. Inherent requirements of the job: Valid (Code B/EB) drivers' licence. Competencies (knowledge/skills): Knowledge of Human Resource, Fleet Management, SCM procedures, Labour Relations policies and prescripts and Service Level Agreements in respect of Outsourced Services. Good communication skills, both verbal and written and 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. Knowledge of the Treasury Regulations and Contract Management, PFMA, OHS and Public Service Acts as well as knowledge of Western Cape Government maintenance protocols.

DUTIES : Effective and efficient supervision of the Support Services Sections (Drivers, Porters, transport, telecommunication, linen and laundry, catering, workshop, grounds and security services). Responsible for Contract Management (Infection control, Grounds, Security Services). Responsible for administrative duties and render assistance to the supervisor and the facility. Ideal Hospital Framework, regulated norms & standards, etc.) at the Hospital. Support to the Assistant-Director: Support Services.

ENQUIRIES : Ms.CB Matthews Tel No: (021) 571-8040
NOTE : No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test.

POST 34/303 : **PROFESSIONAL NURSE GRADE 1 TO 2 (GENERAL: CHRONIC WARD)**
 Cape Winelands District

SALARY : Grade 1: R337 359 per annum
 Grade 2: R411 978 per annum
 Grade 3: R495 423 per annum

CENTRE : ID Hospital (Malmesbury) West Coast TB Centre
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR - A 4 year Bachelor Degree in Nursing (R174) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR - A 3 year Diploma in Nursing (R171) that allows registration with the South African

		Nursing Council (SANC) AS A General Nurse. Registration with a professional council: Registration with the SANC as a Professional Nurse or General Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as 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: Ability to work shifts during the day and night, weekends and public holidays and overtime when required by Supervisor. Willingness to rotate within different units. 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. Provision of quality basic nursing patient centered care in a hospital setting.
<u>ENQUIRIES</u>	:	Ms N Liebenberg Tel No: (021) 837 8088
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<u>POST 34/304</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: PHC)</u> Cape Winelands Health District
<u>SALARY</u>	:	Grade 1: R337 359 per annum Grade 2: R411 978 per annum Grade 3: R495 423 per annum
<u>CENTRE</u>	:	Drakenstein Sub-district, (PHC Support & Outreach)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse OR 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurs. Experience: Grade 1: None Grade 2: A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as 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 licence. Competencies (knowledge/ skills): -Ability to effectively communicate (verbal and written). Knowledge and insight of relevant legislation and policy related to nursing within the public sector and basic computer literacy (MS Word, Excel and Outlook) to be able to communicate, capture patient information, check results, capture data and do and track referrals on the different electronic systems. Ability to promote quality patient care through the implementation of protocols, guidelines, and standards.
<u>DUTIES</u>	:	Provision of Primary Health Care in accordance with the guidelines and protocols of the Western Cape. Maintain accurate clinical records, statistics registers, and referral records. Effective utilization of Resources/Stock within the limited budget constraints. Participation in Community events and initiating awareness with regards to health-related issues. Maintain and participate in inter-professional and multi-disciplinary teamwork but able to work independently. Supervise and mentor lower categories of staff and improving quality of health services. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	:	Ms EJ Williams Tel No: (021) 862-4520

NOTE	:	No payment of any kind is required when applying for this post. A practical test may form part of the selection process. 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).
POST 34/305	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING)</u> Central Karoo District
SALARY	:	Grade 1: R337 359 per annum Grade 2: R411 978 per annum Grade 3: R495 423 per annum (Plus non pensionable rural allowance of 12% of your annual basic salary).
CENTRE REQUIREMENTS	:	Murraysburg Hospital, Beaufort West Sub-District
	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with SANC as a Professional Nurse. Experience: Grade 1: None Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work shifts, night duty, overtime, public holidays and weekends. Competencies (knowledge/skills): Basic Computer literacy (MS Office). Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Excellent communication and interpersonal skills (both written and verbal). Knowledge of relevant legislation, policies including Health Care 2023, Sustainable Development Goals.
DUTIES	:	Provide direction and supervision for the implementation of the nursing plan (clinical practice or patient care). Implement standards, practices, criteria, and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain constructive working relationship with nursing and other stakeholders. Utilize human, material, and physical resources efficiently and effectively. Participate in training, development and research within the nursing department. Provision of support to nursing services.
ENQUIRIES	:	Sr FK Fass Tel No: (049) 844-0053/21
NOTE	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable 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). It should be noted that advertised posts are linked to the Institution/ Facility that forms part of the Ecosystem Service platform. Upon appointment, incumbents will be expected to render clinical services across institutions in the Ecosystem, as needed to sustain health service delivery.
POST 34/306	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: GIT, SURGERY RELIEF, ENT & PLASTIC) (X3 POSTS)</u>
SALARY	:	Grade 1: R337 359 per annum Grade 2: R411 978 per annum Grade 3: R495 423 per annum
CENTRE	:	Groote Schuur Hospital, Observatory

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Or A 4 year bachelor's degree in nursing (R174) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse or A 3 year Diploma in Nursing (R171) that allows registration with the South African Nursing Council (SANC) AS A General Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse or General 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: Work Shifts Including Weekends, Public Holidays and Night Duty. Ability to lift and turn patients, stand for long hours and lift heavy equipment. Rotate to other departments, excluding Maternity department. Competencies (knowledge/skills): Knowledge of Infection Prevention Control, control measures and practices. Knowledge of Nursing Practices. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in MS Word, Excel, Outlook and use of Internet. Ability to communicate effectively (verbal and written).
<u>DUTIES</u>	:	Provision of quality nursing care within set standards. Effective human resource utilization and development. Effective Monitoring of Financial Resources. Initiate and participate in research and data collection.
<u>ENQUIRIES</u>	:	Ms. T Wulff Tel No: (021) 404-2109
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted 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)".
<u>POST 34/307</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL WARD) (X2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R337 359 per annum Grade 2: R411 978 per annum Grade 3: R495 423 per annum
<u>CENTRE</u>	:	Wesfleur Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 4-year bachelor's degree in nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with SANC as a Professional Nurse. Experience: Grade 1: None. Grade 2: A Minimum of 10 years of 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: Required to work shifts and after hours (weekend, public holidays, and night duty). Willingness to rotate within the institution. Competencies (knowledge/skills): Computer literacy.
<u>DUTIES</u>	:	Provide optimal, holistic nursing care within set standards and professional/legal framework. Assist with management of people management services within the Department and compliance with professional, legal, and ethical regulations governing nursing practice. Effective utilization of financial and physical resources within the department. Ensure the promotion of Quality Assurance, Infection Control and Prevention & Occupational Health & Safety within the Department. Deliver a support service to the Operational Manager, whilst maintaining professional growth and ethical standards and self-development.
<u>ENQUIRIES</u>	:	Ms. LA Abrahams Tel No: (021) 816-500

NOTE	:	No payment of any kind is required when applying for this post. A practical test may form part of the selection process. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointments on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable 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).
POST 34/308	:	<u>PHARMACIST ASSISTANT (POST BASIC) GRADE 1 TO 3</u> Overberg District
SALARY	:	Grade 1: R275 340 per annum Grade 2: R318 666 per annum Grade 3: R343 761 per annum
CENTRE	:	Overberg District Office
REQUIREMENTS	:	Minimum educational qualification: Appropriate qualification that allows registration with the South African Pharmacy Council (SAPC) as a Pharmacist's Assistant (Post Basic) Institutional or Pharmacist's Assistant (Post Basic). Registration with a professional council: Registration with the SAPC as Pharmacist's Assistant (Post-Basic) or Pharmacist's Assistant (Post-Basic) (Institutional). Experience: Grade 1: None after registration as with the SAPC as a Pharmacist Assistant (Post- Basic). Grade 2: A minimum of 5 years' appropriate experience after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Grade 3: A minimum of 13 years' relevant experience after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Inherent requirements of the job: A valid driver's license. Willingness to work overtime when necessary. Competencies (knowledge/skills): Good communication skills (written and verbal). Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Knowledge of relevant legislation and policies of the Department of Health Western Cape.
DUTIES	:	Responsible for the effective control and provision of pharmaceutical products. Responsible for the accurate compounding and manipulation of medicines or scheduled substances. Responsible for the effective control and distribution of pharmaceutical stock to areas within the facility for stock replacement. Responsible for data capturing, record keeping, statistics gathering, information provision and the daily running of the pharmacy department including dealing with queries on pharmacy matters. Responsible for preparation of prescriptions and assist with the dispensing of medication for individual patient use under indirect supervision of a pharmacist as per the Pharmacy Act.
ENQUIRIES	:	Ms S. Mbodla Tel No: (028) 814-3649
NOTE	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration 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). It should be noted that advertised posts are linked to the Institution/ Facility that forms part of the Rural Central Service platform. Upon appointment, incumbents will be expected to render clinical services across institutions in the Rural Central, as needed to sustain health service delivery.
POST 34/309	:	<u>ARTISAN PRODUCTION GRADE A TO C (BUILDING AND CIVILS)</u>
SALARY	:	Grade 1: R253 341 per annum Grade 2: R297 249 per annum Grade 3: R345 342 per annum
CENTRE	:	Groote Schuur Hospital, Observatory
REQUIREMENTS	:	Minimum educational qualification: Appropriate Trade Test Certificate in Building and Civil Trade (e.g. Bricklaying or Tiling or Drywalling). Experience: Grade A: No experience required. Grade B: At least 18 years appropriate/ recognizable experience in the area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years appropriate/recognizable experience

		in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: A valid vehicle driver's license. Competencies (knowledge/skills): Sound knowledge of maintenance and repair of buildings and related infrastructure. Ability to interpret technical drawings, specifications, and maintenance requirements. Computer literacy in Microsoft Office applications. Ability to compile basic specifications, reports, and maintenance records. Good communication and interpersonal skills. Ability to plan, prioritise, and coordinate maintenance projects. Knowledge in Building and Civil maintenance environment.
<u>DUTIES</u>	:	Provide maintenance, repair, and installation services for buildings, civil infrastructure, and related equipment under the control of the Building and Civil Engineering Division. Inspect, diagnose, and rectify faults within the scope of the relevant trade. Assist with planning and execution of building maintenance projects and minor capital works. Manage and monitor contractors and service providers to ensure compliance with specifications, quality standards, and safety requirements. Liaise with Engineering management, hospital departments, contractors, and suppliers regarding maintenance activities. Evaluate, investigate, and advise on the suitability, maintenance requirements, repair costs, and replacement of infrastructure and equipment. Complete and maintain job cards, maintenance records, reports, and other administrative documentation. Assist with the control of workshop tools, materials, consumables, and stock. Ensure compliance with Occupational Health and Safety legislation and departmental policies.
<u>ENQUIRIES NOTE</u>	:	Mr. A.K Mgcodo Tel No: (021) 6074 OR Mr. M Ronne Tel No: (021) 404-6251
<u>POST 34/310</u>	:	<u>ARTISAN PRODUCTION GRADE A TO C (PLUMBING)</u> Overberg District
<u>SALARY</u>	:	Grade A: R253 341 per annum Grade B: R297 249 per annum Grade C: R 45 342 per annum
<u>CENTRE REQUIREMENTS</u>	:	Caledon Hospital, Theewaterskloof Sub-district
	:	Minimum educational qualification: Appropriate Trade Test Certificate (Plumbing). Experience: Grade A: No experience required. Grade B: At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Valid (Code B/EB/C1) driver's license. Must be prepared to work overtime and perform standby duties after hours, including weekends and Public Holidays. Competencies (knowledge/skills): Knowledge of the Occupational Health and Safety Act, 1993 and its relevant regulations. Computer literacy (MS Word, Excel and Outlook). Supervisory skills, strong administrative skills. Ability to work independently and as part of a team.
<u>DUTIES</u>	:	Manage the workshop and its functions, and perform repairs, maintenance and installations for the different facilities and assist with managing all emergencies as per the emergency maintenance protocol. Compiling of minor specifications, attend site meetings and manage outsourced contractors. Responsible for the necessary administrative functions of the workshop, compiling reports, maintaining registers, and assist with the control of the workshop budget. Exercise control over tools, equipment and materials, and ordering of tools and materials. Management of the performance and supervision of staff, implement the disciplinary code when required and provide support to managers, supervisor and colleagues.
<u>ENQUIRIES NOTE</u>	:	Ms N. Fudu Tel No: (028) 814-3707
	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a competency test. It should be noted that advertised posts are linked to the Institution/ Facility that forms part of the Ecosystem Service platform. Upon appointment, incumbents will be expected to render services across institutions in the Rural Central, as needed to sustain health service delivery.
<u>POST 34/311</u>	:	<u>ADMINISTRATION CLERK: INFORMATION MANAGEMENT</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Karl Bremer Hospital

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate experience in health information management. Appropriate experience and working knowledge of Health Information Systems, e.g. Sinjani, Clinicom, eCCR, DHIS, NHLS & Healthnet. Inherent requirements of the job: Valid driver's licence. Competencies (knowledge/skills): Good numerical and organisational skills, good interpersonal and conflict resolution skills. Knowledge with regards to HAST, Hospital and Primary Health Care operational and management of data, knowledge of data flow timelines, policies & procedures. Advanced computer literacy (MS Suite & MS Office; Teams; Word; Excel; PowerPoint Access) and OneDrive.
<u>DUTIES</u>	:	Rendering of information administration to ensure data that is reliable, reproducible and documented to create an auditable trail, routine data capturing & reporting (Sinjani & DHIS). Assist with data quality monitoring, verification and submission in prescribed format and according to the Information Management Policy and assist in monitoring of data trends. Participate in information related coordinating activities. Interaction with all levels of staff regarding Information related matters to ensure an effective, transparent process of data collection, collation, submission and presentation. Systems support - data quality, accuracy and related access management activities. General office administration & support to supervisor, colleagues and other departments.
<u>ENQUIRIES</u>	:	Ms L Du Toit Tel No: (021) 918-1251
<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.
<u>POST 34/312</u>	:	<u>ADMINISTRATION CLERK: SUPPORT</u> Chief Directorate: Emergency and Clinical Support Services
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Emergency Medical Services, (Central Karoo District)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: A Matric (Grade 12) or equivalent qualification. Experience: Appropriate administrative experience in line with the duties. Inherent requirements of the job: Valid Code 8 or Code 10 Driver's License. Excellent computer literacy in the MS Office package. Ability to travel between EMS districts and external stakeholders. Willingness to assist with departmental logistics and event planning. Competencies (knowledge/skills): Good interpersonal and organizational skills. Ability to function independently and within a team environment.
<u>DUTIES</u>	:	Render administrative support to the district manager and the rest of the district. Efficient Office Management, filing and record keeping and sound administrative skills. Diary management of the District Manager. Arranging of meetings and minute taking. Compiling of documents needed for the meeting. Ensure effective and efficient control of equipment in component. Handling of all telephonic and email enquiries from internal and external stakeholders. Compiling and typing of submissions and letters. Assist with projects within the department. Receiving of confidential documents and the distribution thereof. Screen necessary documents to determine actions or information required.
<u>ENQUIRIES</u>	:	Mr J. Jansen Tel No: (044) 802 2500
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be required to attend a practical test.
<u>POST 34/313</u>	:	<u>ADMINISTRATION CLERK: INFORMATION MANAGEMENT</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Khayelitsha District Hospital, Khayelitsha/Eastern Sub-structure
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate information management experience in a health environment. Appropriate Clinicom experience, ECCR, SPV, HECTIS, and Sinjanie. Competencies (knowledge/skills): Computer Literacy. Good interpersonal and communication skills. Ability to accept accountability and responsibility and to work independently and unsupervised.
<u>DUTIES</u>	:	To ensure correctness, accuracy and qualitative checking of data. The capturing and the generating of hospital data reports. Effectively perform activities on clinicom, ECCR, SPV, HECTIS and Sinjanie. Health information systems (HIS) and ensuring security of data, compliant storage of all data and record information. To provide administrative and operational support role to the unit and management.

ENQUIRIES	:	Ms A Louw Tel No: (021) 360-4516
NOTE	:	No payment of any kind will be required when applying for this post.
POST 34/314	:	<u>ADMINISTRATION CLERK: (ADMISSIONS: FEES DEPARTMENT)</u> <u>(PATIENT ADMINISTRATION: INPATIENT AND OUTPATIENTS)</u>
SALARY	:	R237 453 per annum
CENTRE	:	Groote Schuur Hospital, Observatory
REQUIREMENTS	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and /or Senior Certificate with experience / competencies that focus on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in a Hospital Fees environment. Inherent requirement of the job: Must be willing to work shifts. Competencies (knowledge/skills): Knowledge of the following: Hospital Fees Memorandum 18, UPFS, HIS Clinicom, Finance Instructions. Strong sense of confidentiality. Ability to work under pressure. Ability to accept accountability, responsibility, work independently. Computer literacy. Good communication (verbal and written) and interpersonal skills.
DUTIES	:	In-patient and out-patient administration functions according to PGWC policies and procedures. Clinicom, Billing, Hectis and other PGWC system computer duties. Reception tasks. Responsible for handling and receiving public money. Cash Collection and Banking of State Money. Admission, transfer and discharge of patients as per PGWC Hospital Fees policies and procedures. Debiting of Charge Entries to invoices as per UPFS and PGWC billing procedures. Attending to patient queries (verbal, written and telephonic). ICD10 Coding. Covering for colleagues in areas.
ENQUIRIES	:	Mr Y Levy Tel No: (021) 404-3277
NOTE	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be required to attend a practical test.
POST 34/315	:	<u>ADMINISTRATION CLERK: INFORMATION MANAGEMENT</u> Chief Directorate: Metro Health Services
SALARY	:	R237 453 per annum
CENTRE	:	Dr Abdurahman Community Day Centre
REQUIREMENTS	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Information Management. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint and Access). Understand the Ditcom process. Knowledge and experience in departmental systems, i.e. Health Information Systems, Sinjani etc.
DUTIES	:	Data Collection, Collation, Capturing & Reporting. Perform administrative role as a member of the Information Management team. Office administration (filing process, telephone and letters etc). Assist with data management quality monitoring. Interpret and analyse data trends. Participate in health information co-ordinating activities. Maintain data retrieval efficiency.
ENQUIRIES	:	Ms P Cronje Tel No: (021) 637-9073
NOTE	:	No payment of any kind is required when applying for this post.
POST 34/316	:	<u>ADMINISTRATION CLERK: ADMISSIONS</u> Cape Winelands Health District
SALARY	:	R237 453 per annum
CENTRE	:	Stellenbosch Hospital, Stellenbosch Sub-district
REQUIREMENTS	:	Minimum educational qualification: Senior Certificate (or equivalent) with mathematics and/or Accounting as a passed subject and/or Senior certificate (or equivalent) with experience/competencies that focus on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in Patient Administration, Medical Records and Clinicom. Inherent requirements of the job: Willingness to work 12-hour shifts (which include night duty, weekends and public holidays) and overtime to meet operational requirements. Comply with internal rotation schedules within the component. Competencies (knowledge/skills): Computer literacy (MS Word, Excel and Office). Knowledge Clinicom, Hospital Emergency Centre Tracking Information System. Knowledge of the PFMA, Hospital Fees Memorandum 18 and responsibilities linked to finance management. Knowledge of filing, archiving and disposal process of patient records.
DUTIES	:	Effective registration of patient information on Clinicom. Handling of state monies - responsible for sound cash management. Ensure all attendances /

		admissions are captured including downtime. Medical records; open new folders, record keeping, filing, drawing of folders, merging, culling, archiving and the disposal of patient folders. Ensure effective and efficient implementation of all applicable policies, procedures and instructions. Ad-hoc admin duties, handle telephone and over the counter enquiries professionally. Support to supervisor and staff members.
ENQUIRIES	:	Ms. A. Olkers Tel No: (021) 808-6115
NOTE	:	No payment of any kind is required when applying for this post.
POST 34/317	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT</u> Cape Winelands Health District
SALARY	:	R237 453 per annum
CENTRE	:	West Coast TB Complex (Sonstraal Hospital)
REQUIREMENTS	:	Minimum educational qualification: Senior Certificate (or equivalent) with mathematics and/or Accounting as a passed subject and/or Senior certificate (or equivalent) with experience/competencies that focus on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in procurement, asset management, warehousing and on Procurement (Electronic Procurement System). Inherent requirements of the job: Valid B/EB driver's licence. Physically fit and able to lift heavy items. Competencies (knowledge/skills): Knowledge and or practical experience of the LOGIS System, Warehousing and Procurement management functions and functional experience in obtaining quotations on an electronic purchasing system (IPS). Computer literacy (MS Excel and Word). Effective communication skills (written and verbal). Ability to work in a physically demanding environment.
DUTIES	:	Perform all Supply chain functions. Ensure proper filling of documentation pertaining to receiving, issuing, and recording of transaction on the Supply Chain Systems (LOGIS) and filing of source documents. Responsible to conduct regular stock count and prevent shortages and surpluses within area of responsibility. Responsible to prevent theft, damages and report any discrepancies to supervisor and senior management. Responsible to maintain minimum and maximum stock level to avoid stock shortages/ out-outs. Follow up on outstanding deliveries (orders) with the supplier. Ensure compliance to all relevant laws and prescripts related to Supply Chain Management. Responsible to partake during institutional assets counts as determined by management.
ENQUIRIES	:	Mr. JP Arendse Tel No: (021) 837-8091
NOTE	:	No payment of any kind is required when applying for this post.
POST 34/318	:	<u>ADMINISTRATION CLERK: INFORMATION MANAGEMENT (X2 POSTS)</u> Chief Directorate: Metro Health Services
SALARY	:	R237 453 per annum
CENTRE	:	Kensington CDC and Du Noon CHC
REQUIREMENTS	:	Minimum educational qualification: National Senior Certificate (or equivalent). Experience: Appropriate practical experience in Information Management in a health environment. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written). Knowledge of Department of Health policies, acts, legislation and circulars. Knowledge of Information management processes and procedures/Standard Operating Procedures (SOP's). Knowledge of Computer systems: SINJANI, Clinicom, PHCIS, Tier.net and EDR.web. Knowledge and understanding of HAST programme data tools. MS Office (Word, Excel, PowerPoint, Outlook, MS 365 applications).
DUTIES	:	Perform administrative role as a member of the information management team and participation in health information co-ordinating activities. Collect, collate, compile data, validate data, analyse data trends, ensuring proper data flow, data quality monitoring and data reporting timeously. Conduct data spot checks and trends analysis for all datasets and follow up with issues identified. Attend to Ad Hoc Queries and Data Requests. Assist with all campaign data collection, collation, capturing, and data quality. Conduct internal audits at Facility in line with SOP's and auditor general requirements and provide feedback to facility staff. Support to Line Manager and administrative relief duties in reception.
ENQUIRIES	:	Ms. N Van Staden Tel No: (021) 202-0932
NOTE	:	No payment of any kind is required when applying for this post. Short-listed candidates may be subjected to a practical/written and oral assessment.

<u>POST 34/319</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT</u> Directorate: Engineering and Technical Support Services
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Head Office, Cape Town, (Bellville Engineering Workshop)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas of the post. Experience: Appropriate experience in Supply Chain Management. Competencies (knowledge/skills): Knowledge of SCM processes. Knowledge of Financial Management. Knowledge of Preferential Procurement Policy Framework Act (PPPF). Knowledge of Broad Black Based Economic Empowerment (BBBEE). Knowledge of Construction Industry Development Board (CIBD).
<u>DUTIES</u>	:	Demand and acquisition management of goods, services and infrastructure. Advertising bids and sourcing quotation via EPS. Preparation of procurement batches for the Quotation Committee. Adjudication of bids via EPS. Ensure that all transactions comply with legislative and prescripts requirements. Prepare and process all documentation for BAS payments. Update and record all Projects on the Engineering database. Assist with general ad hoc functions as and when required.
<u>ENQUIRIES</u>	:	Ms C Alkaster Tel No: (021) 830-3776
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 34/320</u>	:	<u>ADMINISTRATION CLERK: INFORMATION MANAGEMENT</u> Cape Winelands District
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Stellenbosch PHC, Stellenbosch Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate relevant working experience in Information Management and experience of Health Information Systems (Clinicom, PHCIS, Sinjani, Ideal Health Facility, SPV, EDRweb and BI), including monitoring and evaluation of performance information and systems. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good numerical, data analysis, presentation and training skills and leadership abilities. Good working knowledge. Computer skills in Ms Office (i.e., Ms Word, Excel, PowerPoint, and Outlook). Ability to communicate (Verbal and written).
<u>DUTIES</u>	:	Assist AO and SAO in all health statistics within the Sub-district. Responsible for good quality data, PHC, HAST, CBS and Hospital. Assist Information management in implementation of information systems, including DITCOM process and register. Responsible for computer, printer and consumables registers. Assist all users with all system related queries and assist users with online and telephonic helpdesk calls. Render a supportive function to primary health care facilities and hospital in Stellenbosch Sub-district, with regards to information management. Office administration with regards to filing process, telephone and letters, office equipment and other stock. Support to supervisor and staff members. Support facilities and hospital with folder management disposal and archive processes.
<u>ENQUIRIES</u>	:	Ms N Rodgers Tel No: (021) 808-6121
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. It should be noted that advertised posts are linked to the Institution/ Facility that forms part of the Ecosystem Service platform. Upon appointment, incumbents will be expected to render clinical services across institutions in the Ecosystem, as needed to sustain health service delivery.
<u>POST 34/321</u>	:	<u>STAFF NURSE GRADE 1 TO 3 (FEMALE PRE DISCHARGE WARD 3)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R229 440 per annum Grade 2: R272 778 per annum Grade 3: R319 071 per annum
<u>CENTRE</u>	:	Valkenberg Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as a Staff Nurse. Registration with a professional council: Registration with the SANC as a Staff Nurse.

		Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as a Staff Nurse. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as a Staff Nurse. Inherent requirements of the job: Willingness to work overtime, nightshift, weekends and public holidays. Willingness to rotate within the hospital in different wards. Competencies (knowledge/skills): Knowledge and experience of Community Mental Health at Primary Health care level. Basic Computer literacy (MS Office). Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Good communication skills.
DUTIES	:	Provide basic clinical nursing care. Development and implementation of basic patient care plans. Effective utilization of resources. Maintain professional growth/ethical standards and self-development.
ENQUIRIES	:	Ms R Price Tel No: (021) 440-3230
NOTE	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
POST 34/322	:	<u>STAFF NURSE GRADE 1 TO 3 (PAEDS GROUND AND PAEDS OPD)</u> Chief Directorate: Rural Health Services
SALARY	:	Grade 1: R229 440 per annum Grade 2: R272 778 per annum Grade 3: R319 071 per annum
CENTRE	:	George Regional Hospital
REQUIREMENTS	:	Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with a professional council: Registration with the SANC as Staff Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years' appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse. Inherent requirements of the job: Will be required to work shifts, night duty, weekends, public holidays as well as overtime. It will be expected of the incumbent to rotate within the hospital. Competencies (knowledge/skills): Knowledge nursing processes & procedures as outlined in Nursing Act and SANC regulations. Training competencies include Aseptic technique, Wound dressing. Basic pharmacology and mathematical skills to do calculation re dosages in medication. Basic principles of Health education. Knowledge of the nursing Care Process. Knowledge of medical legal hazards. Professionalism, good Interpersonal communication skills. Responsive, pro-active, flexible, assertive and supportive. Leadership skills.
DUTIES	:	Development and implementation of basic patient care. Provide basic clinical nursing care. Effective utilization of physical and financial resources. Maintain professional growth/ethical standards and self-development.
ENQUIRIES	:	Ms D Williams Tel No: (044) 802-4538
NOTE	:	No payment of any kind is required when applying for this post. Candidates may be subject to a practical. 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).
POST 34/323	:	<u>ARTISAN ASSISTANT</u> Chief Directorate: Rural Health Services
SALARY	:	R201 093 per annum
CENTRE	:	George Regional Hospital

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Grade 10 (or equivalent). Experience: Appropriate experience in general building maintenance, minor repairs and/or assisting Artisans with maintenance activities in a building, institutional or similar environment. Inherent requirements of the job: Valid Code B/EB/C1 driver's licence. Ability to perform heavy physical labour. Available to perform standby and overtime duties. Competencies (knowledge/skills): Basic technical and maintenance knowledge. Ability to perform minor maintenance and repair work and safely use hand and power tools. Knowledge of Occupational Health and Safety requirements and safe working practices. Good practical problem-solving skills, technical aptitude and attention to detail. Good planning, organisational, time-management and record-keeping skills. Ability to follow technical instructions and work independently and as part of a team. Good communication and interpersonal skills. Ability to prioritise work, demonstrate reliability and accountability, and exercise care in the use of tools, equipment and materials.
<u>DUTIES</u>	:	Perform minor maintenance and repairs to hospital buildings, infrastructure, fixtures, fittings and equipment. Assist with plumbing, carpentry, electrical, painting, glazing, mechanical and general building maintenance activities. Assist Artisans with repairs, installations, alterations, preventative maintenance and minor infrastructure improvement and refurbishment projects. Prepare work areas, tools, equipment and materials and assist with dismantling, installation, assembly and movement of equipment and components.
<u>ENQUIRIES</u>	:	Mr. L Du Plessis Tel No: (044) 802-4488
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subject to a practical test.
<u>POST 34/324</u>	:	<u>NURSING ASSISTANT GRADE 1 TO 3 (FAMILY MEDICINE) (X3 POSTS)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	Grade 1: R181 230 per annum Grade 2: R211 401 per annum Grade 3: R249 141 per annum
<u>CENTRE</u>	:	George Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing Assistant. Registration with a professional council: Registration with the SANC as a Nursing Assistant. Experience: Grade 1: None. Grade 2: A minimum of 10 years' appropriate/recognisable experience in nursing after registration with the SANC as a Nursing Assistant. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as a Nursing Assistant. Inherent requirements of the job: Will be required to work shifts, night duty, weekends, public holidays as well as overtime. Willingness to rotate within the hospital. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication and interpersonal relationships. Knowledge to relevant nursing legislation, policies and protocols of the Department of Health, Western Cape.
<u>DUTIES</u>	:	Assist patients with activities of daily living (physical care). To provide elementary clinical nursing care. Effective utilization of physical and financial resources. Maintain professional growth/ ethical standards and self-development.
<u>ENQUIRIES</u>	:	Ms J Ehlers Tel No: (044) 802-4536
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical. 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>POST 34/325</u>	:	<u>GENERAL WORKER STORES: SUPPLY CHAIN MANAGEMENT</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R144 024 per annum
<u>CENTRE</u>	:	Lentegeur Hospital

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic numeracy & literacy. Experience: Appropriate experience in a Warehouse environment. Inherent requirements of the job: Valid driver's license (Code B/EB). Competencies (knowledge/skills): Good communication skills. Physically, mental fit and able to handle stock.
<u>DUTIES</u>	:	Answer the telephone & handle queries. Manage the Issue Vouchers, receive & issue goods. Driving around the Estate and delivering goods to end-users. Clean various stores and non-store areas with the main stores. Assist in other stores when required. Rotate store stock (first in, first out). Assist the Warehouse Clerk with handling of stock.
<u>ENQUIRIES</u>	:	Mr. M Mdodeni Tel No: (021) 370-1125
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 34/326</u>	:	<u>GENERAL STORES ASSISTANT</u> Overberg District
<u>SALARY</u>	:	R144 024 per annum
<u>CENTRE</u>	:	Caledon Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic literacy and numeracy skills. Experience: Appropriate experience in a Stores environment. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to rotate within Supply Chain Section and relieve colleagues. Physically able to handle stock. Willing to work overtime on short notice. Competencies (knowledge/skills): Good verbal and written communication skills (written/verbal) Computer literacy in MS Office. Ability to work independently and as part of a team, ability to maintain confidentiality and problem-solving and conflict management with good organizational skills. Ability to work in a physically demanding environment.
<u>DUTIES</u>	:	Assist Warehouse Clerk with the handling of stock. Receive and issue goods. Deliver store stock to end-users. Rotate store stock (first in, first out). Perform certain messenger duties within the hospital environment when required. Clean various stores and non-storage areas within the main stores. Assist in other Stores when required. Assist Warehouse Clerk with the capturing of requisitions and issue vouchers on the Logis system. Deal with written and or telephonic queries or enquiries with regards to warehouse management matters. Perform relief duties as well as support to supervisor as required.
<u>ENQUIRIES</u>	:	Mr G Bucchianeri Tel No: (028) 814-3771
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates may be subjected to a practical test.
<u>POST 34/327</u>	:	<u>CLEANER</u> Central Karoo District
<u>SALARY</u>	:	R144 024 per annum
<u>CENTRE</u>	:	Murraysburg Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic literacy and numeracy. Experience: Appropriate experience in the field of domestic and health cleaning services. Inherent requirements of the job: Physical able to lift and / or move heavy objects and supplies. Ability to operate machinery and equipment. Competencies (knowledge / skills): Good interpersonal skills. Knowledge of the correct methods of handling and disposal of refuse/waste products and to adhere to policies and cleaning procedures. Ability to operate machinery and equipment. Knowledge of legislation and policies of the Department of Health and Wellness relevant to cleaning practise.
<u>DUTIES</u>	:	General cleaning, housekeeping and maintenance (i.e. dust/sweep / polish / scrub / mop / clean windows / walls / equipment / machinery and refuse removal). Ensure effective Waste Management, Linen Management, etc. Effective and efficient utilization and storage of cleaning materials and equipment. Provide optimal support to the supervisor and colleagues with general housekeeping duties and services. Adhere to general hygienic and safe environment in terms of standards and procedures.
<u>ENQUIRIES</u>	:	Ms FK Fass Tel No: (021) (049) 844-0021/53
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/written assessment.
<u>POST 34/328</u>	:	<u>TRADESMAN AID BUILDING (CARPENTRY)</u> Directorate: Engineering and Technical Support Services
<u>SALARY</u>	:	R144 024 per annum

<u>CENTRE REQUIREMENTS</u>	:	Head Office, Cape Town
	:	Minimum educational qualification: Grade 10 (or equivalent). Experience: Appropriate basic Workshop experience. Appropriate experience within the respective fields below. Inherent requirements of the job: Willingness to travel throughout the Western Cape Province. Physically fit to do manual labour. Competencies (knowledge/skills): Ability to handle tools. Good interpersonal skills. Good communication skills. Sound Knowledge of mainly in Building related trades, like: (Carpentry, Plumbing, Painting and Building). Basic sound knowledge of the SANS 10 - 400 Building Regulation. Be conversant with the requirements of the Machinery and Occupational Health and Safety Act. Must have a knowledgeable experience in Building trades.
<u>DUTIES</u>	:	Carry out minor maintenance tasks. Assist with the installation of plant, equipment and alterations. Ensure that tools and material are available when needed. Ensure areas in workshop /s and working environment is clear of obstructions and cleaned daily. Assist the Artisans in the execution of their duties as per Breakdown below. Control over tools and materials. Mainly Carpentry Plumbing, Painting and Building trades related duties. Maintenance and repairs by painting, glazing, skimming installations of Drywalls, ceilings and spray- painting of equipment at Hospital buildings. Repairs and Service of infrastructure equipment at Facilities, according to standards and relevant regulations. Occasional Support in Carpentry Plumbing Painting and Building Departments. Take control of Job cards assigned. Assist the Artisan Foreman / Artisan in certain duties assigned. Emergency breakdowns (including afterhours repairs). Planning and décor of new installations and alterations.
<u>ENQUIRIES NOTE</u>	:	Mr JP Louw Tel No: (021) 830-3771
	:	No payment of any kind is required when applying for this post.
<u>POST 34/329</u>	:	<u>ORAL HYGIENIST GRADE 1 TO 3 (SESSIONAL) (28 HOURS PER WEEK)</u> (Contract Till 30 September 2027) Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R273 per hour Grade 2: R318 per hour Grade 3: R373 per hour
<u>CENTRE REQUIREMENTS</u>	:	Oral Health Centre, Tygerberg/Mitchell's Plain Platform
	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Oral Hygienist. Registration with a professional council: Registration with the HPCSA as an Oral Hygienist. Experience: Grade 1: None after registration with the HPCSA as an Oral Hygienist in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA as an Oral Hygienist 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 an Oral Hygienist in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as an Oral Hygienist 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 an Oral Hygienist in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as an Oral Hygienist 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 (Code B/EB). Willingness to provide clinical service across the Oral Health platform including Tygerberg, Mitchells Plain, Red Cross and Mitchell's Plain clinic. Competencies (knowledge/skills): Good interpersonal skills and perform effectively as part of a multidisciplinary team. Professional ethics. Ability to work independently. Ability to work under pressure. Appropriate experience in treating special needs patients. Computer literacy (MS Word, Excel and Outlook).
<u>NOTE</u>	:	No payment of any kind is required when applying for this post Shortlisted candidates will be subjected to a written and oral assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for

		registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".
<u>DUTIES</u>	:	Engage in service provision to support the Dept of Health and Wellness and University of the Western Cape public mission. Deliver oral health care through clinical, preventive, and health-promotion services. Collaborating with health professionals and communities and building professional networks. Provide expert support, assistance/training to colleagues, community and patients. Provide oral health care to vulnerable patient groups, ie. Special needs patients. Administration duties relating to facility/patient admin within scope of Oral Hygienist. Effective stock management.
<u>ENQUIRIES</u>	:	Dr. CCA. Cloete Tel No: (021) 937-3092
<u>POST 34/330</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (GENERAL SURGERY) (SESSIONAL) (20 HOURS PER WEEK)</u> Chief Directorate: Metro Health Services (12 Month Contract Till)
<u>SALARY</u>	:	Grade 1: R671 per hour Grade 2: R766 per hour Grade 3: R887 per hour
<u>CENTRE REQUIREMENTS</u>	:	Karl Bremer Hospital, Northern/Tygerberg Sub-structure
	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa as Medical Specialist in General Surgery. Registration with a professional council: Registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist in General Surgery. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in General 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 a Medical Specialist in General Surgery. Grade 3: A minimum of 10 years' appropriate experience as a Medical Specialist after registration with HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in General Surgery. Inherent requirements of the job: Valid driver's license and willingness to travel. Competencies (knowledge/skills): Clinical experience with General Surgery, including endoscopy and laparoscopic surgery. Ability to achieve and maintain good interpersonal relations with staff, patients, and their families. Excellent clinical notes, referral writing skills and sound verbal and written communication skills as well as analytical and problem-solving skills. The candidate must have sufficient clinical and academic skills to handle a large clinical workload.
<u>DUTIES</u>	:	Provision of clinical service delivery at specialist level across the full spectrum of General Surgery services but with a focus on the endoscopy service. Duties in theatre may also be needed, performing surgical procedures. Consultant ward rounds with senior decision making in respect of patient care, including disposition decisions and oversight and input into OPD services. Clinical Governance in respect of accurate medical record keeping, data / trend analysis, contribution to Morbidity & Mortality meetings and management of complaints and use of existing digital platforms for referrals and patient related documentation. Teaching, training, research activities, including supervision & teaching of junior doctors and participation in the academic program in the hospital. Contribution to improvement of internal systems within the General Surgery service – both within the hospital and the Metro East ecosystem and participation in the wider management of the medical services within the hospital, both clinical and administrative, where reasonable and feasible.
<u>ENQUIRIES</u>	:	Dr S Le Roux Tel No: (021) 918-1990
<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 their 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).