the dpsa
Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 35 OF 2026
DATE ISSUED 02 OCTOBER 2026

1. **Introduction**

1.1 This Circular is, except during December, published on a weekly basis and contains the advertisements of vacant posts and jobs in Public Service departments.

1.2 Although the Circular is issued by the Department of Public Service and Administration, the Department is not responsible for the content of the advertisements. Enquiries about an advertisement must be addressed to the relevant advertising department.

2. **Directions to candidates**

2.1 Applications on form Z83 with full particulars of the applicants' training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) must be forwarded to the department in which the vacancy/vacancies exist(s). **NB: PROSPECTIVE APPLICANTS MUST PLEASE USE THE NEW Z83 WHICH IS EFFECTIVE AS AT 01 JANUARY 2021.**

2.2 Applicants must indicate the reference number of the vacancy in their applications.

2.3 Applicants requiring additional information regarding an advertised post must direct their enquiries to the department where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.

2.4 It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates.

3. **Directions to departments**

3.1 The contents of this Circular must be brought to the attention of all employees.

3.2 It must be ensured that employees declared in excess are informed of the advertised vacancies. Potential candidates from the excess group must be assisted in applying timeously for vacancies and attending where applicable, interviews.

3.3 Where vacancies have been identified to promote representativeness, the provisions of sections 15 (affirmative action measures) and 20 (employment equity plan) of the Employment Equity Act, 1998 should be applied. Advertisements for such vacancies should state that it is intended to promote representativeness through the filling of the vacancy and that the candidature of persons whose transfer/appointment will promote representativeness, will receive preference.

3.4 Candidates must be assessed and selected in accordance with the relevant measures that apply to employment in the Public Service.

4 SMS pre-entry certificate

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

AMENDMENTS : **INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE:** Kindly note that posts of Director: Legal and Litigation Advisory Services, Ref. No: Q9/2026/40 and Director Legal and Investigations Services, Ref No: Q9/2026/41, advertised on Public Service Vacancy Circular 34 dated 18 September 2026 with a closing date of 05 October 2026, please note that the closing date has been extended to 09 October 2026. Apologies for any inconvenience caused.
DEPARTMENT OF TRANSPORT: Kindly note that the following 3 posts were advertised in Public Service Vacancy Circular 33 dated 11 September 2026, Deputy Director-General: State-Owned Companies (Soc), Governance and Performance (GAP) Ref No: DOT/HRM/2026/32, Deputy Director-General: Road Transport Ref No: DOT/HRM/2026/33 and Chief Director: Driving Licence Card Account Ref No: HRM/2026/34 please note that the closing date has been amended to the 16 October 2026. The Department of Transport apologies for any inconvenience caused.

PROVINCIAL ADMINISTRATION: GAUTENG: DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION: Kindly note that the following post was advertised in the Public Service Vacancy Circular 34 dated 18 September 2026, Cultural Officer x2 posts for Central Corridor with Ref No: REFS/056613 the post has been advertised and the reference is not clear, Security Officer: Head Office x1 post with the new Ref No: REFS/056715 and the Auxiliary Support Worker: Sport x1 North Corridor post applications should be forwarded to SACRNorthcorridor@gov.za. Please be advised that the previously provided Head Office email address is incorrect/invalid. Applicants are therefore requested to use the following email address for all relevant correspondence. SACR.HeadOffice@gauteng.gov.za Closing date must be extended to the 16th of October 2026.

PROVINCIAL ADMINISTRATION: KWAZULU-NATAL: DEPARTMENT OF HEALTH: Kindly note that the following posts advertised in Public Service Vacancy Circular 34 dated 18 September 2026- Post: Administrative Clerk: Supervisor, Ref No: STC01/2026 & Artisan: Plumber, Ref No: STC02/2026 for St Chads Community Health Centre: KZN Department of Health are withdrawn

PROVINCIAL ADMINISTRATION: NORTH WEST: OFFICE OF THE PREMIER: Kindly note that the position of Assistant Director: Research and Evaluation in the Office of the Premier, advertised in the DPSA circular 34 dated 18 September 2026 with the closing date 05 October 2026, the Salary Notch was incorrectly captured as R487 197.00 per annum. The correct Salary Notch is R605 742 per annum.

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ANNEXURE A

DEPARTMENT OF AGRICULTURE (DOA)

CLOSING DATE : 16 October 2026 at 16:00

NOTE : To apply, submit a completed Z83 form and detailed Curriculum Vitae (PDF document to a maximum of 10 megabytes) via e-mail or hand delivery. The Department will not be held responsible for server delays. Late applications due to technical issues will not be considered. Shortlisted candidates must provide certified copies of required documents (Identity Document, qualifications, etc) where necessary and service certificates to support senior management experience to Human Resources before the interviews, including South African Qualifications Authority (SAQA) evaluation reports for foreign qualifications. Failure to comply will result in disqualification. To be appointed at Senior Management Service (SMS) level, you must complete the SMS Pre-entry programme offered by the National School of Government (NSG). Find course details here: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ appointment is subject to successful competition of the Nyukela Programme: Pre-entry Certificate to SMS and submission of proof. 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. 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. Selection panels shall score both technical exercises as an additional criterion in the interview process. NB: Please note that false or fraudulent qualifications submitted by applicants will be reported to the South African Police Services (SAPS), and a criminal case shall be opened. Applications: Please submit your application before the closing date as late applications will not be considered. Do not submit duplicate applications. If applying for multiple posts, submit separate applications for each post. Due to high volumes, the Department will not acknowledge receipt of applications. Communication will be limited to shortlisted candidates only. If you have not heard from us within 3 months, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts, or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: DOA is an equal opportunity employer committed to promoting representivity and affirmative action. We encourage applications from all qualified candidates. The Department reserves the right not to fill vacancies. By applying, you consent to the collection and processing of your personal information for recruitment purposes. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. Shortlisted candidates will undergo personnel suitability checks, security vetting and reference checks (including social media profiles). Applications must declare any pending criminal, disciplinary or any other allegations or investigations. Successful candidates must pass security clearance, sign an employment contract, sign an annual performance agreement and disclose financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Failure to disclose relevant information may result in disqualification or termination.

ERRATUM: The position of Campus Manager Ref No: 3/3/1/49/2026 advertised in the Public Services Vacancy Circular no 24 of 2026 was published with the incorrect EE Targets; the correct EE Targets are African Males and Females, and persons with disability. Therefore, the submission of job applications will be accepted from 25 September 2026 until 09 October 2026 at 16:00 through the same application channels published under the Public Service Vacancy Circular 24 dated 10 July 2026.

Withdrawal of Advertisement: The post of Senior Security Officer (reference: 3/3/1/83/2026), which was published in the Public Service Vacancy Circular number 32 dated 04 September 2026, closing 18 September 2026, has been withdrawn.

OTHER POSTS

POST 35/01	:	**ICT SYSTEM ADMINISTRATOR (UNIX/LINUX AND WINDOWS) REF NO: 3/3/1/87/2026** Directorate: ICT Service Delivery and Operations
SALARY	:	R487 197 per annum (Level 09)
CENTRE	:	Gauteng (Pretoria)
REQUIREMENTS	:	Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Information Technology/Computer Science (NQF Level 6). Minimum three 3 years relevant experience in IT, of which at least one (1) year should be in a Unix/Linux server environment. Job-Related Knowledge: Unix/ Linux and Windows Server administration and management. Active Directory and Group Policy. Exchange administration. Microsoft 365 and Entra ID administration. Hyper-V virtualisation. Knowledge of hardware and software troubleshooting. Server monitoring and performance management. DHCP, DNS and TCP/IP. File and print. Job Related Skills: Experience on server operating systems, including installation, configuration and maintenance. Cloud services and hybrid infrastructure management. Automation and scripting. Good collaborative skills and ability to work well within a team. Attention to detail. Drive and critical thinking. Technical Competence. A Valid driver's license.
DUTIES	:	Maintain Hardware and Software Infrastructure: Provisioning of Unix/ Linux and Windows server infrastructure and support. Unix/Linux and Windows Server Maintenance. Active Directory Administration. Microsoft 365 and Entra ID administration. Troubleshooting and monitoring both Unix/Linux and Windows server environments. Ensure ICT governance and risk management. Research Future Trends and Technologies: Testing new Hardware and Software in the market. Research new trends in market and make recommendations. Zero Trust Security. AI and Predictive Analytics, Machine Learning, internet of things etc. Contribution in Projects: Rollout of special projects. Investigate and plan software and hardware projects.
ENQUIRIES	:	Ms M Nemutendani Tel No: (012) 319 6154 / 6195
APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email ICTSArecruit87@nda.gov.za
NOTE	:	EE Target: African Females and persons with disability.
POST 35/02	:	**SENIOR AGRICULTURAL SCIENTIST (SENIOR LECTURER) REF NO: 3/3/1/88/2026** Directorate: Grootfontein Agricultural Development Institute
SALARY	:	R487 197 per annum (Level 09)
CENTRE	:	Eastern Cape (Middelburg)
REQUIREMENTS	:	Applicants must be in possession of a Grade 12 Certificate and a Bachelor of Science Degree (BSc) in Agriculture (Animal Science). Minimum of 3 years' experience in the higher education environment. Job related knowledge: Knowledge and understanding of all relevant legislation and regulations that govern the Public Service. Knowledge of Government policies and priorities in terms of Agriculture. Knowledge and understanding of the white paper on the transformation of the Public Service (Batho Pele). A strong knowledge of the subject area combined with a broad subject background enabling contributions to teaching programmes. Job related skills: Computer skills. Good knowledge of the subject field. Supervisory and management skills. Formal training and presentation skills/facilitation skills. Willingness to work extended hours. The ability to work proactively and under pressure. The ability to work efficiently and effectively at all times. A valid driver's licence. Willingness to travel.
DUTIES	:	Oversee the development and implementation of the academic curriculum for the subject field according to the relevant quality standards which would, inter alia, include the following: Determine the training needs of clients and industrial role players (Liaise with relevant agricultural role players). Identify gaps in the curriculum, review and develop appropriate interventions, e.g. course material / study guides. Compile a curriculum. Ensure alignment of course material with requirements set for academic institutions and practical requirements. Participate in peer reviewing of study material and presentations. Prepare syllabus guides, lesson plans and presentation of practical, theoretical and/or

short courses in accordance with the set timetable. Ensure that assessment and moderation of assessments take place in accordance with the required standards (e.g. Higher Education Quality Committee standards). Develop and implement a capacity-building plan. Conduct classes which would, inter alia, include the following: Conduct classes which would, inter alia, include the following. Prepare practical and theoretical lecturing material and study aids. Present lectures and tutorials. Maintain discipline during classes. Compile question papers and memorandums for assessments. Grade answer sheets, papers and assignments. Statistical analysis of results. Invigilate during exams and tests as required. Support students through an advisory and consultative role. Moderation of exams as required. Present short courses / vocational training to Higher Education and Training (HET), Further Education and Training (FET) students and other stakeholders. Liaise with industry at various platforms on different aspects of vocational training. Prepare practical material and study aids. Present practical classes and assessment. Provide oversight, guidance, mentoring and assistance to students and other stakeholders in the planning (strategic, operational, fodder flow and financial) and management (day-to-day livestock operations, data collection and marketing) of production units (mini farms). Provide oversight to students / stakeholders in the collection, processing and interpretation of data of the production unit. Ensure the provision of sufficient quantity and quality of practical training material and equipment (fleeces, livestock, equipment, etc.). Oversee and conduct applied information research on production units: Do desktop research on subject matter. Identify relevant new information and technology for incorporation in course material. Present findings of research at relevant platforms. Provide verbal and written advice and assistance to farmers in subject field. Perform and oversee administrative and extracurricular functions which would, inter alia, entail the following: Give input towards policy. Involved with planning regarding academic, facilities, financial and other related issues. Compilation of timetables. Perform and oversee administration in terms of classes e.g. attendance registers, student records, exam results etc. Serve on various committees (e.g. subject academic committees etc.). Compile and submit monthly and quarterly reports. Human resource responsibility including: Supervise subordinates. Development of subordinates. Maintain discipline. Plan and prioritise work of subordinates. Performance management. Monitor expenditure and utilisation of assets. Comply with the Public Service prescripts.

ENQUIRIES : Mr T Cebani Tel No: (049) 802 6605

APPLICATIONS : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email SASrecruit88@nda.gov.za

NOTE : EE Target: African Males, Coloured Females and persons with disability

POST 35/03 : **HUMAN RESOURCE PRACTITIONER: RECRUITMENT AND SELECTION REF NO: 3/3/1/89/2026 (X4 POSTS)**
Directorate: Human Resource Administration
(12 Months Fixed Term Contract)

SALARY : R338 106 per annum (Level 07), (plus 37% in lieu of benefits)

CENTRE : Gauteng (Pretoria)

REQUIREMENTS : Must be in possession of grade 12 certificate and National Diploma in Human Resource Management (NQF 6). The candidate must have a minimum of 1 year experience in Recruitment and Selection Environment. Job Related Work Experience: Knowledge of recruitment and selection prescripts and legislation. Knowledge of human resource transformation, monitoring and evaluation. Knowledge of Public Service Act. Knowledge of Public Service Regulations. Knowledge of Employment Equity Act. Knowledge of Labour Relations Act. Knowledge of Basic Conditions of Employment Act. Job Related Skills: the applicant must have good communication (verbal and written). Good interpersonal relations. Ability to communicate well with people at different level. Planning and organising skills. Problem solving skills. Good telephone and email etiquette. Presentation and facilitation. Report writing. Record keeping. People management. Monitoring and evaluation. Negotiation and conflict resolution. Customer focus. Computer literacy. A Valid Driver's License.

DUTIES : Ensure the advertisement of vacant and funded posts. Ensure that duly completed and approved application to fill a Post Form is attached. Ensure that job description or job evaluation results are attached. Ensure that employment equity targets are attached. Draft advertisement in line with the approved job

profile. Send draft advertisement to line manager for sign off before placement. Submit documents to advertising section for placement. Provide effective advisory service on recruitment and selection. Ensure adherence and compliance to R&S policy and prescripts. Administer the arrangement of shortlisting's and interviews. Provide technical advisory services during shortlisting's and interviews. Implement recommendations of the selection committee members. Draft appointment submission for approval. Conduct personnel suitability checks on recommended candidates. Issue appointment letters and regret letters. Provide assistance during recruitment and selection information sessions. Respond to all related enquiries. Meet with clients on daily operational issues. Write submissions and letters on matters related to recruitment and selection. Represent the unit at various transformation forums in the Department. Rendering secretariat services during shortlisting and interviews. Provide effective interpretation on legislations, policies and directives. Provide inputs on the amendment of policies and procedures. Draft written responses to line functionaries on functional areas to enhance correct implementation of recruitment and selection processes and practices. Follow up on vacancies with a view to reduce the vacancy rate and turnaround time to fill a post. Provide training on recruitment and selection policies and prescripts. Maintain and update database with statistics on the filling of posts. Maintain and provide statistical information on recruitment and selection. Update and maintain recruitment and selection vacancy databases. Control, maintain and monitor databases set up to monitor recruitment and selection activities.

ENQUIRIES : Mr Godfrey Matloga Tel No: (012) 319 9416

APPLICATIONS : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email HRPrecruit89@nda.gov.za

POST 35/04 : **SENIOR LABORATORY ASSISTANT REF NO: 3/3/1/86/2026**
Directorate: Inspection Services

SALARY : R237 453 per annum (Level 05)

CENTRE : Western Cape: Stellenbosch

REQUIREMENTS : Applicants must be in a possession of a Grade 12 Certificate. A Minimum of 3 years relevant experience in Laboratory and Horticulture. Job Related Knowledge: Knowledge of the Public Service and Departmental prescripts /policies. Agricultural Product Standards Act 119 of 1990, Liquor Products Act 60 of 1989. Job Related Skills: Knowledge and application of the Laboratory quality systems. Knowledge of work-related policies and procedures. Laboratory techniques and safety. Problem solving techniques. Effective communication. Provisioning administrative system (chemicals, equipment etc). Data processing. Applicable relevant analytical techniques. Efficient managing of stores and ordering of miscellaneous stores. Use of relevant laboratory and office equipment. Manual dexterity. Communication capabilities. Insight capabilities in the application of quality assurance documentation. Accuracy, thoroughness and timeous Ness. Computer skills, application/usage of computer software. Alert and troubleshooting skills. Administrative and organisational skills Language capabilities with regard to the understanding of quality system documentation. Planning and organising abilities. Self developmentally inclined. Team building. Trainings skills/give guidance. Extended working hours. Handling of hazardous chemicals. Valid driver's license and the ability to drive.

DUTIES : Prepare samples and perform routine analysis for the determination of i.e. chemical resides / dairy / processed food/liquor products composition components (quality control) which would, inter alia, entail the following; Labelling of samples. Collecting/taking samples for preparation (i.e. fruit, vegetables, grain and or other agricultural products / processed foods bread, dried fruit, fruit juice, honey vinegar). Preparation of sample material by e.g. weighing, drying, cutting etc. Preparation of media (eliza kits). Preparation and staining of smears. Preparation of stains, buffers and reagents. Visual inspection and collection of infected material if applicable. Perform extractions and basic analyses of samples. Record analyses results. Storage of samples. Packing and/or transport samples. Assist in decontamination and disposal of used samples. Removal of waste. Perform basic maintenance on selected equipment and instrumentation. Report all faulty equipment and instrumentation. Perform verification and calibration on selected equipment

and instrumentation. Maintain tidiness of laboratories, clean / sterilise glassware and equipment. Clean laboratory facilities. Clean glassware and laboratory equipment. Perform administrative and related functions which would inter alia, entail the following: Inventory control of equipment and consumable for equipment. Recordkeeping and updating of the identified register (i.e. Register book, sample referral, sample received, record of results, inventory of standards, reagents and chemicals, waste removal). Assist with invoicing of analyses. Comply with health and safety regulations.

ENQUIRIES : Mr T. Pongolo Tel No: (021) 809 1640.

APPLICATIONS : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email SLArecruit86@nda.gov.za

NOTE : EE Target: African Males and Females and persons with disability.

POST 35/05 : **DRIVER/MESSENGER REF NO: 3/3/1/90/2026**
Directorate: Animal Health

SALARY : R201 093 annum (Level 04)

CENTRE : Pretoria

REQUIREMENTS : Applicants must be in possession of Grade 10/ABET qualification and Valid Code 8 Drivers license. Must have a minimum of seven months relevant experience Job related knowledge: Knowledge of the city (ies) in which the function will be performed. Job related Skills: Organising skills. Well organised. Good communication and interpersonal skills. Basic Literacy. A reliable and creative individual who is prepared to work under pressure and as part of a team.

DUTIES : Drive light and medium vehicles to transport passengers and deliver other items (mails, documents, office equipment). Collect, distribute and control movement of documents. Do routine maintenance on the allocated vehicle and report defects timely. Perform daily trip and post trip vehicle inspection to ensure that the vehicle is in the best condition at all times. Complete all the required and prescribed records and logbooks with regard to the vehicle and the goods handled. Maintain accurate and up to date schedule trip sheets, i.e. log official trips, daily mileage. Collect and deliver documentation and related items in the departmental / branch or any other component within the department related external parties. Ensure proper and secure control over movement of documents. Assist in Registry functions. File incoming correspondence and help trace the file. Copy and fax documents.

ENQUIRIES : Ms Celia Maluleke Tel No: (012) 319 7475

APPLICATIONS : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email DMrecruit90@nda.gov.za

NOTE : EE Targets: African Males, and persons with disability.

ANNEXURE B

DEPARTMENT OF DEFENCE

APPLICATIONS	:	Department of Defence Headquarters Unit, Armscor Building, Private Bag X161, Erasmuskloof, Pretoria, 0001 or may be hand delivered to Armscor Building 370, corner of Nossob and Boeing Street, Erasmuskloof, Pretoria, 0001 or email to Carles.Balie@dod.mil.za
CLOSING DATE	:	16 October 2026 at 16h00 (Applications received after the closing date and faxed copies will not be considered).
NOTE	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion / appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan. Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office, i.e., effective 01 January 2021, or on the DPSA website link: https://www.dpsa.gov.za/newsroom/psvc/. Should an application be received using incorrect application employment form Z83, it will be disqualified, which must be originally signed and dated by the applicant, and which must be accompanied by a detailed CV only (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview which should not be older than six months. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application, it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. The level of appointments is dependent upon, qualifications, relevant experience and research output. 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. Selection panels shall score both technical exercises as an additional criterion in the interview process. The competency assessment will be limited to successful candidates in the interview process only. Shortlisted candidates will be subjected to a personnel suitability checks (pre-employment screening) which may include social media profiles checks. A successful candidate will have to undergo a full security vetting while in the employ of the department and negative outcome shall nullify employment contract. Failure to submit the required documents will result in your application not being considered. Successful candidates will be required to disclose their financial interests within one (1) month of appointment. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

OTHER POST

POST 35/06	:	**SECRETARY REF NO: CSD/32/35/26**
SALARY	:	R237 453 – R279 708 per annum (Level 05)
CENTRE	:	Department of Defence Headquarters Unit, Armscor Building, Erasmuskloof, Pretoria.

REQUIREMENTS	:	Knowledge of MS Word, Excel and PowerPoint. Typing skills. Language proficiency in English (written and verbal). Analytical and innovative thinking as well as problem-solving skills. Excellent Interpersonal Skills. Sound organisational skills. High level of reliability. Ability to act with tact and discretion. Good people skills. Ability to do analyse documents and situations. Excellent secretarial skills.
DUTIES	:	Provide a Secretarial Support Service to Deputy Chief of Staff SANDF (DCOS). Receive telephone calls and refers the calls to the correct role. Record appointments and events in the dairy of the DCOS. Operate office equipment like fax and photocopying machine. Liaises with travelling agencies to make travelling arrangements for DCOS. Processes travel and subsistence claims for DCOS. Arrange meetings and events for DCOS. Book venues, invites role player, organise refreshments and set up schedules for meetings and events. Process all invoices that emanate from activities of the work of the DCOS. Records basic minutes of the meetings of the DCOS. Draft routine correspondence and reports. Establish and maintain filing system in the office of the DCOS. Administers matters like the leave for the DCOS. Handle the procurement of standard items like stationary, refreshments etc. Collect all relevant documents to enable the DCOS to prepare for meetings. Manage the correspondences in and out of the DCOS's office. Ensure that documents submitted for the DCOS's approval adhere to set norms and standards. Remain abreast with the procedures and processes that apply in the DOD to ensure efficient and effective support to the Director. Study the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly.
ENQUIRIES	:	Lt Col N. Maseti Tel No: (012) 355 5269

ANNEXURE C

DEPARTMENT OF EMPLOYMENT AND LABOUR

It is the Department's intention to promote equity (race, gender and disability) through the filling of this post with a candidate whose transfer / promotion / appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

CLOSING DATE : 16 October 2026 at 16:00 (walk-in) and 23:59 (online)

NOTE : Online application must include an application form Z83 and CV as one attachment, indicate the correct job title and correct reference number of the post on the email. Use the correct email address associated with the post. Applications quoting the relevant reference number, correct job title and correct name of the Department must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the old Z83 application form will not be considered. Each application for each post (s) must have its own application form. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Only an updated comprehensive CV and a completed, initialled and signed Z83 application form is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA) (only when shortlisted). Failure to submit all the requested documents will result in the application not being considered. Applicants who do not comply with the application 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. Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA) Your information will be used soley for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. Successful candidates will be required to enter into an employment contract and a performance agreement. The Department reserves the right not to make any appointment(s) to the below advertised post(s). Correspondence will be limited to shortlisted candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. The Department is an equal opportunity, affirmative action employer. The Employment Equity targets will be taken into consideration during the selection process. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s).

OTHER POSTS

POST 35/07 : **DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS (X3 POSTS)**
Re-advertisement for Ficksburg and Welkom Labour Centres, applicants who previously applied for those Centres must re-apply.

SALARY : R1 101 468 per annum, (all- inclusive salary package)

CENTRE : Labour Centre: Botshabelo Ref No: HR4/4/8/1022 (X1 Post)
Labour Centre: Ficksburg Ref No: HR4/4/8/1023 (X1 Post)
Labour Centre: Welkom Ref No: HR4/4/8/1024 (X1 Post)

REQUIREMENTS : Three (3) years National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF7) in Financial Management, Accounting, Human Resource Management, Labour Relations, Social Sciences, Engineering Sciences, Public Administration/Management, Business Administration/Management, Operations Management, Project Management, Three (3) years legal qualification. Five (5) years' experience of which two (2) at an Assistant Director

level and three (3) years' functional experience in labour market operations /services delivery environment. Knowledge: Public Finance Management Act, Treasury Regulations, Supply Chain Management processes, Asset Management, All Labour Legislations, Departmental policies and Procedures, Public Service Regulations, Batho Pele Principles, Service Delivery Improvement Plan Skills: Management, Computer skills, Presentation skills, Communication (both verbal and written), Interpersonal, Conflict Management, Leadership, Project Management, Diversity management, Change management, Monitoring and Evaluation.

DUTIES : Manage the service delivery objectives as per the mandate of Department of Employment and Labour. Represent the Department in key stakeholder forums including interdepartmental structures of government and municipalities including those dictated by the District Development Model (DDM). Implement and manage service delivery improvement interventions. Manage all the resources of the Labour Centre.

ENQUIRIES : Ms E Maneli Tel No: (051) 505 6205

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 or hand deliver at: Department of Employment and Labour, Laboria House, Charlotte Maxeke Street, Bloemfontein. For online applications: Botshabelo Labour Centre Jobs-FSDDLCOBOTS@LABOUR.gov.za
Ficksburg Labour Centre Jobs-FSDDLCOFICKS@LABOUR.gov.za
Welkom Labour Centre email: Jobs-FSDDLCOWELK@LABOUR.gov.za

NOTE : African Males, African Females, Africans with Disability and Coloured Females.

POST 35/08 : **ASSISTANT DIRECTOR: UI OPERATIONS REF NO: HR4/4/6/48**
(Three (3) year contract)

SALARY : R605 742 per annum, plus 37% in lieu of benefits

CENTRE : Provincial Office: Limpopo

REQUIREMENTS : Undergraduate qualification in Operations Management/Public Management or Administration, Business Administration or Management/Administrative Management/Management/Financial Accounting/Finance at NQF Level 6 as recognised by SAQA. Four (4) years' experience of which two (2) years must be functional experience in Operations environment, and two (2) years must be at a supervisory experience. Valid driver's License. Knowledge: Unemployment Insurance Act (UIA), Unemployment Insurance Contributions Act (UICA), Treasury Regulations, Public Service Act (PSA), Public Service Regulation (PSR), Basic Conditions of Employment Act (BCEA), Public Finance Management Act (PFMA), Protection of Personal Information Act (POPIA). Skills: Computer, Report writing, People management, Time Management, Communication (both verbal and written), Customer Relations, Supervisory skills, Coaching skills.

DUTIES : Facilitate the employer services function in the province. Coordinate the provision of assessment, validation and adjudication of claims. Facilitate registry services in the province. Coordinate local appeals and complaints in the province. Coordinate general support. Manage resources in the unit.

ENQUIRIES : Mr. MI Makgobola Tel No: (015) 290 1723

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane or UIFJobs-LP@labour.gov.za

POST 35/09 : **ASSISTANT DIRECTOR: LABOUR CENTRE OPERATIONS (UIF) (X13 POSTS)**
(Three (3) year contract)

SALARY : R605 742 per annum, plus 37%. in lieu of benefits

CENTRE : Labour Centre: Giyani: Ref No: HR4/4/6/49 (X1 Post)
Labour Centre: Groblersdal Ref No: HR4/4/6/50 (X1 Post)
Labour Centre: Jane Furse Ref No: HR4/4/6/51 (X1 Post)
Labour Centre: Lebowakgomo Ref No: HR4/4/6/52 (X1 Post)
Labour Centre: Lephalale Ref No: HR4/4/6/53 (X1 Post)
Labour Centre: Makhado Ref No: HR4/4/6/54 (X1 Post)
Labour Centre: Modimolle Ref No: HR4/4/6/55 (X1 Post)
Labour Centre: Mokopane Ref No: HR4/4/6/56 (X1 Post)
Labour Centre: Phalaborwa Ref No: HR4/4/6/57 (X1 Post)
Labour Centre: Polokwane Ref No: HR4/4/6/58 (X1 Post)
Labour Centre: Seshego Ref No: HR4/4/6/59 (X1 Post)

Labour Centre: Thohoyandou Ref No: HR4/4/6/60 (X1 Post)
Labour Centre: Tzaneen Ref No: HR4/4/6/61 (X1 Post)

REQUIREMENTS : Undergraduate qualification in Operations Management or Research/Public Management or Administration, Business Administration or Management / Administrative Management / Management / Financial Accounting / Finance at NQF Level 6 or 7 as recognised by SAQA. Four (4) years' experience of which two (2) years must be functional experience in Operations environment, and two (2) years must be a supervisory Experience. Driver's License will be an added advantage. Knowledge: Treasury Regulations, Public Service Act (PSA), Public Service Regulation (PSR), Basic Condition of Employment (BCEA), Public Finance Management Act (PFMA), Protection of Personal Information Act (POPIA). Skills: Driving skills, Computer, Report writing, People management, Time Management, Communication (both verbal and written), Customer Relations, Supervisory skills, Presentations skills, Numeracy skills, Analysis Skills.

DUTIES : Facilitate the provision of UI claims and processing at a Labour Centre. Coordinate the quality assurance of UI applications, registrations and declarations, and follow-up with clients. Facilitate the provision of UI services to walk-in and online customers. Coordinate the administration of governance, compliance and risk matters for UI at the Labour Centre. Manage resources in the Division.

ENQUIRIES : Ms. MS Lebogo Tel No: (015) 290 1662

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane Or UIFJobs-GIY@labour.gov.za for Giyani
UIFJobs-GLD@labour.gov.za for Groblersdal
UIFJobs-JF@labour.gov.za for Jane Furse
UIFJobs-LEB@labour.gov.za for Lebowakgomo
UIFJobs-LEP@labour.gov.za for Lephalale
UIFJobs-MAKH@labour.gov.za for Makhado
UIFJobs-MOD@labour.gov.za for Modimolle
UIFJobs-MOK@labour.gov.za for Mokopane
UIFJobs-PHAL@labour.gov.za for Phalaborwa
UIFJobs-PLK@labour.gov.za for Polokwane
UIFJobs-SESH@labour.gov.za for Seshego
UIFJobs-THO@labour.gov.za for Thohoyandou
UIFJobs-TZN@labour.gov.za for Tzaneen

POST 35/10 : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT AND EMPLOYMENT RELATIONS REF NO: HR 4/4/1/85**

SALARY : R487 197 per annum

CENTRE : Provincial Office: Eastern Cape

REQUIREMENTS : Three- year relevant tertiary qualification in Human Resource Management. Two (2) years supervisory experience. Two (2) years functional experience doing Human Resources and Employment Relations Services. Valid driver's licence. Knowledge: Public Service transformation and management issues, White paper transformation of Public Service, Ability to convert policy into action, Human Resources Systems and Procedures, Public Service Act and Resolutions, Recruitment and Selection, Departmental Policies and Procedures, Batho Pele Principles, Minimum Information Security Standards Skills: Administration and financial management, Project management, Interpersonal, Communication (verbal and written), Computer literacy, Analytical, Problem solving, Conflict management, People management.

DUTIES : Coordinate and monitor the implementation of human resources management policies in the Province. Monitor and provide advice on the implementation of Employment Relations policies and prescripts. Coordinate and manage the implementation of programmes of Employment Equity. Monitor the administration of service benefits. Manage staff and all the resources of the Sub- Directorate.

ENQUIRIES : Mr S Joko Tel No: (043) 701 3030

APPLICATIONS : Chief Director: Provincial Operations, Private Bag 9005, East London or hand deliver at No. 03 Hill Street East London. Email: Jobs-EC2@labour.gov.za

NOTE : Coloured Males, Coloured Females, Indian Males, Indian Females, White Males, White Females and People with Disabilities are encouraged to apply.

POST 35/11	:	**ASSISTANT DIRECTOR: EMPLOYER COMPLIANCE: REF NO: HR5/1/2/3/33 (X4 POSTS)**
SALARY	:	R487 197 per annum
CENTRE	:	Compensation Fund, Pretoria
REQUIREMENTS	:	Three-year tertiary qualification (NQF Level 6) as recognised by SAQA in Accounting/Auditing/Compliance Management. 4 years' functional experience in employer assessment/revenue management/Financial management/ auditing/ Compliance management/ health insurance environment of which 2 years at supervisory level. Valid driver's license. Knowledge: Compensation Fund, policies, procedures, processes. Relevant stakeholders and customers. Customer service (Batho Pele Principles). COIDA. Public Service Act (PSR). Protection of Personal Information Act (POPIA). Promotion of Access to Personal Information Act (PAIA). Basic Conditions of Employment Act (BCEA). Labour Relations Act (LRA). Generally Recognised Accounting Practices (GRAP). Financial and budgeting management. Fund Governance and Risk Management. Customer Service (Batho Pele Principles). Understanding of risk management and audit practices. Debtors Management. Legislative Requirements: Public Finance Management Act (PFMA). National Treasury Regulations (NTR). Skills: Technical Proficiency. Communication (verbal and written). Meeting planning, organisation, and facilitation. Analytical thinking. Data and records management. Telephone Skills and Etiquette. Problem-solving and decision-making. Computer literacy. Customer Focus and Responsiveness. People and Performance Management. Team leadership. Planning and Organising. Project management. External Environmental Awareness.
DUTIES	:	Provide support to Provincial Office COIDA Compliance. Coordinate the employer audit activities within the Fund. Facilitate COIDA compliance rate and links with relevant units. Manage all resources in the Sub-directorate.
ENQUIRIES	:	Mr K Makgamatha, Cell: 083 288 2845
APPLICATIONS		Direct Your Applications to: Jobs-CF24@labour.gov.za
NOTE	:	Priority will be given to Persons with disability, Indians and Whites
POST 35/12	:	**ASSISTANT DIRECTOR: CONDITIONS OF SERVICE REF NO: HR 5/1/2/3/34**
SALARY	:	R487 197 per annum
CENTRE	:	Compensation Fund, Pretoria
REQUIREMENTS	:	Undergraduate qualification (NQF Level 6) as recognised by SAQA in Human Resource Management. 4 years' functional experience in human resource administration environment of which 2 years should be supervisory experience at Senior Practitioner level or equivalent level. Knowledge: Human Resource Management methodology, principles and strategy. Digital Acumen/Relevant HRM Systems/Performance Systems. Compensation Fund Objectives and Business Function. Compensation Fund services. Compensation Fund services. Relevant Fund policies, procedures and processes. Stakeholders and customers. Customer Service (Batho Pele Principles). Risk Awareness. Legislative requirements: Public Service Regulations. Public Service Act. Basic Conditions of Employment Act. POPI Act. Skills: Project Management and Planning. Quality Assurance and Improvement. Data Integrity and Management. Ethics and Governance. Monitoring and Evaluation. Data Gathering, Analysis. Data/Record Management. Research and Benchmarking. Stakeholder Development and Management.
DUTIES	:	Coordinate the implementation of employee benefits, conditions of service and remuneration of employees in the Fund. Coordinate the process of administering the incapacity leave process (Pillar). Coordinate the maintenance of the Human Resource Information of the Fund. Management of resources.
ENQUIRIES	:	Ms. VH Masemola, Cell: 082 520 3935
APPLICATIONS	:	Direct Your Applications to: Jobs-CF28@labour.gov.za
NOTE	:	Preference will be given to Persons with Disabilities, Whites and Indians
POST 35/13	:	**ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT & EMPLOYEE RELATIONS REF NO: HR4/4/8/185** (Three-Year Contract)
SALARY	:	R487 197 per annum, plus 37% in lieu of benefits

CENTRE	:	Provincial Office: Northern Cape
REQUIREMENTS	:	An undergraduate qualification in Human Resource Management/Public Management/Employee Relations at NQF Level 6 as recognised by SAQA. Driver's Licence will be an added advantage. Four (4) years' experience of which two (2) years must be functional experience in Human Resource Management and Employee Relations environment, and two (2) years must be at a Senior Practitioner level. Knowledge: Public Service Transformation and Management Issues, White Paper on Transformation of the Public Service, Human Resource Systems and Procedures, Public Service Act and Resolutions, Recruitment and Selection, Departmental Policies and Procedures, Batho Pele Principles, Minimum Information Security Standards, PERSAL and other HR Information Management Systems. Skills: Communication (Verbal and Written), Computer Literacy (Excel, Word, PowerPoint, PERSAL, etc.), Innovative/Creative, Presentation, Responsiveness, Report Writing, Time Management, Organising and Planning, Financial Management, Policy Analysis, Problem Solving and Decision Making.
DUTIES	:	Coordinate and monitor the implementation of Human Resource Management policies in the province. Monitor and provide advice on the implementation of Employee Relations policies and prescripts. Coordinate and manage the implementation of Employment Equity programmes. Monitor the administration of service benefits. Manage resources (Human, Finance, Equipment/Assets) in the Sub-directorate
ENQUIRIES	:	Ms Sherelda Kleinsmith Tel No: (053) 838 1517
APPLICATIONS	:	Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road. Email: Jobs-NCKIM@labour.gov.za
POST 35/14	:	**SENIOR PRACTITIONER: HUMAN RESOURCE MANAGEMENT REF NO: HR4/4/8/186** (Three-Year Contract)
SALARY	:	R413 001 per annum, plus 37% in lieu of benefits
CENTRE	:	Provincial Office: Northern Cape
REQUIREMENTS	:	An undergraduate qualification in Human Resource Management/Public Management at NQF Level 6 as recognised by SAQA. Driver's License will be an added advantage. Two (2) years functional experience in human resource management environment. Knowledge: Public Finance Management Act (PFMA), Public Service Regulations (PSR), Public Service Act (PSA), Labour Relations Act (LRA), Employment Equity Act (EEA), PSCBC and CCMA Procedures, Batho Pele Principles. Skills: Negotiation, People Management, Problem Solving, Presentation, Planning and Organising, Communication, Computer Literacy, and Report Writing.
DUTIES	:	Monitor the Recruitment and Selection process. Facilitate the processing and approve service benefits. Provide and monitor termination of service at the province. Monitor establishment and the implementation of HR policies. Supervise resources (Human, Finance, Equipment/ Assets) in the Division.
ENQUIRIES	:	Ms Sherelda Kleinsmith Tel No: (053) 838 1517
APPLICATIONS	:	Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road. Email: Jobs-NCKIM@labour.gov.za
POST 35/15	:	**SENIOR PRACTITIONER: EMPLOYEE RELATIONS REF NO: HR4/4/8/187** (Three-Year Contract)
SALARY	:	R413 001 per annum, plus 37% in lieu of benefits
CENTRE	:	Provincial Office: Northern Cape
REQUIREMENTS	:	An undergraduate qualification (NQF level 6) in Human Resource Management/Labour Relations Management as recognised by SAQA. Driver's License will be an added advantage. Two (2) years must be functional experience in Employment Relations Management environment. Knowledge: Public Service Commission's rules for dealing with complaints and grievances. Public Service Coordinating Bargaining Council resolutions. Interpretation of case law and trends in Labour Law. Public Finance Management Act (PFMA). Public Service Regulations (PSR). Public Service Act (PSA). Labour Relations Act (LRA). Employment Equity Act (EEA). PSCBC and CCMA procedures. Basic Conditions of Employment Act (BCEA). Skills: Negotiation. People

Management. Problem Solving. Presentation. Planning and Organising. Communication. Computer Literacy. Report Writing. Conflict Management. Research.

DUTIES : Conduct and analyse all grievances and complaints received from employees in the province. Draft charges and finalise all misconduct cases in the province. Represent the Department in all disputes referred to the General Public Service Sectoral Bargaining Council (GPSSBC) and the Commission for Conciliation, Mediation and Arbitration (CCMA). Conduct advocacy sessions on employment-related matters in the province. Provide administrative support services in the section.

ENQUIRIES : Ms Sherelda Kleinsmith Tel No: (053) 838 1517

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road. Email: Jobs-NCKIM@labour.gov.za

POST 35/16 : **SENIOR PRACTITIONER: HUMAN RESOURCE DEVELOPMENT AND PERFORMANCE MANAGEMENT REF NO: HR4/4/8/188**
(Three-Year Contract)

SALARY : R413 001 per annum, plus 37% in lieu of benefits

CENTRE : Provincial Office: Northern Cape

REQUIREMENTS : An undergraduate qualification in Human Resource Management / Development / Training and Development / Management of Training / Public Management / Public Management / Industrial and Organisational Psychology at NQF Level 6 as recognised by SAQA. Driver's license will be an added advantage. Two (2) years functional experience in Human Resource Development / Training and Development / Performance Management Services. Knowledge: Public Service Act (PSA). Public Service Regulations (PSR). Public Finance Management Act (PFMA). Human Resource Development Policies. Human Resource Systems (PERSAL). Skills Development Act (SDA). Skills Development Levies Act (SDLA). Labour Relation Act (LRA). Basic Condition of Employment Act. Employment Equity Act (EEA). Protection of Personal Information Act (POPIA). Skills: Communication (Verbal and Written). Computer literacy. People Management. Project Management. Presentation. Report writing. Time management. Design and Development. Organising and Planning. Problem Solving.

DUTIES : Coordinate the implementation Human Resource Development initiatives in the province. Coordinate the implementation of Performance Management System in the Province. Implement Internship / Learnership Programmes in the Province. Coordinate and facilitate Orientation and Induction Programmes. Manage resources (Human, Finance, Equipment/ Assets) in the Division.

ENQUIRIES : Ms Sherelda Kleinsmith Tel No: (053) 838 1517

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road. Email: Jobs-NCKIM@labour.gov.za

POST 35/17 : **SENIOR ADMIN OFFICER: EMPLOYER COMPLIANCE REF NO: HR5/1/2/3/35**

SALARY : R413 001 per annum

CENTRE : Compensation Fund, Pretoria

REQUIREMENTS : Three-year tertiary qualification (NQF Level 6) as recognised by SAQA in Accounting / Auditing / Compliance Management. 2 years' functional experience in employer assessment or revenue management or compliance management or health insurance environment. Valid driver's license. Knowledge: Compensation Fund policies, procedures and processes. Relevant stakeholders and customer. Customer Service (Batho Pele Principles). COIDA. Public Service Act. Public Service Regulations (PSR). Protection of Personal Information Act (POPIA). Promotion of Access to Personal Information Act (PAIA). Legislative Requirements: Public Finance Management Act (PFMA). National Treasury Regulations. Skills: Technical proficiency. Communication (verbal and written). Meeting planning, organising, and facilitation. Data and records management. Telephone Skills and Etiquette. Problem-solving and decision-making. Computer literacy.

DUTIES : Review various extracts/requested data reports to identify possible non-compliant employers for profiling. Review identified possible non-compliant employers. Collaborate with the provinces in the conducting of employer

compliance audit (Proactive and reactive) in relation to COIDA. Conduct advocacy on employer compliance in relation to COIDA. Supervisor Staff.

ENQUIRIES : Mr K Makgamatha Cell: 083 288 2845
APPLICATIONS : Direct Your Applications to: Jobs-CF25@labour.gov.za
NOTE : Priority will be given to Persons with disability, Indians and Whites

POST 35/18 : **SENIOR PRACTITIONER: VOCATIONAL REHABILITATION BURSARIES REF NO: HR5/1/2/3/36**

SALARY : R413 001 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Undergraduate qualification (NQF Level 6) as recognised by SAQA in Public Administration / Public Management / Accounting / Finance / Business Management / General Management / Business Administration / Human Resource Management/ Informatics/ Business Analytics/Information Systems/ Data Analytics / Developmental Studies / Training & Development. 2 years' functional experience in Vocational training and development/employability environment. Knowledge: Project Management. Stakeholder Management. Del and Compensation Fund objectives and business functions. Directorate goals and performance requirements. Customer Service (Batho Pele Principles). Fund Value. PFMA. National Treasury Regulations. Skills Development Levies Act. Legislative Requirements: COIDA. Skills: Data Gathering, Analysis and Strategic Reporting. Knowledge Management. Visualisation, facilitation and Presentation. Analysing & interpreting information (Data Analytics).
DUTIES : Provide support in the implementation of Vocational Rehabilitation Programme on bursary administration. Liaise with internal and external stakeholders for the provision of required information and data. Assist in the implementation of the Vocational Rehabilitation Programme outreach. Render effective administrative support services.
ENQUIRIES : Mr S Bogopa, Cell: 076 940 1894
APPLICATIONS : Direct Your Applications to: Jobs-CF26@labour.gov.za
NOTE : Priority will be given to Persons with disability, Indians and Whites

POST 35/19 : **SENIOR PRACTITIONER: VOCATIONAL REHABILITATION TALENT PIPELINE & RETURN TO WORK REF NO: HR5/1/2/3/37**

SALARY : R413 001 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Undergraduate qualification (NQF level 6) as recognised by SAQA in Public Administration / Public Management / Accounting / Finance / Business Management / General Management / Business Administration / Human Resource Management / Informatics / Business Analytics / Information Systems / Data Analytics / Development Studies / Training & Development. 2 years' functional experience in Vocational training and development/Employability environment. Knowledge: Project Management. Stakeholder Management. Del and Compensation Fund objectives and business functions. Directorate goals and performance requirements. Customer Service (Batho Pele Principles). Fund Values. PFMA. National Treasury Regulations. Skills Development Levies Act. Legislative requirements: COIDA. Skills: Data Gathering, Analysis and Strategic Reporting. Knowledge Management. Visualisation, Facilitation and Presentation. Analysing & Interpreting information (Data Analytics).
DUTIES : Provide support in the implementation of Vocational Rehabilitation Programme on Talent Pipeline and Return to work. Liaise with internal stakeholders for the provision of required information and data. Assist in the implementation of the Vocational Rehabilitation Programme outreach. Render effective administrative support services for the section.
ENQUIRIES : Mr S Bogopa Cell: 076 940 1894
APPLICATIONS : Direct Your Applications to: Jobs-CF27@labour.gov.za
NOTE : Priority will be given to Persons with disability, Indians and Whites

POST 35/20 : **SENIOR ADMINISTRATION OFFICER: RISK MANAGEMENT REF NO: HR 4/4/6/46**

SALARY : R413 001 per annum
CENTRE : Provincial Office: Limpopo

REQUIREMENTS	:	Three years' relevant tertiary qualification in Risk Management / Internal Audit. Two (2) years' functional experience in Risk Management. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Finance Management Act, Labour Relations, Basic Conditions of Employment, Batho Pele Principles, Public Service Regulations and Act, Risk Management, Project Management, Criminal Procedure Act. Skills: Interviewing, Communication, Listening, Computer literacy, Time Management, Analytical, Interpersonal, Report writing, Planning and Organizing.
DUTIES	:	Implementation of risk analysis and monitoring thereof. Implement risk compliance. Implement risk management services to Labour Centre and Provincial Office. Supervise sources in the section.
ENQUIRIES	:	Ms MJ Matlakala Tel No: (015) 290 1699
APPLICATIONS	:	Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane or Jobs-LP@labour.gov.za for Provincial Office: Limpopo.
NOTE	:	EE target- Priority will be given to Coloured Male, Coloured Female, Indian Female, White Male, White Female.
POST 35/21	:	**SENIOR ADMINISTRATION OFFICER: OPERATIONS (X3 POSTS)**
SALARY	:	R413 001 per annum
CENTRE	:	Mdantsane Labour Centre Ref No: HR4/4/1/200 (X1 Post) Labour Centre: Kwa-Maqoma Ref No: HR4/4/1/201 (X1 Post) Labour Centre: Kwa-Maqoma but stationed at Alice Satellite Office Ref No: HR4/4/1/202 (X1 Post)
REQUIREMENTS	:	An undergraduate qualification in Operations Management / Public Management or Administration / Business Administration or Management / Administrative Management / Management / Financial Accounting / Finance at NQF Level 6 as recognised by SAQA. Two (2) years functional experience in Client Services environment/Claims Processing environment in operations or Insurance environment. Valid driver's licence. Knowledge: Unemployment Insurance Act and Regulations (UIA), Unemployment Insurance Contributions Act, Department of Employment and Labour & UIF Policies and procedures, Operations System, Batho Pele Principles, Protection of Personal Information Act (POPIA) Skills: Interpersonal, Presentation, Listening, Communication (verbal and written), Computer Literacy, Problem Solving, Planning and Organising.
DUTIES	:	Provide Unemployment Insurance services through interaction with customers, provide quality assurance and follow-up on Unemployment Insurance applications, Administer the UI claims and Processing Services, Supervise resources (Human, Financial, Equipment/Assets) in the section.
ENQUIRIES	:	Mr Lisolomzi Mduduma Tel No: (043) 285 0402 (Mdantsane Labour Centre) Mr Tamsanqa Mgudane Tel No: (046) 307 7280 (Kwa-Maqoma Labour Centre and Alice Satellite Office)
APPLICATIONS	:	Deputy Director: Labour Operations, Private Bag X19, Mdantsane, 5201, Hand deliver at No.1 Mazaule Street, NU 1, Mdantsane. Email: Jobs-ECMDS@labour.gov.za Deputy Director: Labour Operations, Private Bag X530, Kwa-Maqoma, 4735 or hand deliver at No.528 Alice Road Old Teba Building Kwa-Maqoma,5720. Email: Jobs-ECFOB@labour.gov.za
NOTE	:	priority will be given to African Males, White Males, White Females, Coloured Males, Coloured Females, Indian Males, Indian Females, People with Disability.
POST 35/22	:	**EMPLOYER SERVICES PRACTITIONER (ESP11) REF NO: HR4/4/8/182**
SALARY	:	R413 001 per annum
CENTRE	:	Labour Centre: Springbok
REQUIREMENTS	:	Three (3) year relevant qualification in Social Science (Psychology, Industrial Psychology) Public Administration / Business Management / Public Management, Valid driver's licence. Two (2) Years functional experience in a client-oriented environment. Knowledge: Employment Service Act, Unemployment Insurance Act, Public Service Act, Immigration Act, Skills Development Act, Social Plan Guidelines, Human Resources Management, Public Financial Management Act, ILO conversions related to PES. Skills: Planning and Organising, Communication skills, Computer, Analytical,

		Presentation, Interpersonal, Report writing, Networking, Negotiation, Marketing.
DUTIES	:	Marketing PES Services to stakeholders to acquire opportunities and conduct recruitment, selection, referral and placement of registered work seekers. Process requests for International Cross-Board Labour Migration and advise on the availability of skills. Process applications for registration of Public Employment Agency (PEA) and Temporary Employment Schemes (TES). Supervise the provision of registration and referral of work seekers for the Department, monitor the implementation of employment schemes, Labour Activation programmes (LAP) projects and Temporary Relief Schemes. Supervise the administration of employer services at the labour centre.
ENQUIRIES	:	Ms Sherelda Kleinsmith Tel No: (053) 838 1517
APPLICATIONS	:	Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road. Email: NC-Springbok@labour.gov.za
NOTE	:	EE targets- Priority will be given to Coloured Males, Indian Males and Females, White Males.
POST 35/23	:	**PRINCIPAL PERSONNEL OFFICER: PERFOMANCE MANAGEMENT REF NO: HR4/26/09/11HO**
SALARY	:	R338 106 per annum
CENTRE	:	Head Office, Pretoria
REQUIREMENTS	:	Three (3) National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF 7) in Human Resource Management / Development / Training & Development / Management of Training / Public Management. One (1) years functional experience in Performance Management. Knowledge: Departmental policies and procedures, Batho Pele principles, Public Financial Management Act, Performance Management and Development Policies and Directives, Public Service Act, Public Service Regulations. Skills: Computer Literacy, Communication skills, Interpersonal Relations, Facilitation, Report writing, Minutes taking, Basic Project Management.
DUTIES	:	Facilitate performance agreements and performance assessments in the Department. Verify and quality check submitted performance agreements and assessment reports on the Electronic Performance Management system and provide a report to the supervisor. Provide secretariat and logistical support for PMDS committees meetings. Produce goods and services for Sub-Directorate Performance Management & Committee Services. Responsible for administration of performance management on the online system.
ENQUIRIES	:	Mr M Ratau Tel No: (012) 309 4605
APPLICATIONS	:	The Chief Director: Human Resources Management, Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ29@labour.gov.za
NOTE	:	EE targets: African Males, Coloured Males, Indian Females, White Males and Females.
POST 35/24	:	**ADMINISTRATION OFFICER REF NO: HR 4/4/8/1020**
SALARY	:	R338 106 per annum
CENTRE	:	Provincial Office Free State
REQUIREMENTS	:	A qualification at NQF level 6 as recognised by SAQA in Public Administration/ Public Management/ Business Administration. One (1) year functional experience in Public Employment Services / Administration Services. Knowledge: Social Plan Guidelines. ILO Conventions. PEA Regulations.
DUTIES	:	Render human resources management functions for the PES business unit. Provide support for the budget administration of the PES business unit. Consolidate monthly and quarterly statistics for the PES business unit. Perform general administration to compliance and audit functions of the PES business.
ENQUIRIES	:	Ms KD Mogotloane Tel No: (051) 505 6207
APPLICATIONS	:	Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 Or hand deliver at Laborie House, 43 Charlotte Maxeke Street, Bloemfontein. Email: Jobs-FSOfficeAdminPES@labour.gov.za
NOTE	:	Priority will be given to African Males, African Females, African with Disabilities and Coloured Males, Coloured Females, Coloured with Disabilities, White Males and White Females.

POST 35/25	:	**CLIENT SERVICE OFFICER: INSPECTION AND ENFORCEMENT SERVICES REF NO: HR4/4/9/1**
SALARY	:	R280 278 per annum
CENTRE	:	Stanger – KwaZulu Natal
REQUIREMENTS	:	Grade 12; no experience required. Knowledge: All relevant Labour legislations and regulations, Relevant ILO conventions, Public Service Regulations, Public Service Act, Knowledge of Departmental policies, procedures and guidelines, Batho Pele Principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer literacy, Communication, Ability to interpret legislation, Problem solving.
DUTIES	:	Render services at help desk as the first point of entry within the Registration services. Resolve all complaints on IES labour legislation received from clients within the scope and dictates of the IES SOP. Render general administrative duties and participate in advocacy sessions as and when required.
ENQUIRIES	:	Mr M Mwelase Tel No: (032) 307 0989
APPLICATIONS	:	Deputy Director: Stanger Labour Centre, PO Box 138, Stanger, 4450, or hand deliver at 12 Cato Street, Stanger. For Online Applications: Jobs-KZN25@labour.gov.za
NOTE	:	Indian Males, Indian Females, White Males, White Females and Persons with disabilities are encouraged to apply.
POST 35/26	:	**ADMINISTRATIVE CLERK: SUPPORT SERVICES IES REF NO: HR/4/4/8/184**
SALARY	:	R237 453 per annum
CENTRE	:	Labour Centre Kimberly
REQUIREMENTS	:	Matriculation/ Grade 12/ Senior Certificate. Knowledge: Administrative procedures relating to an office, Filing and retrieval of documents, Ability to operate fax machine and a photocopier, data capturing. Skills: Planning and organising, Communication, Computer Literacy.
DUTIES	:	Render administrative support services to the Directorate. Control the movement of documents and files in the Directorate. Provide Supply Chain Management support in the Directorate. Render Human Resource Services support for the Directorate.
ENQUIRIES	:	Ms Sherelda Kleinsmith Tel No: (053) 838 1517
APPLICATIONS	:	Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road. Email: Jobs-NCKIM@labour.gov.za
NOTE	:	EE targets- Priority will be given to Coloureds Males, Indians Females, Whites Males.
POST 35/27	:	**REGISTRY CLERK REF NO: HR 4/4/6/47 (X2 POSTS)** (Three (3) year contract)
SALARY	:	R237 453 per annum, plus 37% in lieu of benefits
CENTRE	:	Provincial Office: Limpopo
REQUIREMENTS	:	Grade 12/Senior Certificate or equivalent. No experience required. Knowledge: National Archive Act, Public Service Regulation, Public Service Act, Public Finance Management Act, Batho Pele Principles, Record Management. Skills: Communication, Listening, Computer literacy, Time Management, Interpersonal, Planning and Organising.
DUTIES	:	Provide registry counter services. Handle incoming and outgoing correspondence. Render effective filing and record management services. Process documents for archiving and/disposal.
ENQUIRIES	:	Ms. GJ Matlhakoane Tel No: (015) 290 1665.
APPLICATIONS	:	Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane or UIFJobs-LP@labour.gov.za
POST 35/28	:	**UMAN RESOURCE CLERK: HUMAN RESOURCE MANAGEMENT REF NO: HR4/4/8/189 (X3 POSTS)** (Three-Year Contract)
SALARY	:	R237 453 per annum, plus 37% in lieu of benefits
CENTRE	:	Provincial Office: Northern Cape

REQUIREMENTS	:	Grade 12 certificate or equivalent. No experience required. Knowledge: PERSAL, HR information management systems, knowledge of registry duties, practices as well as the ability to capture data and operate computer, working knowledge and understanding of the legislative framework governing the Public Service, knowledge of storage and retrieval procedures in terms of the working environment, understanding of the work in registry. Skills: Communication, Computer literacy, Innovative/Creative, Presentation, Report writing, Time management, Organising and Planning, Problem Solving.
DUTIES	:	Implement human resource administration practices (Recruitment and Selection). Implement conditions of service (Leave, Housing, Medical, Injury on Duty, Long Service Recognition, Overtime, Relocation, Pension, Allowances, PILIR or etc.). Facilitate performance management function. Address human resource administration enquiries.
ENQUIRIES	:	Ms Sherelda Kleinsmith Tel No: (053) 838 1517
APPLICATIONS	:	Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road. Email: Jobs-NCKIM@labour.gov.za
POST 35/29	:	**OFFICE AID: IT AND OFFICE SERVICES REF NO: HR4/4/1/14**
SALARY	:	R170 226 per annum
CENTRE	:	East London, Provincial Office
REQUIREMENTS	:	Standard 8/ Grade 10, No experience required. Knowledge: Cleaning Practices, Catering and Office Practices. Skills: Interpersonal relations, Verbal Communication, Listening Skills.
DUTIES	:	Ensure a clean office environment at all times. Provide food Services Aid. Assist in distributing Stock. Assist with messenger functions.
ENQUIRIES	:	Mr M Nohesi Tel No: (043) 701 3029
APPLICATIONS	:	Acting Chief Director Provincial Operations: Provincial Operations: Private Bag X 9005, East London, 5201 or hand deliver at No 3 Hill Street, East London or email at Jobs -EC10@Labour.gov.za
NOTE	:	EE targets: -Priority will be given to African Males, Coloured Males, Indian Females, White Males
POST 35/30	:	**OFFICE AID (X2 POSTS)**
SALARY	:	R170 226 per annum
CENTRE	:	Labour Centre: Sasolburg Ref No: HR4/4/8/1021 (X1 Post) Labour Centre: Kuruman Ref No: HR4/4/8/181 (X1 Post)
REQUIREMENTS	:	Standard 8/ Grade 10. No experience Knowledge: Cleaning Practices, Catering, Office Practice Skills: Interpersonal relations, Verbal communications, Listening.
DUTIES	:	Ensure a clean office environment at all times. Provide food services aid. Assist in distributing stock. Assist with messenger functions.
ENQUIRIES	:	Ms M Lelope Tel No: (016) 970 3200 (Sasolburg) Ms Sherelda Kleinsmith Tel No: (053) 838 1517 (Kuruman)
APPLICATIONS	:	Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: Jobs-FSOfficeAidSasol@labour.gov.za Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road Email: NC-Kuruman@labour.gov.za
NOTE	:	EE targets for Sasolburg Labour Centre- priority will be given to African Males, African with Disabilities, Coloured Males and Coloured Females, White Females, EE targets- for Kuruman Labour Centre- priority will be given to Coloureds Males, Indians Females, Whites Males.

ANNEXURE D

DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT
The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer.

APPLICATIONS	:	All applications to be submitted online on the following link: https://erecruitment.environment.gov.za/
CLOSING DATE	:	19 October 2026, 16:00. No late applications will be accepted
NOTE	:	Application must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae only, to be considered. All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. JPEG (picture/snapshot) application will not be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry-level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: https://www.thensg.gov.za/training-course/sms-pre-entryprogramme. Furthermore, Shortlisted candidates must provide proof of successful completion of the course. 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. Following the interview and the technical exercise of all SMS posts, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. Persons appointed will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013.

OTHER POSTS

POST 35/31	:	**DEPUTY DIRECTOR: SKILLS DEVELOPMENT REF NO: CMS-CT15/2026**
SALARY	:	R932 292 per annum, (all-inclusive package)
CENTRE	:	Cape Town
REQUIREMENTS	:	National Diploma (NQF6) in Human Resource Development/ Management or relevant qualification within the related field as recognised by SAQA. 5 years' experience in Human Resource Management or relevant field of which three

(3) years should be at an entry/junior managerial level (Assistant Director level or equivalent). Knowledge of Administrative procedures, Skills Development Act, Skills Levies Act, Employment Equity Act, SAQA Act, Project Management. Knowledge of HR Practices & EDM Personnel Management Financial management, Public Relations, Monitoring and Control and Contract Management. Leadership and Management skills. Coordination skills. Organisational and planning. Communication skills (written and verbal). Programme and Project Management. Listening skills. Writing skills. Decision-making skills. Report writing skills. Organisational skills. Ability to interpret regulation and develop appropriate policy. Be able to work long hours voluntarily, proven leadership skills, conflict management and resolution. Ability to work under extreme pressure. Ability to work independently and in a team. Ability to monitor, evaluate and compile skills development interventions reports. Supervisory experience and driver's license.

DUTIES : Manage skills development planning and interventions, develop and facilitate skills planning process to compile the Workplace skills Plan (WSP). Ensure implementation of the WSP and ad hoc training programmes/interventions reports. Manage empowerment of youth through internship programmes. Support branches with the identification of scarce and critical skills for the implementation of the intern programme. Manage and monitor the internship programmes (existing interns). Ensure coordination of interns and mentors training within the Department. Also manage the Departmental bursaries programme. Manage the payment of the departmental bursary scheme. Manage the orientation and compulsory induction programme. Facilitate SMS attendance to Personal Mastery Training and SMS induction.

ENQUIRIES : Mr M Beta: email address: mbeta@dffe.gov.za

POST 35/32 : **DEPUTY DIRECTOR: CABINET AND CLUSTER COORDINATION REF NO: ODG07/2026**

SALARY : R932 292 per annum, (all-inclusive package)
CENTRE : Pretoria
REQUIREMENTS : National Diploma (NQF6) in Public Administration/ Management, Development Studies or relevant qualification as recognized by SAQA. A minimum of five (5) years' experience in Cluster Coordination, Intergovernmental Relations/Secretarial or relevant field of which three (3) years should be at entry /junior management level (Assistant Director level or equivalent). Knowledge of government planning, monitoring and decision-making frameworks, Government policies and prescripts, Department procedures, programmes and priorities; environmental and development issues; work of Government planning and reporting mechanisms. Extensive understanding of Government Cabinet systems and protocols (FOSAD and Ministerial Clusters, Cabinet and its Committees). Ability to work independently and over extended hours, gather and analyse information, work under extreme pressure and resolve conflict. The successful candidate must have strong communication (verbal and written) and stakeholder engagement, problem solving, good research and analytical skills, and time management skills. The ability to prepare and quality assure executive briefing material, manage multiple deadlines through coordination, planning and organising, report-writing, presentation and computer skills are essential. Knowledge of record keeping.

DUTIES : Provide effective Cluster support and coordination by coordinating Departmental participation in DG and Ministerial Cluster engagements; facilitating the internal processing of Cabinet memoranda through relevant Cluster processes; coordinating inputs, documentation, representative arrangements and presentations; liaising with relevant branches and external Cluster Secretariats; and reviewing Cluster reports, minutes and outcomes for matters with implications for the Department. Coordinate support for executive engagements in Cabinet and Cluster processes by reviewing relevant documentation, coordinating and quality assuring branch inputs, preparing briefing notes and introductory remarks, and ensuring the timely submission of related material. Provide effective Cabinet support and coordination by reviewing Cabinet memoranda and supporting documentation for compliance with applicable guidelines, templates and submission requirements; facilitating the processing of memoranda for Director-General sign-off and timely submission to the Minister's office for consideration and further processing; monitoring progress against the approved Cabinet programme; communicating Cabinet decisions with implications for the Department; and facilitating follow-

up on outstanding Cabinet matters. Facilitate and coordinate planning, monitoring and reporting processes, including allocated SONA, MTDP and other government planning processes; Manage and maintain accurate Cabinet and Cluster documentation, submissions, decisions and correspondence, and ensure that documents are stored, circulated and archived in accordance with MISS requirements and departmental protocols.

ENQUIRIES : Mr S Starke Tel No: (012) 399 9032

POST 35/33 : **CONTROL ENVIRONMENT OFFICER GRADE A: PRIORITISED INFRASTRUCTURE PROJECTS REF NO: RCSM27/2026**

SALARY : R636 978 per annum, (OSD)
CENTRE : Pretoria
REQUIREMENTS : A 4-year degree in Environmental Management/ Science or Natural Science or relevant equivalent qualification (NQF 8) as recognised by SAQA. A minimum of 6 years post qualification experience in the related field. Appropriate knowledge and experience in the application of National Environmental Management Act (Act 107 of 1998) (NEMA), as amended, NEMA Environmental Impact Assessment Regulations 2014 (GN No, R982 of 4 December 2014, as amended) and National Environmental Management Waste Act. Knowledge of EIA Regulations, the integrated environmental management and its application. Extensive knowledge of sustainable development ideals and objectives, and all associated integrated environmental management instruments and tools. Understanding of the policy and legislative framework governing environmental management in general and legislative process. Experience in the administration and review of EIA's and the dynamics of EIA's administration systems. Applicants must have the following skills: Advance computer skills, Project management skills, report writing skills and good communication skills (written or oral). Applicants must be able to work individually and, in a team, and must have the ability to work under pressure without supervision. Applicants must be willing to travel extensively and have a valid driver's license.
DUTIES : Administer the environmental authorisation system in terms of NEMA and NEMWA related to all national developments. Review EIA reports and recommendations made by Case Officers. Review and process a Section 24G and 30A applications in terms of NEMA and its Regulations, 2014 as amended. Establish and/or maintain relationships with key stakeholders on a monthly or bi-monthly or quarterly meetings or forums. Manage, respond and/ or delegate queries from stakeholders. Manage, guide and advise Control Environmental Officers and Case Officers. Coordinate and interact with stakeholders and provide guidance during planned and impromptu meetings as well as during site visits to clarify EIA related matters. Review and/ or provide technical input to Appeals Response Reports (ARRs). Support Regulatory Services with compliance monitoring and enforcement. Participate in the South African Wind Energy Association (SAWEA) and Strategic Infrastructure Projects (SIPs) meetings for EIA applications lodged with the Department. Respond to Promotion of Access to Information Act (PAIA) requests, Ministerial and Parliamentary queries.
ENQUIRIES : Ms Olivia Letlalo Tel No: (012) 399 8815

POST 35/34 : **SENIOR LEGAL ADMINISTRATION OFFICER (MR6): LITIGATION SUPPORT REF NO: RCSM37/2026 (X2 POSTS)**

SALARY : R610 434 per annum, (OSD)
CENTRE : Pretoria
REQUIREMENTS : LLB degree or relevant qualification as recognised by SAQA. A minimum of 8 years post qualification experience in the provision of legal services. Knowledge of Administrative Law, Constitutional Law, Environmental Law, PAJA, the rules of the various courts, including but not limited to the rules of the various High Courts and Magistrate's Courts. Knowledge and experience in judicial review applications. Knowledge of environmental laws will be an added advantage. Skills: Sound Organising and Planning; computer literacy; creativity; basic project management; good communication; presentation and reporting; good analytical and research skills, good drafting skills, an ability to work in a team, a pro-active, problem-solving and positive attitude and an ability to adhere to deadlines are essential, leadership and facilitation. Strong diplomatic skills. The successful candidate should be able to work long hours

and to travel to the various courts and do site inspections when required. A Valid Code B drivers' license and willingness to travel.

DUTIES : Manage Litigation Matters. Determine liability on Losses and Damages to State Property. Provide high-quality litigation and related legal support services, including alternative dispute resolution assistance, which enables the Department of Environment, Forestry and Fisheries (Department) to protect and conserve the environment. Create an enabling environment for compliance with the prescripts of the Department. Assist the Department to improve co-operative and corporate governance, improved service delivery and promotion of empowerment. Provide litigation management services and general legal advice and ensure compliance by the Department with the legislative framework relating to its core business and adherence to the Rules of Court. Attend to matters related to the determination of liability of officials who have caused losses/damages to State property and/or vehicles, where officials or third parties are found liable for any obligations towards the Department. Manage and facilitate the recovery of such obligations with the assistance of the State Attorney. Assist the Department to ensure compliance with the Promotion of Administrative Justice Act, 2000 (Act No.3 of 2000) (PAJA) for the Department. Periodically conduct training and information sharing sessions regarding litigation and losses and damages to State Property. Provide legal support and legal advice on the interpretation of environmental legislation and the Promotion of Access to Information Act or the Promotion of Administrative Justice Act in appeal related matters. Provide litigation support, including compilation of court records, and attend to consultations with legal counsel on appeal decisions taken on review. Draft ministerial submissions.

ENQUIRIES : Ms Arista Wasserman Tel No: (012) 399 9344

POST 35/35 : **ASSISTANT DIRECTOR: CONTRACT ADMINISTRATION REF NO: CFO-CT17/2026**

SALARY : R487 197 per annum
CENTRE : Cape Town
REQUIREMENTS : National Diploma (NQF6) in Financial Management or within the related field as recognised by SAQA, coupled with a minimum of 3 years' experience in Financial Management or relevant field. All shortlisted candidates 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. . Knowledge of financial management, accounting. Government budgeting processes. Costs accounting. Risk management. Public Service financial legislative frameworks. Strategic planning and budgeting. HR management practices, legal issues, negotiations and dealing with conflict. Skills & Competencies: Advanced skills in policy formulation. Adequate skills in computer use. Advanced skills in financial. Project management. Good interpersonal relations. Relationship Management. Stakeholder engagement. Research. Personal attribute: Honesty. Ability to work long hours voluntarily. Ability to gather and analyse information. Ability to develop and apply policies. Ability to work individually and in team. Good interpersonal relations skills. Creativity. Ability to work under pressure. Ability to work with difficult persons and to resolve conflict. Character beyond reproach. Articulate. Sense of responsibility and loyalty. Initiative and creativity.

DUTIES : Facilitate the development and review of the annual and medium-term expenditure framework budgets. Support the development and review of financial plans in line with the operational plans. Provide all contract administration support. Facilitate contract generation and facilitate vetting of contracts by Legal Services. Liaise with finance and financial aspects to contracts. Develop systems and procedures for the management of contract amendment process. Provide support on the interpretation of contracts and provide guidance on contract management. Facilitate the review of NRMP contracts in consultation with all stakeholders. Maintain contract database. Facilitate effective partnerships that support the unlocking of natural resource restoration and management.

ENQUIRIES : Mr N Essack Tel No: (021) 4937165

POST 35/36 : **ASSISTANT DIRECTOR: YOUTH GRADUATES AND CONTRACTOR DEVELOPMENT REF NO: EP22/2026**

SALARY : R487 197 per annum
CENTRE : Pretoria
REQUIREMENTS : National Diploma (NQF6) in Training and Development, Developmental Studies or a relevant qualification as recognised by SAQA. A minimum of three (3) years' experience in Education, Training and Development (ETD) or a relevant field. Knowledge and understanding of Skills Development Act, National Youth Policy, National Development Plans, Employment Equity Environmental Legislation. Knowledge of Expanded Public Works Programmes (EPWP), Integrated sustainable rural development and urban renewal programmes. Have experience in financial, project / programme and personnel management. Knowledge and understanding of project planning, implementation, monitoring, reporting and compliance. Must possess skills in leadership, coordination and project management, communication (written and verbal), listening, report writing and decision-making. Ability to develop and apply policies, establish and maintain interpersonal relationships, work independently and as part of a team. Manage and resolve conflict. An applicant must further possess personal attributes such as being innovative and proactive, demonstrating initiative, being responsible and loyal, having ability to work under extreme pressure, ability to work long hours when required, and ability to gather, analyse and interpret information and reports.
DUTIES : Coordinate the planning and implementation of youth graduate and contractor development initiatives. Support the development of emerging enterprises through skills and business enhancement initiatives for sustainability. Initiate and support the development and implementation of the procurement plan for youth graduate and contractor development initiatives. Coordinate project compliance with EPWP prescripts. Verify monthly progress reports and supporting evidence. Evaluate invoices for payment purposes. Maintain project records and manage the reporting of youth graduate and contractor development projects. Facilitate the development and review of youth and contractor development strategy, implementation plans and reporting tools Provide support on youth career pathing initiatives by conducting career guidance workshops and training for youth graduates' programmes. Participate in internal and external youth forums. Facilitate the establishment and management of partnerships with external stakeholders, including NYDA, Municipalities, Public Entities, SETAs, QTCO and other relevant government departments. Draft Memoranda of Understanding MoUs and Memoranda of Agreements (MoAs) and lead the vetting process. Manage partnership agreements and ensure projects alignment with National Development Goals.
ENQUIRIES : Ms R Matidze Tel No: (012) 399 9699

POST 35/37 : **ASSISTANT DIRECTOR: PROGRAMME MONITORING AND EVALUATION REF NO: EP24/2026 (X2 POSTS)**

SALARY : R487 197 per annum
CENTRE : Pretoria
REQUIREMENTS : National Diploma (NQF 6) in Social Science, Research, Monitoring and Evaluation or relevant equivalent qualification as recognise by SAQA. 3 years' experience in Monitoring and Evaluation and/ research or relevant field. Knowledge and Understanding of Monitoring and Evaluation, government legislation and prescripts, Project Management, Administrative procedures, Financial Management, Accounting & Business practices, Strategic planning and budgeting. Ability to gather and analyse information. Ability to develop, interpret and apply policies, strategies and legislation, HR management practices, legal issues, negotiations and dealing with conflict. Assist in career planning and effective deployment of personnel. Supply Chain Management policies and procedures. Extensive experience in Expanded Public Works Programme. Computer software packages and efficient use of associated hardware. such as MS Access, Excel, STATA and ATLAS TI such as MS Access, Excel, STATA and ATLAS TI Perform in-house training for subordinates Ability to work long hours voluntarily, Ability to gather and analyse information, Ability to develop and apply policies, Ability to work individually and in team, Ability to work under extreme pressure, Ability to work with difficult persons and to resolve conflict Skills. Policy and development implementation Strategic Planning Management, Leadership Management, People

Management, Change Management, Financial Management, Sound Research, Analytical, organising, Planning, Presentation, Good communication skills (verbal written), Good interpersonal, Coordination stakeholder liaison. Ability to work under pressure and long hours. Initiative, creativity and innovation. Articulate and a sense of responsibility. creativity. Honesty. Loyalty. Character beyond approach. willingness to travel long distances for an extended period(s). A valid driver's license will be an added advantage.

DUTIES : Conduct performance monitoring and evaluation for the Environmental Programmes. Contribute to the process of identifying focus areas for monitoring and evaluation Conduct desktop analysis of all active projects, Capture data from the fieldwork, analyse and develop reports with recommendations. Communicate findings of the programme monitoring and evaluation reports to the relevant stakeholders. Contribute to the development and implementation of a coordinated M&E system for the EP, Contribute in the process of developing and review of M&E Framework and M&E plans Monitor adherence to the provisions of the M&E Framework. Contribute to the dissemination of the Framework and the M&E plans to the stakeholders. Develop action plans for implementation of recommendations from the programme monitoring and evaluation reports. Follow up on the Implementation of the recommendations from programme monitoring and evaluation reports, Coordinate and monitor the implementation of recommendations from the programme monitoring and evaluation reports. Develop progress reports on implementation of recommendations from the programme performance monitoring and evaluation reports, Facilitation of external evaluation studies: Facilitate confirmation of the area for evaluation, facilitate appointment of External Evaluators: Confirm the evaluation scope and determine methodology to be employed, Coordinate the data collection process and make inputs to the evaluation report, Facilitate the communication of findings and approval of the evaluation reports. Contribute to the Development of the monitoring and evaluation newsletters: Source information mainly from the finalised and approved Programme Monitoring and Evaluation reports Prepare articles for the newsletter. Contribute to the process of finalising the newsletters, circulation/ publication to the stakeholders within the branch.

ENQUIRIES : Mr. M Moela, Tel.: 012 399 9730

POST 35/38 : **REGIONAL COORDINATOR REF NO: WB02/2026**
12 Months Contract

SALARY : R487 197 per annum, plus 37 % in lieu of benefits
CENTRE : Pretoria
REQUIREMENTS : National Diploma (NQF 6) or higher in Transport Management/ Logistics, Environmental Management / Environmental Sciences or relevant equivalent qualification recognised by SAQA. A minimum of two (2) years' experience in Environmental Management or relevant field. Knowledge and Understanding of Project management, General Administration, Financial Administration, Departmental procedures and prescript/policies. Knowledge of environmental management. Knowledge and exposure in depot operations. Ability to develop, interpret and apply policies, strategies and legislation. Knowledge and exposure in depot operations. Knowledge of waste management processes and procedures. Knowledge in logistics. Sound organising and planning skills. Good communications skills. Coordination skills. Computer literacy. Report Writing skills. Ability to work under pressure. Good interpersonal relations. Ability to work long hours voluntary. Ability to work independently. Responsible and loyal. Honest and reliable. A valid driver's licence will be an added advantage.

DUTIES : Ensure the improvement of Waste Tyre collection and transportation services; Compile monitoring report on the collection service. Monitor the allocated collection points on a quarterly basis. Update the collection schedule. Keep files and records of all Monitored participants. Receive and attend to queries and complaints. Ensure compliance to relevant legislation by participants. Conduct sites visits at collection points, depots and processors. Undertake compliance promotions to legislation. Compile compliance report. Make follow up of the recommendations and comments made. Ensure the verification of the signed Service Level Agreements (SLA). Consolidate report from depot operators monthly. Plan and arrange compliance session with the transporters.

Facilitate payments of transporters and depot operators. Verify and capture collection notes and monthly reports from all allocated transporters and depot operators on a weekly and monthly basis respectively. Receive invoices with their respective supporting documents. Verify and submit the allocated invoice spreadsheets together with invoices. Load invoices, collection notes and monthly reports on Electronic Document Management System (EDMS). Keep files and recoils of all the invoices verified. Contribute toward increasing the processing of collected waste tyres. Receive secondary industry applications from the applicants. Verify and process the secondary industry applications received within two weeks after receipt of the full applications. Conduct a pre-approval inspection. Compile an inspection report within two days after site assessments. Provide feedback to the applicant on the status of the applications. Keep database records and processed applications received. Receive secondary industry monthly processing tonnages reports Load the monthly tonnages reports on EDMS. Keep files and records of the reports received. Provide feedback to the Managers. Keep files and records of the verification reports.

ENQUIRIES : Ms K. Masinga Tel No: (012) 399 9419 or 012 399 8797

POST 35/39 : **SENIOR PROVISIONING ADMINISTRATION OFFICER: ASSETS & INVENTORY MANAGEMENT REF NO: CFO-CT16/2026**

SALARY : R413 001 per annum
CENTRE : Cape Town
REQUIREMENTS : National Diploma (NQF6) in Supply Chain Management or relevant qualification as recognised by SAQA. A minimum of two years (2) relevant experience in Supply Chain Management or relevant field. Knowledge of Supply Chain Management processes. Knowledge of the Logistical Management System (LOGIS). Knowledge of relevant legislative framework Public Finance Act (PFMA), National Treasury Regulations, PPPFA, Public Service Policies, Public Service Act and Public Service Regulations. Skills, ability to communicate well with people at different levels, computer literacy, Administrative and report writing. Have planning and organising, problem solving and problem-solving skills. Ability to work long hours voluntarily, be able to gather and analyse information. Ability to apply policies, be able to work individually and in teams and ability to be able to work under extreme pressure and organise and plan under pressure. Sense of responsibility and loyalty work with difficult persons and to resolve conflicts. Be able to collect and interpret information and reports. A Valid driver's licence and willingness to travel.
DUTIES : The incumbent will have to manage the asset verification process. Ensure that the correct asset descriptions appear on LOGIS. Ensure the correct item descriptions are captured during the procurement of assets. Ensure verification and reporting on Inventory store items. Ensure compilation of asset reports and inputs to the IFS and AFS. Provide monthly inputs to the asset reconciliation between Logis and BAS. Manage the departmental asset register and updating of asset records. Ensure the continuous updating of information on the departmental asset register. Ensure that the asset register is updated (RR032 asset report) in every location. Manage the asset disposal process. Ensure that assets are disposed according to the correct disposal procedures. Manage the verification process for assets to be disposed. Manage the asset lifecycle. Stakeholder liaison. Attend to queries regarding asset management. Facilitate and coordinate the reporting of losses and damages of assets. Supervision of asset unit.
ENQUIRIES : Mr A Tshangana Tel No: (021) 493 7240

POST 35/40 : **ARTISAN FOREMAN GRADE A: PROCLAIMED FISHING HARBOURS MANAGEMENT REF NO: FIM27/2026**

SALARY : R397 329 per annum, (OSD)
CENTRE : Cape Town (Paarden Eiland)
REQUIREMENTS : Appropriate Trade Test Certificate in Electrical/ Fitting/ Fitting and Turning. Must have five (5) years' relevant post qualification experience as an Artisan. Knowledge of maintenance procedures and technical management. Experience and knowledge of dry docking and welding. Knowledge and understanding of the Marine Living Resource Act ,1998 (Act No.18 of 1998) and the regulations promulgated thereunder. Basic understanding of the

		Occupational Health and Safety Act,1993. Skills in general administration, basic finance principles and equipment management. A valid driver's licence.
DUTIES	:	Conduct repairs and maintenance of civil infrastructure. Upkeep state buildings, road infrastructure, perimeter walls, road markings and traffic signs. Facilitate tarred surface repairs/ conduct repairs and maintenance of electrical mechanical installation, water and sewage reticulation. Upkeep of 10 winch motor, 8 cranes and hydraulic equipment. Maintain sewage pumps, sewage/storm water channel, and general plumbing and gutters. Participate in harbour projects/programmes and attend site meetings. Manufacture equipment and parts. Design, manufacture and maintain specialized repair and maintenance equipment. Conduct urgent repairs to slip arms in workshop. Conduct emergency repairs and administration.
ENQUIRIES	:	Ms N Xabendlini at (082) 782 7530, Email NXabendlini@dffe.gov.za
POST 35/41	:	**DOCK MASTER: PROCLAIMED FISHING HARBOURS MANAGEMENT REF NO: FIM28/2026**
SALARY	:	R338 106 per annum
CENTRE	:	Kalk Bay
REQUIREMENTS	:	Grade 12 Certificate (NQF 4) /or Appropriate Trade Test Certificate. Must have a minimum of three (3) years' experience as a Docker or relevant. Knowledge of dry docking. Knowledge and understanding of the Marine Living Resources Act, 1998 (Act No. 18 of 1998) and the regulations promulgated thereunder. Basic understanding of the Occupational Health and Safety Act,1993. Skills in general administration, maintenance and equipment and basic finance principles. A valid driver's licence.
DUTIES	:	Initiate and plan the slipping of vessels. Analyse the vessel docking plan to assess material and capacity to be used. Assign team to build bilge blocks and the wedges for the main slip. Ensure safety at the slipway in the water and on land. Communicate with divers and dockers in dinghy in the water that the vessel is enroute. Apply safety adjustments measures whilst pulling out of the water and secure cradle and vessel on land. Ensure continuous alignment and adjustment of bilge blocks while cradle is in motion. Side slipping of vessels. Pulling vessel/cradle to side slip utilizing high tension steel cables. Off-load side slip equipment for safe storage.
ENQUIRIES	:	Mr. S Ebrahim at (082) 782 7014, Email SEBrahim@dffe.gov.za
POST 35/42	:	**PROVISIONING ADMINISTRATIVE OFFICER: ASSETS REF NO: FIM 25/2026**
SALARY	:	R338 106 per annum
CENTRE	:	Cape Town (Foretrust Building)
REQUIREMENTS	:	National Diploma (NQF 6) in Supply Chain Management or relevant qualification as recognised by SAQA. Minimum of 1 year experience in Asset Management or relevant field. Knowledge of relevant legislative framework FMA, Treasury Regulations, Public Sector Framework, Asset Management of a Schedule 3A Public Entity and Inventory Management of consumable goods. Knowledge of Administrative field, risk management and Auditing and Financial field (GRAP). Skills: People management and empowerment. Analytical. Communication (verbal, writing and other), Stakeholder engagement and Client Orientation and Customer Focus. Computer literacy. Ability to work independently and in a team also work long hours voluntarily. Be able to work under pressure, sense of responsibility and loyalty. Also be able to work with difficult persons and to resolve conflict.
DUTIES	:	Maintain and update the asset register. Check and verify all transaction on Oracle. Ensure that all assets are correctly recorded in the asset register in compliance with GRAP. Check and verify the correct capturing of serial and barcode numbers. Conduct quarterly spot checks and annual asset verification. Conduct quarterly spot checks as per schedule. Check and verify items as per the Oracle inventory sheet. Update office and personal inventories accordingly. Counting of all assets during annual verification. Coordinate and arrange assets for disposal. Check and verify list of items for disposal. Authorise disposals on Oracle to generate non authorized disposal report. Maintain and update personal equipment. Render Secretarial Support to the Disposal Committee. Ensure no clashes of dates, prioritise based on the urgency of meetings and confirm all appointments at least 2 days prior to the appointment
ENQUIRIES	:	Ms Leticia Nel Tel No: (021) 402 3432 / 066 471 1287

POST 35/43	:	**LEGAL ADMINISTRATION OFFICER (MR2): LITIGATION SUPPORT REF NO: RCSM38/2026**
SALARY	:	R304 299 per annum
CENTRE	:	Pretoria
REQUIREMENTS	:	LLB degree or relevant qualification as recognised by SAQA. A minimum of one (1) year post qualification legal/litigation experience. Knowledge of Environmental Law, Mining Law, Constitutional Law and Administrative Law. An ability to interpret and apply law, legislations, and policies. Good analytical and research skills. Good verbal and written communication skills. Good negotiation skills. Good legal drafting skills. Computer literacy. Ability to work in a team, a pro-active, problem-solving, and positive attitude. Ability to adhere to deadlines is essential. A Valid Code B drivers' license and willingness to travel.
DUTIES	:	Provide legal opinion on losses and damages suffered by the Department in line with Treasury Regulation and relevant policies. Draft legal opinion in line with litigation protocol. Handle litigation matters. Receive summons/ notice of motion. Determine the merits of matters and obtain documents/information from line functions. Consult line function and obtain instruction on defending or opposing. Send instructions to State Attorney and ensure that the counsel is appointed. Obtain status reports from State Attorneys on matters to update the litigation system. Ensure finalization of matters. Ensure the provision of litigation support to the Department. Facilitate training sessions relating to legal matters. Ensure that referrals, media and parliamentary enquiries are attended to as priority.
ENQUIRIES	:	Ms Arista Wasserman Tel No: (012) 399 9344
POST 35/44	:	**DOCKER: PROCLAIMED FISHING HARBOURS MANAGEMENT REF NO FIM29/2026 (X4 POSTS)**
SALARY	:	R237 453 per annum
CENTRE	:	Saldanha Bay (X2 Posts) Lamberts Bay (X1 Post) Stilbaai (X1 Post)
REQUIREMENTS	:	Grade 12 Certificate (NQF 4) /or Appropriate Trade Test Certificate. Must have a minimum of one (1) year experience as a handyman or relevant. Knowledge of the Marine Living Resources Act, 1998 (Act No. 18 of 1998) and the regulations promulgated thereunder. Basic understanding of the Occupational Health and Safety Act,1993. Knowledge of dry docking. Skills in general cleaning, maintenance & handling of equipment.
DUTIES	:	Conduct vessel slipping. Build bilge blocks and the wedges for the main slip. Ensure continuous alignment and adjustment of bilge blocks while cradle in motion. Adhere to safety measures and requirements. Operate slipway machinery and equipment. Operate all power tools in workshop in preparation for slipping. Report all dysfunctional equipment. Perform slipway maintenance. Paint the slipway infrastructure and replace worn wood on the slip beams. Cleaning the slip and storage area. Perform administrative duties and emergency operations. Adhere and assist to all emergency call and perform gate duties when needed.
ENQUIRIES	:	Mr. N Kwinda at (082) 783 0171, Email NKwinda@dffe.gov.za Mr. M Gunya at (082) 782 8697, Email MGunya@dffe.gov.za Ms A Mapholi at (082) 782 8018, Email AMapholi@dffe.gov.za

ANNEXURE E

GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

The GTAC is an equal-opportunity employer and encourages applications from women and people with disabilities. Our buildings are accessible to people with disabilities and reasonable accommodation is provided for persons with disabilities.

APPLICATIONS	:	Only online applications will be accepted. Applications not accompanied by a comprehensive CV and a fully completed Z83 form will not be considered. Please register, or if you are already registered, sign in and apply for this position on the GTAC eRecruitment website https://erecruitment.gtac.gov.za/erecruitment/
CLOSING DATE	:	16 October 2026 at 12 pm.
NOTE	:	Only South African Citizens, and Permanent Residents need to apply as per PSR 2016. Applications should be accompanied by a duly completed and signed Z83 form (obtainable from any Public Service department). The post title and reference number must be clearly indicated on the Z83 form. A recent comprehensive CV should be submitted. Certified copies of qualifications and other relevant documents will be required to be submitted to HR on or before the day of the interview from shortlisted candidates. All short-listed candidates will be subjected to security vetting to confirm employment, personnel suitability checks. Short-listed candidates must make themselves available for a panel interview on the date determined by GTAC. Late applications, and those not meeting the requirements, will not be considered. Should you not receive feedback from GTAC within 2 months of the closing date, please consider your application unsuccessful. GTAC reserves the right to fill or not fill the advertised post. Preference will be given according to EE and Gender target. 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. 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. In accordance with the DPSA Directive on Compulsory Capacity Development, Mandatory Training Days and Minimum requirements, this SMS level appointment will be subject to the completion of the Senior Management Pre-entry programme as endorsed by the National School of Government. The applicants should therefore have proof that they have registered for the pre-entry certificate and have completed the course before the appointment. The cost of the pre-entry certificate is at the candidate's expense. To access the pre-certificate course, please visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme.

MANAGEMENT ECHELON

POST 35/45	:	**DIRECTOR: MUNICIPAL DESK REF NO: G017/2026** Term: Permanent
SALARY	:	R1 317 384 - R1 551 807 per annum (Level 13), (all – inclusive package)
CENTRE	:	Pretoria
REQUIREMENTS	:	A relevant bachelor's degree (NQF 7) as recognised by SAQA in Finance, Economics, Engineering, Law, or a related field, or equivalent relevant experience, is required. A postgraduate qualification (NQF Level 8) in Finance, Economics, Engineering, or Law will be considered an added advantage. Specialised expertise in public finance management and/or public-private partnership (PPP) structuring will be highly advantageous. Minimum of five (5) years' relevant experience in project finance, project management, regulatory compliance management, and/or public-private partnership (PPP) structuring. 5 years' experience at a middle or senior management level. Experience within the public sector will be regarded as an added advantage.
DUTIES	:	To enable the establishment and management of PPP projects that achieve the requirements of substantial risk transfer, value for money and affordability for local government infrastructure build and service delivery programmes. PPP Policy and Regulatory Framework: Provide inputs to the development, annual reviews and ongoing formulation of the NT PPP policy, regulations and practice notes, NT PPP Manual, NT Standardised PPP Provisions and related PPP Guidelines. Provide inputs to the development, implementation and

updating of standardised Sectoral PPP Toolkits for the establishment of PPP systems, standards and contracting terms. Provide inputs into the design, development, implementation and maintenance of tools, methodologies and guidelines to enable the appraisal of PPP feasibility studies, structuring of procurement transactions, and management of PPP projects. Track / research / investigate and report/advise/make recommendations on latest trends and best practices in the PPP management, stakeholder views and experience in PPP implementation, lessons learnt through PPP projects, PPP market shortcomings, fiscal implications and policy gaps in the government development agenda for public infrastructure and improvements to the PPP value proposition. TAS&PPP Marketing and Communications and PPP Advocacy: Provide inputs into and support the design, development and implementation of marketing strategies and targeted initiatives designed to broaden the PPP market and increase PPP competitiveness and share of total infrastructure spend including, inter alia, public events, awareness and promotional campaigns, targeted engagements, and liaison with national and international media. Establish and maintain working relationships and ongoing engagements and liaison with NT PPP policy, regulatory and audit stakeholders, local government PPP procuring institutions stakeholders and private sector stakeholders. Provide information and assistance to investors, bidders and financiers about PPP programmes and upcoming opportunities. Assist with and ensure the resolution and reporting of stakeholder queries for assimilation into PPP training manuals and communications materials. PPP Projects Inception Advice and Support: Manage the provision of advice to local government institutions on initiating potential PPP projects in compliance with Treasury Regulation 16 including conducting initial needs analyses, registering PPPs with relevant treasury, appointing project officers, delegations and responsibilities, assessing projects budgets and considering PDF funding and setting up projects teams. Manage discussions on proposed PPPs with the Accounting Officer / Authority and confirm/obtain agreement on the project needs analysis and delivery options, budget availability, project consultants (if any), PDF funding application (if any), internal project management capacity, political and management support for the project, appointed project officer, multiple project bundling (if any), and project timeframe. Manage the processing of written requests from the Accounting Officer / Authority to register PPP projects including the assignment of a project number and the PPP Unit project advisor, entering the project on the PPP projects database and confirming, in writing to the Accounting Officer / Authority, the project registration and details, and the request for the appointment of a Transaction Advisor. Manage the provision of technical support to the PPP project officer on setting up the project office including assisting and/or organising technical assistance with calculating project management and administration, and Transaction Advisor costs, identifying budget availability and building into next budget cycle, assessing PDF funding needs, if any, establishing a project secretariat and project team , drafting the terms of reference for the Transaction Advisor and procuring and/or seconding project expertise as required. Manage the provision of technical support on PDF applications including assisting with PDF applications preparation, providing recommendations on the application, informing the accounting officer/authority of the PDF's decision, assisting with funding agreements preparation and signing, and ensuring that conditions are met and the PDF Unit takes over funding the Transaction Advisor. Manage the provision of technical support and advice on the procurement of the PPP Transaction Advisor including the establishment of the bid evaluation panel and bid secretariat, defining of the Transaction Advisor terms of reference, setting out of the appointment, reporting and decision-making arrangements for the Transaction Advisor, preparation of the bid package, publishing of the advertisement, briefing of bidders, and responding to queries, evaluation of bids and interviewing, selection and contracting of the Transaction Advisor. PPP Feasibility Studies Appraisal and Advice: Manage the provision of technical advice and support on the preparation of PPP project feasibility studies including the needs analysis, solution options analysis, project due diligence, value assessment, economic valuation, and procurement plan. Manage the appraisal of PPP project feasibility studies / revised feasibility studies and the provision of recommendations and motivation thereto for Treasury Approval I or decline including appraising/organising the appraisal of the projects' merits, alignment with government priorities and demand, affordability, value-for-money and appropriate risk allocation, cost-

effectiveness and likelihood of implementation. PPP Procurement Support and Advice: Facilitate the provision of advice and technical assistance on preparing affordable and cost-effective PPP projects including the design of procurement transaction frameworks and processes including optimum financial structure for the project, sources of debt and likely financing terms, and financing implications of project contracts, preparation of financial memoranda on the project for presentation and identification and mobilisation of development finance institutions (national and international) and/or commercial banks as necessary. Manage the provision of technical support and advice on the PPP procurement process and Treasury approvals IIA and IIB including the: preparation of Requests for Qualification (RFQ), obtaining TR IIA, advertising and distribution of the RFQ, evaluation of responses, and communication with bidders, preparation of Requests for Proposal (RFP), obtaining TR IIA, advertising and distribution of the RFP, evaluation of bids, and choosing of the preferred bidder / entering, where required, the best and final offer (BAFO) process, preparation of the Value-for-Money Report and Negotiation plan and obtaining TR IIB. Manage the provision of technical support and advice on the negotiations and preparation of the draft PPP agreement and ancillary agreements (service level agreements, funding agreements and payment mechanism) and the PPP agreement management plan. Manage the assessment and compilation of draft PPP agreements and preparation and submission of the TA:III Report for Treasury approval including ensuring that: the PPP agreement meets the requirements of affordability, value for money and substantial technical, operational and financial risk transfer as approved , the management plan explains the capacity of the institution and proposed mechanisms and procedures to implement, manage, enforce, monitor and report on the PPP, the due diligence, including the legal due diligence, has been completed in respect of the accounting officer's or accounting authority / proposed private party competence and capacity to enter into the PPP agreement, recommendations and motivations thereto are made for Treasury approval / decline. PPP Projects Monitoring and Evaluation, Reviewing and Auditing and Closure and Reporting: Manage the development and implementation of corrective measures for projects that stray from the agreement management plan and punitive measures in instances of persistent non-performance. Provide inputs into PPP project efficiencies and effectiveness reviews and make and facilitate the implementation of recommendations, if any, for improvements regarding PPP transactions and arrangements, PPP financial models and plans and PPP project agreements and contracts management. Assist with and support the auditing of PPP projects and ensure the implementation of findings and/or resolution of adverse outcomes. Manage the provision of inputs on project findings and learnings reports and collate and submit for publishing and communication. Manage the provision of inputs on case studies and impact assessments on closed PPP projects. Manage the post-closure of PPP project contracts M&E including the provision of contract management assistance to procuring authority. PPP Capacity Development and Knowledge Management: Provide inputs on the design and development of training programmes and materials to build capacity to within all three spheres of government on the NT PPP Manual, Standardised PPP Provisions, Sectoral PPP Toolkits, PPP guidelines specifically the Municipal Service Delivery and PPP Guideline, and TAS&PPP tools and methodologies. Support the scheduling and implementation of PPP capacity development programmes including the Municipal training programme for local government officials and the private sector. Monitor and mentor Transaction Advisor interns in order to develop affordable, cost-effective PPPs. Build and participate in network groups for reference and benchmarking, and knowledge exchange and sharing, and attend Treasury workshops to ensure that all legislative and regulatory frameworks are updated. Provide inputs to the PPP quarterly report including the writing of articles. Disseminate and share PPP case studies and learnings and PPP quarterly reports with relevant stakeholders. TAS&PPP Strategy, Budget and Governance: Provide inputs to the TAS&PPP APP and manage the development, implementation, monitoring and reporting on the unit annual workplan and performance indicators. Provide inputs to the TAS&PPP budget preparation, expenditure, compliance and performance monitoring, record keeping and reporting. Contribute to and assist with the establishment and maintenance of the TAS&PPP management framework and internal controls including policies and procedures, business processes, guidelines and

templates, and systems and databases. Support and enable TAS&PPP audits, including the preparation and availability of documentation and information, and the implementation of corrective measures regarding audit findings. TAS&PPP Staff and Resources Performance Management: Assist with and contribute to staff capacity and productivity management including the establishment of posts, recruitment of staff, delegation of work, and resolution of issues. Assist with and contribute to own and staff performance management and development including work plans and indicators development, performance reviewing and skills plans implementation. Monitor and ensure compliance with the TAS&PPP electronic and paper document management system and filing and archiving plan. TAS&PPP Information Management and Reporting: Prepare and supply information and documents for compliance checking and auditing purposes. Prepare and supply monthly status reports, quarterly progress reports and annual overview reports. Prepare and supply information for inclusion in the GTAC annual report, GBS, BCS and other donor funding reports, and other strategic documents.

ENQUIRIES : HR Enquiries: Kaizer.Malakoane@gtac.gov.za at 066 250 7072

ANNEXURE F

GOVERNMENT PRINTING WORKS

The Government Printing Works is an equal opportunity, affirmative action employer. It is intended to promote representivity through the filling of these posts. The candidature of persons whose appointment/transfer/promotion will promote representivity will receive preference.

APPLICATIONS	:	All applications must be hand delivered at: 389 Sophie De Bruyn Street, Pretoria. To submit an application by email, click the link under the post you wish to apply for. Attach only a copy of CV and completed Z83 form. Email size must be limited to 2MB. Failure to follow instructions will result in your application being disqualified.
CLOSING DATE	:	19 October 2026 at 16:00 (walk-in) and 23:59 (online)
NOTE	:	The Government Printing Works (GPW) invite applications from qualifying graduates to participate in the Graduate Programme (Internship) for the 2027/2029 financial year. The 24 months' Internship is aimed at providing work experience/exposure to graduates. Applicants must be unemployed, be South African Citizens. Applicants should not have participated in an internship programme, failure to disclose this information will result in immediate termination of the internship contract on account of dishonesty/undue enrichment. Pictures/Snapshot, Zipped, IMG and JPEG documents will not be accepted. Indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initiated and signed by the applicant. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert and duly certified. The Department does not accept applications via fax. Applicants who do not comply with the above-mentioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority (SAQA). The Government Printing Works reserves the right to fill or not fill advertised posts. General information: Shortlisted candidates must be available for interviews, at a date and time determined by the Government Printing Works. Personnel suitability checks will also be administered as a part of the selection process. Successful candidates will be required to enter in an employment contract and performance agreement (as relevant). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA). Your information will be used solely for the purpose of this process and will not be shared with third parties without prior consent unless required by law. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months from the closing date, please consider your application unsuccessful.

INTERNSHIP PROGRAMME FOR THE YEAR 2027/2029

OTHER POSTS

POST 35/46	:	**STRATEGIC SOURCING REF NO: GPW2026/01 (X2 POSTS)**
STIPEND	:	R8 174.75 per month
CENTRE	:	Pretoria
REQUIREMENTS	:	Degree in Supply Chain Management/ Logistics Management
DUTIES	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to

		actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
ENQUIRIES	:	Mr. K Molaba / Ms. M Molebale, Human Resources Development Tel No: (012) 764 3931/ (012) 748 6294
APPLICATIONS	:	LINK: Grad2601
POST 35/47	:	**CONTRACT MANAGEMENT REF NO: GPW2026/02 (X2 POSTS)**
STIPEND	:	R8 174.75 per month
CENTRE	:	Pretoria
REQUIREMENTS	:	Degree in SCM/Procurement
DUTIES	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
ENQUIRIES	:	Mr. K Molaba / Ms. M Molebale, Human Resources Development Tel No: (012) 764 3931/ (012) 748 6294
APPLICATIONS	:	LINK: Grad2602
POST 35/48	:	**FINANCIAL SERVICES REF NO: GPW2026/03 (X4 POSTS)**
STIPEND	:	R8 174.75 per month
CENTRE	:	Pretoria
REQUIREMENTS	:	National Diploma/Degree in Financial Accounting
DUTIES	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
ENQUIRIES	:	Mr. K Molaba / Ms. M Molebale, Human Resources Development Tel No: (012) 764 3931/ (012) 748 6294
APPLICATIONS	:	LINK: Grad2603
POST 35/49	:	**ASSET AND INVENTORY MANAGEMENT REF NO: GPW2026/04 (X1 POST)**
STIPEND	:	R8 174.75 per month
CENTRE	:	Pretoria
REQUIREMENTS	:	National Diploma/Degree Supply Chain Management/ Logistics Management/Accounting Management
DUTIES	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
ENQUIRIES	:	Mr. K Molaba / Ms. M Molebale, Human Resources Development Tel No: (012) 764 3931/ (012) 748 6294
APPLICATIONS	:	LINK: Grad2604
POST 35/50	:	**FACILITIES MANAGEMENT REF NO: GPW2026/05 (X2 POSTS)**
STIPEND	:	R8 174.75 per month
CENTRE	:	Pretoria
REQUIREMENTS	:	National Diploma/Degree in Public Admin/ Public Management/ Facilities related qualification.
DUTIES	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
ENQUIRIES	:	Mr. K Molaba / Ms. M Molebale, Human Resources Development Tel No: (012) 764 3931/ (012) 748 6294
APPLICATIONS	:	LINK: Grad2605
POST 35/51		**CONTRACTS AND LITIGATION REF NO: GPW2026/06 (X1 POST)**
STIPEND	:	R8 174.75 per month
CENTRE	:	Pretoria
REQUIREMENTS	:	Degree LLB /Paralegal

DUTIES	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
ENQUIRIES	:	Mr. K Molaba / Ms. M Molebale, Human Resources Development Tel No: (012) 764 3931/ (012) 748 6294
APPLICATIONS	:	LINK: Grad2606
POST 35/52	:	**ENTERPRISE RISK MANAGEMENT REF NO: GPW2026/07 (X1 POST)**
STIPEND	:	R8 174.75 per month
CENTRE	:	Pretoria
REQUIREMENTS	:	National Diploma/Degree in Risk Management/ Law/ Business Management/ Finance/ Commerce
DUTIES	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
ENQUIRIES	:	Mr. K Molaba / Ms. M Molebale, Human Resources Development Tel No: (012) 764 3931/ (012) 748 6294
APPLICATIONS	:	LINK: Grad2607
POST 35/53	:	**INTERNAL AUDIT REF NO: GPW2026/08 (X1 POST)**
STIPEND	:	R8 174.75 per month
CENTRE	:	Pretoria
REQUIREMENTS	:	National Diploma/Degree in Internal Auditing/ Accounting Science
DUTIES	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
ENQUIRIES	:	Mr. K Molaba / Ms. M Molebale, Human Resources Development Tel No: (012) 764 3931/ (012) 748 6294
APPLICATIONS	:	LINK: Grad2608
POST 35/54	:	**OFFICE OF THE CEO REF NO: GPW2026/09 (X1 POST)**
STIPEND	:	R8 174.75 per month
CENTRE	:	Pretoria
REQUIREMENTS	:	National Diploma/Degree in Public Management/ Public Administration/ Office Management/ Business Management
DUTIES	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
ENQUIRIES	:	Mr. K Molaba / Ms. M Molebale, Human Resources Development Tel No: (012) 764 3931/ (012) 748 6294
APPLICATIONS	:	LINK: Grad2609
POST 35/55	:	**OFFICE OF THE GENERAL MANAGER: CORPORATE SERVICES REF NO: GPW2026/10 (X1 POST)**
STIPEND	:	R8 174.75 per month
CENTRE	:	Pretoria
REQUIREMENTS	:	National Diploma/Degree in Office Management and Technology
DUTIES	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
ENQUIRIES	:	Mr. K Molaba / Ms. M Molebale, Human Resources Development Tel No: (012) 764 3931/ (012) 748 6294
APPLICATIONS	:	LINK: Grad2610

POST 35/56	:	**OFFICE OF THE GENERAL MANAGER: OPERATIONS REF NO: GPW2026/11 (X1 POST)**
STIPEND	:	R8 174.75 per month
CENTRE	:	Pretoria
REQUIREMENTS	:	National Diploma/Degree in Public Management/ Public Administration/ Office Management and Technology/ Operations Management
DUTIES	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
ENQUIRIES	:	Mr. K Molaba / Ms. M Molebale, Human Resources Development Tel No: (012) 764 3931/ (012) 748 6294
APPLICATIONS	:	LINK: Grad2611
POST 35/57	:	**COMMUNICATIONS REF NO: GPW2026/12 (X1 POST)**
STIPEND	:	R8 174.75 per month
CENTRE	:	Pretoria
REQUIREMENTS	:	National Diploma/Degree in Communication/ Marketing/Media Studies
DUTIES	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
ENQUIRIES	:	Mr. K Molaba / Ms. M Molebale, Human Resources Development Tel No: (012) 764 3931/ (012) 748 6294
APPLICATIONS	:	LINK: Grad2612
POST 35/58	:	**E-GAZETTE CONTACT CENTRE – REF NO: GPW2026/13 (X1 POST)**
STIPEND	:	R8 174.75 per month
CENTRE	:	Pretoria
REQUIREMENTS	:	National Diploma/Degree Contact Centre Management/related Contact Centre qualification.
DUTIES	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
ENQUIRIES	:	Mr. K Molaba / Ms. M Molebale, Human Resources Development Tel No: (012) 764 3931/ (012) 748 6294
APPLICATIONS	:	LINK: Grad2613
POST 35/59	:	**DEMAND PLANNING REF NO: GPW2026/14 (X1 POST)**
STIPEND	:	R8 174.75 per month
CENTRE	:	Pretoria
REQUIREMENTS	:	National Diploma/Degree Logistics/Supply Chain Management
DUTIES	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
ENQUIRIES	:	Mr. K Molaba / Ms. M Molebale, Human Resources Development Tel No: (012) 764 3931/ (012) 748 6294
APPLICATIONS	:	LINK: Grad2614
POST 35/60	:	**OPERATIONS PLANNING REF NO: GPW2026/15 (X1 POST)**
STIPEND	:	R8 174.75 per month
CENTRE	:	Pretoria
REQUIREMENTS	:	National Diploma/Degree Operations Management/Production/Project Management
DUTIES	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
ENQUIRIES	:	Mr. K Molaba / Ms. M Molebale, Human Resources Development Tel No: (012) 764 3931/ (012) 748 6294

APPLICATIONS	:	LINK: Grad2615
POST 35/61	:	**SALES (REGIONAL WAREHOUSE EAST LONDON) REF NO: GPW2026/16 (X2 POSTS)**
STIPEND	:	R8 174.75 per month
CENTRE	:	East London
REQUIREMENTS	:	National Diploma/Degree Operations Management/Logistics/Supply Chain Management/Business Management/Public Administration
DUTIES	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
ENQUIRIES	:	Mr. K Molaba / Ms. M Molebale, Human Resources Development Tel No: (012) 764 3931/ (012) 748 6294
APPLICATIONS	:	LINK: Grad2616
POST 35/62	:	**DIGITALIZATION REF NO: GPW2026/17 (X1 POST)**
STIPEND	:	R8 174.75 per month
CENTRE	:	Pretoria
REQUIREMENTS	:	National Diploma/Degree in IT/ Software Programming/ Computer Systems/ Engineering/ Printing /Technology Management
DUTIES	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
ENQUIRIES	:	Mr. K Molaba / Ms. M Molebale, Human Resources Development Tel No: (012) 764 3931/ (012) 748 6294
APPLICATIONS	:	LINK: Grad2617
POST 35/63	:	**TECHNICAL TECHNOLOGY SUPPORT (QUALITY, HEALTH AND SAFETY) REF NO: GPW2026/18 (X1 POST)**
STIPEND	:	R8 174.75 per month
CENTRE	:	Pretoria
REQUIREMENTS	:	National Diploma in Quality Management/ Operations Management /Engineering/ Printing
DUTIES	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
ENQUIRIES	:	Mr. K Molaba / Ms. M Molebale, Human Resources Development Tel No: (012) 764 3931/ (012) 748 6294
APPLICATIONS	:	LINK: Grad2618
POST 35/64	:	**TECHNICAL TECHNOLOGY SUPPORT (TECHNOLOGY PLANNING) RE NO: GPW2026/19 (X1 POST)**
STIPEND	:	R8 174.75 per month
CENTRE	:	Pretoria
REQUIREMENTS	:	National Diploma in Industrial/Chemical Engineering
DUTIES	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
ENQUIRIES	:	Mr. K Molaba / Ms. M Molebale, Human Resources Development Tel No: (012) 764 3931/ (012) 748 6294
APPLICATIONS	:	LINK: Grad2619
POST 35/65	:	**RUBBER STAMPS REF NO: GPW2026/20 (X1 POST)**
STIPEND	:	R8 174.75 per month
CENTRE	:	Pretoria
REQUIREMENTS	:	National Diploma/Degree in Graphic Design/ Desktop Publishing
DUTIES	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to

		actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
ENQUIRIES	:	Mr. K Molaba / Ms. M Molebale, Human Resources Development Tel No: (012) 764 3931/ (012) 748 6294
APPLICATIONS	:	LINK: Grad2620
POST 35/66	:	**SECURITY MANAGEMENT REF NO: GPW2026/21 (X1 POST)**
STIPEND	:	R8 174.75 per month
CENTRE	:	Pretoria
REQUIREMENTS	:	National Diploma/Degree: Security Management
DUTIES	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
ENQUIRIES	:	Mr. K Molaba / Ms. M Molebale, Human Resources Development Tel No: (012) 764 3931/ (012) 748 6294
APPLICATIONS	:	LINK: Grad2621
POST 35/67	:	**INTERGRITY MANAGEMENT AND INVESTIGATIONS REF NO: GPW2026/22 (X1 POST)**
STIPEND	:	R8 174.75 per month
CENTRE	:	Pretoria
REQUIREMENTS	:	National Diploma/Degree in Investigation/ Policing/ Law/ Social Sciences
DUTIES	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
ENQUIRIES	:	Mr. K Molaba / Ms. M Molebale, Human Resources Development Tel No: (012) 764 3931/ (012) 748 6294
APPLICATIONS	:	LINK: Grad2622
POST 35/68	:	**STRATEGY PLANNING AND MONITORING REF NO: GPW2026/23 (X2 POSTS)**
STIPEND	:	R8 174.75 per month
CENTRE	:	Pretoria
REQUIREMENTS	:	National Diploma/Degree in Public Administration/ Public Management / Business Management
DUTIES	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
ENQUIRIES	:	Mr. K Molaba / Ms. M Molebale, Human Resources Development Tel No: (012) 764 3931/ (012) 748 6294
APPLICATIONS	:	LINK: Grad2623
POST 35/69	:	**ENTERPRISE PORTFOLIO MANAGEMENT OFFICE REF NO: GPW2026/24 (X1 POST)**
STIPEND	:	R8 174.75 per month
CENTRE	:	Pretoria
REQUIREMENTS	:	National Diploma/Degree in ICT/ Project Management
DUTIES	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
ENQUIRIES	:	Mr. K Molaba / Ms. M Molebale, Human Resources Development Tel No: (012) 764 3931/ (012) 748 6294
APPLICATIONS	:	LINK: Grad2624
POST 35/70	:	**KNOWLEDGE MANAGEMENT REF NO: GPW2026/25 (X1 POST)**
STIPEND	:	R8 174.75 per month
CENTRE	:	Pretoria

REQUIREMENTS	:	National Diploma / Degree in Information Science/Information Management / Records Management
DUTIES	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
ENQUIRIES	:	Mr. K Molaba / Ms. M Molebale, Human Resources Development Tel No: (012) 764 3931/ (012) 748 6294
APPLICATIONS	:	LINK:Grad2625
POST 35/71	:	**ID AND PASSPORT FACTORY REF NO: GPW2026/26 (X1 POST)**
STIPEND	:	R8 174.75 per month
CENTRE	:	Pretoria
REQUIREMENTS	:	National Diploma/Degree in Industrial Engineering/ Mechatronic Engineering
DUTIES	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
ENQUIRIES	:	Mr. K Molaba / Ms. M Molebale, Human Resources Development Tel No: (012) 764 3931/ (012) 748 6294
APPLICATIONS	:	LINK: Grad2626
POST 35/72	:	**PAPER STORES CENTRAL REF NO: GPW2026/27 (X1 POST)**
STIPEND	:	R8 174.75 per month
CENTRE	:	Pretoria
REQUIREMENTS	:	National Diploma/Degree in Supply Chain Management/ Logistics Management
DUTIES	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
ENQUIRIES	:	Mr. K Molaba / Ms. M Molebale, Human Resources Development Tel No: (012) 764 3931/ (012) 748 6294
APPLICATIONS	:	LINK: Grad2627
POST 35/73	:	**EQUIPMENT MAINTENANCE REF NO: GPW2026/28 (X1 POST)**
STIPEND	:	R8 174.75 per month
CENTRE	:	Pretoria
REQUIREMENTS	:	National Diploma/Degree in Industrial Engineering/ Mechanical Engineering
DUTIES	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
APPLICATIONS	:	LINK: Grad2628
POST 35/74	:	**SERVICE MAINTENANCE REF NO: GPW2026/29 (X1 POST)**
STIPEND	:	R8 174.75 per month
CENTRE	:	Pretoria
REQUIREMENTS	:	National Diploma/Degree in Electrical Engineering (Heavy Current)
DUTIES	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
ENQUIRIES	:	Mr. K Molaba / Ms. M Molebale, Human Resources Development Tel No: (012) 764 3931/ (012) 748 6294
APPLICATIONS	:	LINK: Grad2629
POST 35/75	:	**EMPLOYEE BENEFITS AND ADMINISTRATION REF NO: GPW2026/30 (X1 POST)**
STIPEND	:	R8 174.75 per month
CENTRE	:	Pretoria
REQUIREMENTS	:	Diploma/Degree Human Resources Management/Public Administration

DUTIES	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
ENQUIRIES	:	Mr. K Molaba / Ms. M Molebale, Human Resources Development Tel No: (012) 764 3931/ (012) 748 6294
APPLICATIONS	:	LINK: Grad2630
POST 35/76	:	**TALENT MANAGEMENT REF NO: GPW2026/31 (X1 POST)**
STIPEND	:	R8 174.75 per month
CENTRE	:	Pretoria
REQUIREMENTS	:	National Diploma/Degree Human Resource Development/ Management of Training/Human Resources Management
DUTIES	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
ENQUIRIES	:	Mr. K Molaba / Ms. M Molebale, Human Resources Development Tel No: (012) 764 3931/ (012) 748 6294
APPLICATIONS	:	LINK: Grad2631
POST 35/77	:	**PERFORMANCE MANAGEMENT & DEVELOPMENT SYSTEM REF NO: GPW2026/32 (X1 POST)**
STIPEND	:	R8 174.75 per month
CENTRE	:	Pretoria
REQUIREMENTS	:	National Diploma/Degree Human Resource Development/ Management of Training/ Human Resources Management
DUTIES	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
ENQUIRIES	:	Mr. K Molaba / Ms. M Molebale, Human Resources Development Tel No: (012) 764 3931/ (012) 748 6294
APPLICATIONS	:	LINK: Grad2632
POST 35/78	:	**ORGANISATIONAL DEVELOPMENT AND CHANGE MANAGEMENT REF NO: GPW2026/33 (X1 POST)**
STIPEND	:	R8 174.75 per month
CENTRE	:	Pretoria
REQUIREMENTS	:	National Diploma/Degree Work-study / Operations Management/ Management Services/ Production Management/ Industrial Psychology
DUTIES	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
ENQUIRIES	:	Mr. K Molaba / Ms. M Molebale, Human Resources Development Tel No: (012) 764 3931/ (012) 748 6294
APPLICATIONS	:	LINK: Grad2633
POST 35/79	:	**RECRUITMENT AND SELECTION REF NO: GPW2026/34 (X1 POST)**
STIPEND	:	R8 174.75 per month
CENTRE	:	Pretoria
REQUIREMENTS	:	National Diploma/Degree Human Resource Management
DUTIES	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
ENQUIRIES	:	Mr. K Molaba / Ms. M Molebale, Human Resources Development Tel No: (012) 764 3931/ (012) 748 6294
APPLICATIONS	:	LINK: Grad2634

POST 35/80	:	**LABOUR RELATIONS REF NO: GPW2026/35 (X1 POST)**
STIPEND	:	R8 174.75 per month
CENTRE	:	Pretoria
REQUIREMENTS	:	National Diploma/Degree in Labour Relations/ Labour Law
DUTIES	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
ENQUIRIES	:	Mr. K Molaba / Ms. M Molebale, Human Resources Development Tel No: (012) 764 3931/ (012) 748 6294
APPLICATIONS	:	LINK: Grad2635
POST 35/81	:	**EMPLOYEE, HEALTH AND WELLNESS REF NO: GPW2026/36 (X1 POST)**
STIPEND	:	R8 174.75 per month
CENTRE	:	Pretoria
REQUIREMENTS	:	Degree in Social Worker/ Psychology
DUTIES	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
ENQUIRIES	:	Mr. K Molaba / Ms. M Molebale, Human Resources Development Tel No: (012) 764 3931/ (012) 748 6294
APPLICATIONS	:	LINK: Grad2636
POST 35/82	:	**OCCUPATIONAL HEATH AND SAFETY REF NO GPW2026/37 (X1 POST)**
STIPEND	:	R8 174.75 per month
CENTRE	:	Pretoria
REQUIREMENTS	:	National Diploma/Degree in Safety Management/ OHS related qualification.
DUTIES	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
ENQUIRIES	:	Mr. K Molaba / Ms. M Molebale, Human Resources Development Tel No: (012) 764 3931/ (012) 748 6294
APPLICATIONS	:	LINK: Grad2637

ANNEXURE G

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(Maluti TVET College)
(Free State CET College)
(**King Sabata Dalindyebo TVET College)**

OTHER POSTS

POST 35/83	:	**ASSISTANT DIRECTOR: STUDENT SUPPORT SERVICES (SSS) REF NO: KSD ASDSSS 09/2026** Nature of post: Permanent (PERSAL)
SALARY	:	R605 742 per annum (Level 10)
CENTRE	:	King Sabata Dalindyebo TVET College, Administration Centre, Mthatha
REQUIREMENTS	:	National Senior Certificate/Grade12/STD 10 or NCV level 4. An appropriate Bachelor's degree (NQF7) in Psychology or BA Social Worker (Major in Psychology) or Psychology Related qualification. A minimum of 3-5 years working experience Education/Teaching and Learning environment or related field. A minimum of three to five years supervisory experience. Knowledge of PSET and CET Act. Knowledge of Teaching and Learning, Knowledge of Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act. Knowledge of the National Student Financial Aid scheme and Related legislation. Knowledge of the Public TVET sector and its regulatory and legislative framework. Knowledge of the Ethical regulatory and legislative framework. Knowledge and understanding of the Higher Education sector. Knowledge of Education Act. Administrative, Planning and organisation, Financial Management, Report Writing, Communication and interpersonal, Problem solving, Computer literacy, Analytical, Client oriented, Project management, Team leadership, People management.
DUTIES	:	Oversee administration of the student support services unit. Develop the annual Student Support Services (SSS) operational plan, assigning relevant tasks to the staff and ensuring progress against the approved annual targets. Develop and review relevant SSS policies, processes, procedures and job profiles. Ensure and maintain the compilation of learner progress reports, statement, results and student enquires. Manage student counselling across the college, Manage the implementation of counselling, guidance policy, procedure and best practice. Coordinate and monitor the provision of counselling services the college. Design life skills programme as a proactive measure for counselling. Manage counselling services conducted by SSS to ensure that service is conducted at required standard and comply with code of Ethics. Provide student with career guidance, counselling and academic support. Develop and monitor implementation of relevant career guidance plans for prospective students and enrolled students towards academic achievement. Liaise with the Vocational Programme Manager and relevant stakeholders in ensuring a well-developed system in providing the adequate and control, direct and motive career guidance at the central office and campus level. Oversee and maintain the sport, recreation, arts and culture activities for student. Coordinate the implementation of sports and recreation programs. Facilitate student governance and student leadership development. Coordinate and monitor annual SRC election processes. Coordinate training and mentoring on SRC roles, duties, protocols and practices.
ENQUIRIES	:	Mr L. Mabula Tel No: (047) 505 1031
APPLICATIONS	:	Email address: asdsss0926@ksdtvet.edu.za
NOTE	:	Instructions to applicants: The application must include a fully completed and signed new Z83 form, obtainable from any Public Service Department and a detailed Curriculum Vitae with three(3)contactable references(email address and contact number),Only shortlisted candidates will submit qualifications, identity documents, qualifications and all other relevant documents like driver's licence when shortlisted The college has the right to withdraw and/or amend adverts for post(s) and retains the right not to fill the post(s) as determined by the delegated authority. It is the responsibility of applicants to ensure that their applications reach the college on or before the closing date. Applications received after the closing date will under no circumstances be considered. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. All shortlisted candidates will be subjected to a

competency or skills test, including SMS, shall undertake two pre-entry assessments, one will be a practical exercise to determine a candidate's suitability based on post's technical generic requirements, and the other must be an integrity (ethical conduct) assessment. According to Section 32B(3) of National Qualifications Framework Act No.67 of 2008, it is unlawful to falsely or fraudulently claim to have a qualification or part qualification registered on the NQF or awarded by educational institution, a skills development provider, a quality council or a recognised foreign institution. The HOD in the relevant Department shall report such violations to the (SAPS), and a criminal case shall be opened. All shortlisted candidates will be subjected to qualifications and citizen verification; criminal records and financial/assets record checks. Applicants who have not been invited for an interview within 90 days should consider their applications unsuccessful Applications are hereby invited from suitably qualified and experienced people for the following Department of Higher Education & Training (King Sabata Dalindyebo TVET College), for appointment in the following permanent positions

CLOSING DATE : 16 October 2026

POST 35/84 : **ASSISTANT DIRECTOR: CURRICULUM DEVELOPMENT AND IMPLEMENTATION (OCCUPATIONAL PROGRAMMES) REF NO: ASD/CUR 09/2026**
Nature of post: Permanent (PERSAL)
Re advertisement

SALARY : R605 742 per annum (Level 10)
CENTRE : King Sabata Dalindyebo TVET Centre, Administration Centre, Mthatha
REQUIREMENTS : National Senior Certificate/Grade 12/ STD 10 or NCV level 4 together with three (3) years recognised National Diploma / Degree (NQF L7) and a recognised teacher's qualification, SACE Certificate. Five (5) years' experience in Curriculum Development plus a minimum of 3 year's supervisory experience and a valid driver's licence. Skills and Competencies: Knowledge of Public Service Act, Knowledge of CET Act of 2006 as amended, Computer Literacy. Leadership skills and management skills, project management skills and communication, inclusive of presentation skills. Ability to work independently as well as a team. Planning, organizing, leading and control skills. Research, reporting and presentation.
DUTIES : To facilitate: Occupational qualifications implementation. Occupational qualifications policy development and implementation. OHS Compliance, POE's format and content, types of machinery used. Tools handling in the workshop and storage. Floor demarcations and workshop cubicles, teaching and learning Policy, Assessment, Certification and Appeals policy. Leaner support services, before, during and after the training intervention. Teaching& learning portfolios content aligned to QCTO. Identify new market trends to determine needs and opportunities. Formulate strategies to expand delivery of occupational programmes. Develop and review procedures and templates for the implementation of occupational learning programmes. Manage and facilitate registration of learning programmes. Registration of project facilitators, assessors, RPL practitioners and moderators with respective authorities. Partnerships with industries. The quality assurance functions are performed following the set regulations. Facilitate the certification for competent learners in accordance with relevant legislation and QCTO requirements. Provide curriculum improvement and implementation support for occupational programmes. Ensure accreditation of programmes offered and workshop through the relevant accreditation.
ENQUIRIES : Mr L. Mabula Tel No: (047) 505 1031
APPLICATIONS : Please forward applications to email address below each post. Email address: asdcdi0926@ksdtvet.edu.za
FOR ATTENTION : Mr Z. Galada, HR Manager
NOTE : Instructions to applicants: The application must include a fully completed and signed new Z83 form, obtainable from any Public Service Department and a detailed Curriculum Vitae with three(3)contactable references(email address and contact number), Only shortlisted candidates will submit qualifications, identity documents, qualifications and all other relevant documents like driver's licence when shortlisted The college has the right to withdraw and/or amend adverts for post(s) and retains the right not to fill the post(s) as determined by the delegated authority. It is the responsibility of applicants to ensure that their applications reach the college on or before the closing date. Applications

received after the closing date will under no circumstances be considered. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. All shortlisted candidates will be subjected to a competency or skills test, including SMS, shall undertake two pre-entry assessments, one will be a practical exercise to determine a candidate's suitability based on post's technical generic requirements, and the other must be an integrity (ethical conduct) assessment. According to Section 32B(3) of National Qualifications Framework Act No.67 of 2008, it is unlawful to falsely or fraudulently claim to have a qualification or part qualification registered on the NQF or awarded by educational institution, a skills development provider, a quality council or a recognised foreign institution. The HOD in the relevant Department shall report such violations to the (SAPS), and a criminal case shall be opened. All shortlisted candidates will be subjected to qualifications and citizen verification; criminal records and financial/assets record checks. Applicants who have not been invited for an interview within 90 days should consider their applications unsuccessful Applications are hereby invited from suitably qualified and experienced people for the following Department of Higher Education & Training (King Sabata Dalindyebo TVET College), for appointment in the following permanent positions.

CLOSING DATE : 16 October 2026

POST 35/85 : **ASSISTANT DIRECTOR: PARTNERSHIPS AND LINKAGES REF ASDP&LINK09/2026**
Nature of post: Permanent (PERSAL)
Re-advertisement

SALARY : R605 742 per annum (Level 10)
CENTRE : King Sabata Dalindyebo TVET College Administration Centre, Mthatha
REQUIREMENTS : National Senior Certificate/Grade 12/STD 10 or NCV level 4, together with a recognised National Diploma (NQF level 6/7) in Project Management or Marketing. A minimum of 3-5 years' experience in a Project Management or Business Development environment. A minimum of three to five years supervisory experience. A valid driver's licence. Knowledge and understanding of partnership development, marketing and entrepreneurial insight, financial management, Public Service Act, PFMA, Treasury Regulations, business planning, feasibility analysis, administrative reporting processes and computer skills. Advanced skills in negotiation, communication, project management, planning, organising, analytical thinking and client orientation.
DUTIES : Building and maintaining a database of potential partner's, stakeholders and local businesses. Participate in business forums and identify project and collaboration opportunities. Develop project proposals, business cases and implementation plans for joint initiatives. Facilitate the establishment and strengthening of partnerships with industry, government and relevant organisations. Identify opportunities for income generation and work-integrated learning. Coordinate the submission of tenders, funding proposals and reports to DHET and other stakeholders. Manage local provincial government relations and maintain a schedule of related projects. Conduct feasibility studies, develop project budgets and negotiate service level agreements. Support SETA and accreditation processes, including new programme approvals. Oversee student work placement and Work-Integrated Learning (WIL) initiatives Ensure effective management of human, financial and other resources within the unit.
ENQUIRIES : Mr L. Mabula Tel No: (047) 505 1031
APPLICATIONS : Email address: asdpl0926@ksdtvet.edu.za
NOTE : Instructions to applicants: The application must include a fully completed and signed new Z83 form, obtainable from any Public Service Department and a detailed Curriculum Vitae with three(3)contactable references(email address and contact number), Only shortlisted candidates will submit qualifications, identity documents, qualifications and all other relevant documents like driver's licence when shortlisted The college has the right to withdraw and/or amend adverts for post(s) and retains the right not to fill the post(s) as determined by the delegated authority. It is the responsibility of applicants to ensure that their applications reach the college on or before the closing date. Applications received after the closing date will under no circumstances be considered. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. All shortlisted candidates will be subjected to a competency or skills test, including SMS, shall undertake two pre-entry

assessments, one will be a practical exercise to determine a candidate's suitability based on post's technical generic requirements, and the other must be an integrity (ethical conduct) assessment. According to Section 32B (3) of National Qualifications Framework Act No.67 of 2008, it is unlawful to falsely or fraudulently claim to have a qualification or part qualification registered on the NQF or awarded by educational institution, a skills development provider, a quality council or a recognised foreign institution. The HOD in the relevant Department shall report such violations to the (SAPS), and a criminal case shall be opened. All shortlisted candidates will be subjected to qualifications and citizen verification; criminal records and financial/assets record checks. Applicants who have not been invited for an interview within 90 days should consider their applications unsuccessful Applications are hereby invited from suitably qualified and experienced people for the following Department of Higher Education & Training (King Sabata Dalindyebo TVET College), for appointment in the following permanent positions

CLOSING DATE : 16 October 2026

POST 35/86 : **ASSISTANT DIRECTOR LABOUR RELATIONS REF NO: KSDASDLR/09/2026**
Nature of appointment: Permanent (PERSAL)

SALARY : R487 197 per annum (Level 09)
CENTRE : King Sabata Dalindyebo TVET College Administration Centre, Mthatha
REQUIREMENTS : National Senior Certificate/Grade 12/STD10 or NCV level 4. An appropriate National Diploma (NQF6) in Labour Relations, Employment Relations and Human Resource Management or HR and related qualification. A minimum of 3-5 years working experience Labour Relations or Human Resource Management environment to related field. A minimum of three to five years supervisory experience. Knowledge of Labour Relations Act, Public Service Legislations and Policies related to Human Resource Management. Sound Knowledge of Labour Relations status. Sounds Knowledge of Internal Labour Organization (ILO) Knowledge and understanding of the TVET/CET Administration. Knowledge and understanding of Higher Education sector. Administrative, Planning and organisation, Financial Management, Report Writing, Communication and interpersonal, Problem solving, Computer literacy, Analytical, Client oriented, Project management, Team leadership, People management, Conducting investigation, Presentation skills, Client service focus integrity, Committed, Proactive, loyal and Ethics.

DUTIES : Maintain Sound Labour Relations, Render advice on Labour related matters. Develop and implement Human Resource policies and manuals. Ensure proper implementation of disciplinary procedures, grievance procedures and code of conduct. Conduct investigation and disciplinary hearings. Management of Strike action, Minimize labour dispute. Facilitate and conduct labour relations training and workshop, Ensure proper implementation of the collective bargaining council resolutions. Management of all Human, Financial and other resources of the unit. Investigate misconduct cases and compile investigation report Management of discipline, represent the Department during formal disciplinary hearing, provide advice on informal hearings and ensure the implementation of disciplinary sanctions. Investigate and finalize all grievances and complaints received from employees in the Department / Colleges. Co-ordinate and provide support in terms of representing the Department/ Colleges in all disputes referred to the Public Service Sectoral Bargaining Council /Education Labour Relations Council and the Commission for Conciliation, Mediation and Arbitration. Manage information and records of all activities in the Labour Relations in the college. Manage resources of the section. Monitor precautionary suspensions in the college.

ENQUIRIES : Mr L. Mabula Tel No: (047) 505 1031
APPLICATIONS : Email address: asdlr0926@ksdtvet.edu.za
NOTE : Instructions to applicants: The application must include a fully completed and signed new Z83 form, obtainable from any Public Service Department and a detailed Curriculum Vitae with three(3)contactable references(email address and contact number), Only shortlisted candidates will submit qualifications, identity documents, qualifications and all other relevant documents like driver's licence when shortlisted The college has the right to withdraw and/or amend adverts for post(s) and retains the right not to fill the post(s) as determined by the delegated authority. It is the responsibility of applicants to ensure that their applications reach the college on or before the closing date. Applications

received after the closing date will under no circumstances be considered. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. All shortlisted candidates will be subjected to a competency or skills test, including SMS, shall undertake two pre-entry assessments, one will be a practical exercise to determine a candidate's suitability based on post's technical generic requirements, and the other must be an integrity (ethical conduct) assessment. According to Section 32B (3) of National Qualifications Framework Act No.67 of 2008, it is unlawful to falsely or fraudulently claim to have a qualification or part qualification registered on the NQF or awarded by educational institution, a skills development provider, a quality council or a recognised foreign institution. The HOD in the relevant Department shall report such violations to the (SAPS), and a criminal case shall be opened. All shortlisted candidates will be subjected to qualifications and citizen verification; criminal records and financial/assets record checks. Applicants who have not been invited for an interview within 90 days should consider their applications unsuccessful Applications are hereby invited from suitably qualified and experienced people for the following Department of Higher Education & Training (King Sabata Dalindyebo TVET College), for appointment in the following permanent positions

CLOSING DATE : 16 October 2026

POST 35/87 : **ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY REF NO: KSD ASDIT 09/2026**
Nature of post: Permanent (PERSAL)
Re-advertisement

SALARY : R487 197 per annum (Level 09)
CENTRE : King Sabata Dalindyebo TVET College, Administration Centre, Mthatha
REQUIREMENTS : National Senior Certificate/Grade12/STD 10 or NCV level 4. A relevant National Diploma (NQF6) in Information Technology or IT related qualification. A minimum of 3-5 years working experience in IT environment. Three (3) years supervisory/ management experience. A valid driver's licence. A knowledge of computer hardware, software and programmes. A Knowledge of policies and governance environment of TVET Colleges including knowledge of the annual reporting requirements by the Higher Education Institutions. A knowledge and understanding of Corporate ICT principle and understanding of the monitoring of performance management system. Administer computer hardware, software and network skills. Administrative, planning and organising. Financial management, Reporting writing, Communication and Interpersonal problem solving skills. Computer literacy, Analytical, Client oriented and project management. Team leadership, People management, Planning and organising skills.

DUTIES : Development, review and monitor the implementation of Information Communication Technology (ICT) policies. Conduct research regarding national and provincial policy framework, legislation, collective agreements, internet, relevant readings etc. Ensure consultation process of draft policies with all relevant stakeholders. Ensure that all new ICT policies are work shopped to all staff. Ensure the development, establishment of appropriate E-governance and ICT policies, frameworks and standards. Implement, enforce and ensure adherence of IT policies and procedures to all campuses. Ensure that appropriate policies and processes are put in place for risk management. Information System Management, Administer and monitor IT Security and Electronic access. Establish systems to safeguard hardware and data, Perform system backups. Network Management and Maintenance, Research and develop specifications for (Local Area Network& Wide Area Network) LAN and WAN technologies according to the college's requirements. Procure LAN and WAN technologies. Distribute LAN and WAN access to students and staff according to the college policy and needs. Set-up, manage and maintain WAN, LAN, E-mail and internet connections to all the colleges, Troubleshooting, resolving and documenting all ICT related issues.

ENQUIRIES : Mr L. Mabula Tel No: (047) 505 1031
APPLICATIONS : Email address: asdit0926@ksdtvet.edu.za
NOTE : Instructions to applicants: The application must include a fully completed and signed new Z83 form, obtainable from any Public Service Department and a detailed Curriculum Vitae with three(3)contactable references(email address and contact number), Only shortlisted candidates will submit qualifications, identity documents, qualifications and all other relevant documents like driver's

licence when shortlisted The college has the right to withdraw and/or amend adverts for post(s) and retains the right not to fill the post(s) as determined by the delegated authority. It is the responsibility of applicants to ensure that their applications reach the college on or before the closing date. Applications received after the closing date will under no circumstances be considered. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. All shortlisted candidates will be subjected to a competency or skills test, including SMS, shall undertake two pre-entry assessments, one will be a practical exercise to determine a candidate's suitability based on post's technical generic requirements, and the other must be an integrity (ethical conduct) assessment. According to Section 32B (3) of National Qualifications Framework Act No.67 of 2008, it is unlawful to falsely or fraudulently claim to have a qualification or part qualification registered on the NQF or awarded by educational institution, a skills development provider, a quality council or a recognised foreign institution. The HOD in the relevant Department shall report such violations to the (SAPS), and a criminal case shall be opened. All shortlisted candidates will be subjected to qualifications and citizen verification; criminal records and financial/assets record checks. Applicants who have not been invited for an interview within 90 days should consider their applications unsuccessful. Applications are hereby invited from suitably qualified and experienced people for the following Department of Higher Education & Training (King Sabata Dalindyebo TVET College), for appointment in the following permanent positions

CLOSING DATE : 16 October 2026

POST 35/88 : **ASSISTANT DIRECTOR FINANCIAL ACCOUNTING REF NO: KSD/FIN-AD/09/2026**
Re advertisement

SALARY : R487 197 per annum (Level 09)
CENTRE : King Sabata Dalindyebo TVET College, Administration Centre, Mthatha
REQUIREMENTS : National Senior Certificate/Grade 12/STD 10 or NCV level 4 and a recognised three (3) National Diploma (NQF 6) in Financial Management or related qualification. Three to five years' work experience in Finance section. Knowledge of PSET and CET Act. A minimum of three to five years supervisory experience. Understanding of PFMA, Treasury Regulations, Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act. Knowledge of the National Student Financial Aid Scheme and related legislation. And financial management systems. A valid driver's licence and Computer Literacy (MS Office is necessary. Competencies: Knowledge of PSET and CET Act. Knowledge and understanding of PFMA. Knowledge of Treasury Regulations and Public Service Act. Labour Relations Act, Skills Development Act, National Students Aid Scheme and related legislation. Knowledge of financial management systems. Administrative, Planning and Organising. Financial Management. Report Writing. Communication and Interpersonal Skills. Problem solving. Computer Literacy. Analytical. Client Oriented. Project Management. team leadership and people management.

DUTIES : Budget Preparation. Implementation, Monitoring and Control. Prepare Annual Financial Statements Collection and Recording of revenue- Cashier, Banking Services and Electronic payments, Debt Management, Monitoring and Reporting on Revenue Expenditure-Compensation of employees & Goods and Services. Transfers and subsidies. Reporting year and month-end close-out processes and procedures. Supervise employees to ensure an effective financial accounting service. Liaise with auditors (internal and external)

ENQUIRIES : Mr L. Mabula Tel No: (047) 505 1031
APPLICATIONS : Email address: asdfa0926@ksdtvet.edu.za
NOTE : Instructions to applicants: The application must include a fully completed and signed new Z83 form, obtainable from any Public Service Department and a detailed Curriculum Vitae with three(3)contactable references(email address and contact number), Only shortlisted candidates will submit qualifications, identity documents, qualifications and all other relevant documents like driver's licence when shortlisted The college has the right to withdraw and/or amend adverts for post(s) and retains the right not to fill the post(s) as determined by the delegated authority. It is the responsibility of applicants to ensure that their applications reach the college on or before the closing date. Applications received after the closing date will under no circumstances be considered. Applicants are respectfully informed that correspondence will be limited to

shortlisted candidates only. All shortlisted candidates will be subjected to a competency or skills test, including SMS, shall undertake two pre-entry assessments, one will be a practical exercise to determine a candidate's suitability based on post's technical generic requirements, and the other must be an integrity (ethical conduct) assessment. According to Section 32B (3) of National Qualifications Framework Act No.67 of 2008, it is unlawful to falsely or fraudulently claim to have a qualification or part qualification registered on the NQF or awarded by educational institution, a skills development provider, a quality council or a recognised foreign institution. The HOD in the relevant Department shall report such violations to the SAPS, and a criminal case shall be opened. All shortlisted candidates will be subjected to qualifications and citizen verification; criminal records and financial/assets record checks. Applicants who have not been invited for an interview within 90 days should consider their applications unsuccessful Applications are hereby invited from suitably qualified and experienced people for the following Department of Higher Education & Training (King Sabata Dalindyebo TVET College), for appointment in the following permanent positions.

CLOSING DATE : 16 October 2026

POST 35/89 : **SENIOR PRACTITIONER: HUMAN RESOURCE DEVELOPMENT REF NO: MALUTITVET/CORP-002/2026**
Nature of Appointment: (Council Paid) 03 Years Contract

SALARY : R413 001 per annum (Level 08)
CENTRE : Maluti TVET College: Corporate Office
REQUIREMENTS : National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. National Diploma/Degree in Human Resource or related qualification. Minimum of three years relevant experience. Minimum of two years' experience at supervisory level. Computer literacy (MS Word, MS Excel, and MS Power point). PERSAL introduction certificate. Competencies and Attributes: Knowledge of HRD Processes and Procedures. Good communication skills (written and orally). Knowledge of Skills Development Levies Act. Knowledge and understating of the application of Public Service legislative framework (PSA, PFMA, PSR etc.) Knowledge and understanding of coordination and facilitation of trainings. Knowledge and understanding of application of Employment Equity Act. Knowledge and understanding of PMDS and IQMS. Unendorsed Valid Driver's Licence. Ability to work under pressure. Be customer-oriented. Attention to detail and excellent organizational skills.

DUTIES : Ensure overall supervision and that training and development programmes plan is developed and implemented. Ensure overall supervision and that the Work Skills Plan is developed, approved, submitted To ETDP SETA and Implemented. Ensure overall supervision and proper implementation of awarding bursaries in line with the departmental policy. Ensure overall supervision and proper implementation of Internship and Learnership programmes in line with the departmental policy. Ensure overall supervision and monitor the implementation of Performance Management Development System, Integrated Quality Management System and conduct training to college officials. Ensure overall supervision and provide technical guidance on the development of Job Descriptions and ensure that all officials have signed job descriptions. Ensure overall supervision and that the College Employment Equity Plan and HR Plan are developed, reviewed, submitted to Head Office and implemented. Supervise human, physical, financial and other resources.

ENQUIRIES : NJ Ntsela Tel No: (058) 303 1732
APPLICATIONS : All applications should be posted or hand delivered to Human Resource Management: Maluti TVET College, Corporate Office, Private Bag X33, Bethlehem, 9700 or hand delivered at Maluti TVET College: Corporate Office, Corner High & Broster Street, Bethlehem 9700. Email applications can be forwarded to hrrecruitment@malutitvet.co.za in pdf format and as one attachment. Indicate the relevant reference number and job title on the subject line.

NOTE : Applications quoting the relevant reference number must be submitted on a Z83 form (effective from 01 January 2021) obtainable from any Public Service department as well as Maluti TVET College Corporate Office or from Maluti TVET College Official website www.malutitvet.co.za. The Z83 form must be signed, initialed and dated. 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. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed Z83 form and a detailed curriculum vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Maluti TVET College is an equal opportunity affirmative action employer. Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference. People with disability are encouraged to apply. NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. Correspondence will be limited to shortlisted candidates only. 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. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Successful candidates may be required to work at other places as may reasonably be required by the Department and the College. Maluti TVET College reserves the right to withdraw any of the mentioned advert.

CLOSING DATE : 23 October 2026 @13:00

POST 35/90 : **FACILITATOR REF NO: MALUTITVET/KWE-004/2026**
Nature Of Appointment: (Council Paid) 03 Months Contract

SALARY : R280 278 per annum (Level 06)
CENTRE : Maluti TVET College: Kwetlisong Campus
REQUIREMENTS : National Senior Certificate/Grade 12/ Standard 10 or NCV Level 4. National Diploma in Electronic Engineering/ Robotic Engineering. Competencies and Attributes: Qualified Assessor, Qualified Moderator, SACE Registration, Computer Literacy (MS Word, MS Excel, MS PowerPoint), Unendorsed Valid Driver’s Licence, Experience in facilitating skills programmes.
DUTIES : Planning and organisation of lessons in the above Subject area(s). Conducting lessons and providing clarity to students. Conducting practical assessment task. Examination invigilation. Handle all student-related administrative duties. Setting and Marking of assessment tasks, processing of marks and other related duties. Carry out all other duties related to the post.
ENQUIRIES : NJ Ntsela Tel No: (058) 303 1732
APPLICATIONS : All applications should be posted or hand delivered to Human Resource Management: Maluti TVET College, Corporate Office, Private Bag X33, Bethlehem, 9700 or hand delivered at Maluti TVET College: Corporate Office, Corner High & Broster Street, Bethlehem, 9700. Email applications can be forwarded to hrrecruitment@malutitvet.co.za in pdf format and as one attachment. Indicate the relevant reference number and job title on the subject line.
NOTE : Applications quoting the relevant reference number must be submitted on a Z83 form (effective from 01 January 2021) obtainable from any Public Service department as well as Maluti TVET College Corporate Office or from Maluti TVET College Official website www.malutitvet.co.za. The Z83 form must be signed, initialed and dated. 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. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed Z83 form and a detailed curriculum vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received

late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Maluti TVET College is an equal opportunity affirmative action employer. Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference. People with disability are encouraged to apply. NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. Correspondence will be limited to shortlisted candidates only. 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. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Successful candidates may be required to work at other places as may reasonably be required by the Department and the College. Maluti TVET College reserves the right to withdraw any of the mentioned advert.

CLOSING DATE : 23 October 2026 @13:00

POST 35/91 : **HUMAN RESOURCE CLERK REF NO: FSCET 03/09/2026**

SALARY : R237 453 per annum (Level 05)
CENTRE : Free State CET College (Bloemfontein)
REQUIREMENTS : An appropriate National Diploma/Diploma/National N Diploma (NQF Level 6), Degree in Human Resource Management, or an equivalent relevant qualification. At least one (1) or more years of experience, Knowledge of the PERSAL System (Human Resource Administration processes) will serve as an added advantage. A valid driver's license. Knowledge: Knowledge of the Continuing Education and Training Act, 2006 (Act 16 of 2006), Public Service Act, 1994 (as amended), Labour Relations Act, Basic Conditions of Employment Act, POPIA, relevant. Skills and Competencies: Good written and verbal communication, analytical, report-writing, planning and organisational skills. Good interpersonal and problem-solving skills. Computer literacy in Microsoft packages. Ability to work under pressure, maintain confidentiality, meet deadlines and pay attention to detail. High level of integrity and professionalism.
DUTIES : Provide administrative support in the implementation of Human Resource policies and procedures. Maintain employee personnel records and capture HR transactions on the PERSAL System. Assist with recruitment, selection, appointments and related administrative processes. Administer and maintain employee leave and service benefit records. Assist with performance management, qualification verification and other HR processes. Respond to HR enquiries and prepare routine reports and correspondence. Maintain proper HR filing and records management systems and ensure confidentiality of employee information. Assist with HR audits, verification exercises and other duties as delegated.
ENQUIRIES : Mr GT Mothate, Queries@FS.CETC.edu.za Tel No: (051) 250 4021
APPLICATIONS : Application to be submitted via email Recruitment@FS.CETC.edu.za or hand delivery to: Free State CET College, 86 Kellner Street, Westdene, Bloemfontein, 9300. NB: Applications submitted via email should be in 1 PDF document.
FOR ATTENTION : Mr GT Mothate
NOTE : The Application must include only completed and signed new form Z83, obtainable from any Public Service Department on the internet at www.dpsa.gov.za and a detailed Curriculum Vitae. Certified copies of Identity Documents, Senior Certificate and the highest qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The old Z83 form may result in disqualification. Applicants who do not comply with the requirements outlined above will not be considered. Applications received after the closing date will not be considered. 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. Selection panels shall score both technical exercises as an additional criterion in the interview process.
CLOSING DATE : 16 October 2026 at 16:00

POST 35/92		**DATA CAPTURE (MIS) REF NO: MALUTITVET/MAIN001/2026** ` Nature of Appointment: (Council Paid) 12 Months Contract
SALARY	:	R201 093 per annum (Level 04)
CENTRE	:	Maluti TVET College: Main Campus
REQUIREMENTS	:	NQF level 4 or 5 (A grade 12 certificate or equivalent) or NCV Level 4. Competencies and Attributes: Knowledge of data capturing Knowledge of computer literacy. Knowledge and understanding of Information Management Knowledge, understanding, application and interpretation of office management, COLTECH, data warehouse and IT prescripts Knowledge of Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act. Administrative. Planning and organizing. Financial management. Report writing Communication and interpersonal Problem solving. Computer literacy. Analytical. Client oriented. Project management. Team leadership People management.
DUTIES	:	Capture data from available records into the required formats e.g. system(s), databases, table and spreadsheet. Capture student registration, receipt of payment and issue student numbers. Capture ICES, ISAT and final marks. Capture enrolment forms during the registration period. Capture marks on the system and submit to EMIS Officer. Capture student's absentees on the system. Verify query missing data and errors observed during data entry. Ensure the integrity of data capture. Courier external papers to DHET. Review and validate all data from the records. Complete mark sheets hard copies and make copies to be used as attendance register in the exam venue. Receive marks from HODs. Receive mark sheets and timetable from DHET. Update registers and statistics. Submit data. Submit mark sheets to lectures in the marking venue (internal marking) Issue proof of registration, student card, statement of results and certificates. Make regular backups of data. Maintain and update system records. Keep and maintain records and files. Ensure records and files are properly sorted and secured. File student records alphabetically for each registration period. Provide information to components. Email schedule of results to campus heads, HODs and senior lecturers. Retrieve the results and disseminate information accordingly.
ENQUIRIES	:	NJ Ntsela Tel No: (058) 303 1732
APPLICATIONS	:	All applications should be posted or hand delivered to Human Resource Management: Maluti TVET College, Corporate Office, Private Bag X33, Bethlehem, 9700 or hand delivered at Maluti TVET College: Corporate Office, Corner High & Broster Street, Bethlehem, 9700. Email applications can be forwarded to hrrecruitment@malutitvet.co.za in pdf format and as one attachment. Indicate the relevant reference number and job title on the subject line.
NOTE	:	Applications quoting the relevant reference number must be submitted on a Z83 form (effective from 01 January 2021) obtainable from any Public Service department as well as Maluti TVET College Corporate Office or from Maluti TVET College Official website www.malutitvet.co.za. The Z83 form must be signed, initialed and dated. 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. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed Z83 form and a detailed curriculum vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Maluti TVET College is an equal opportunity affirmative action employer. Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference. People with disability are encouraged to apply. NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. Correspondence will be limited to shortlisted candidates only. 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. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Successful candidates may be required to work at other places as may reasonably be required by the Department and the College. Maluti TVET College reserves the right to withdraw any of the mentioned advert.

CLOSING DATE : 23 October 2026 @13:00

ANNEXURE H

DEPARTMENT OF HOME AFFAIRS

The Department of Home Affairs (DHA) seeks to appoint professional, passionate and skilled individuals to form part of a leadership team driving the transformation of Home Affairs into a digital-first, world-class organisation. Candidates committed to service excellence, digital transformation, innovation, integrity and the Department's shared values, and whose credentials meet the requirements of these posts, are invited to apply before the closing date.

APPLICATIONS	:	Applications compliant with the "Directions to Applicants" above, must be submitted online at https://erecruitment.dha.gov.za or imsrecruitment@dha.gov.za on or before the closing date.
CLOSING DATE	:	16 October 2026
NOTE	:	The DHA is a merit-based and equal opportunity employer. In line with its commitment to promoting opportunities, in the filling of these posts, women and persons with disabilities are encouraged to apply. The DHA complies with the Protection of Personal Information Act, 2013 (Act No. 4 of 2013). Personal information submitted will be processed solely for recruitment purposes, retained where required for audit, and safeguarded against unauthorised disclosure, except where legally required. Submission of an application constitutes consent to such processing. accompanied by a fully completed and signed Application for Employment Form (New Z83, effective from 1 January 2021, obtainable at www.dpsa.gov.za), citing the correct post number and job title; a comprehensive CV (citing the start and end date (dd/mm/yy), job title, detailed duties performed and exit reason for each employment period to be considered, as well as the details of at least two contactable employment references (as recent as possible)); as well as relevant educational qualifications / RPL certificates / Academic Transcripts of completed qualifications, regardless of online, email or manual submission. All shortlisted candidates, including 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. Selection: Shortlisted candidates will also be required to submit a copy of their ID document, a valid driver's license (if specified as a job requirement), relevant educational qualifications / RPL certificates / Academic Transcripts of completed qualifications, and Acting letters as directed. Furthermore, applicants who possess (a) foreign qualification(s), are required to submit the evaluated results of such qualifications, as received from the South African Qualifications Authority (SAQA); 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, employment suitability checks (credit, criminal, citizenship, qualifications, social media background, conducting business with State; and employment references including verification of relevant employment tenures, pending disciplinary action and exit reasons); and, for posts within the Senior Management Service, will be required to successfully complete the online Nyukela Pre-entry Certificate, which can be accessed via: http://www.thensg.gov.za/training-course/sms-pre-entry-programme/. Candidates wishing to be considered for appointment within Senior Management posts, are encouraged to enrol for this course immediately. Appointment: Once appointed, the completion of an employment contract, performance agreement, financial disclosure, and the undergoing of a compulsory induction programme, serving a prescribed probation period, and undergoing security vetting may be required. Unless otherwise indicated, correspondence between the Department and candidates generally will be limited to shortlisted candidates.

MANAGEMENT ECHELON

POST 35/93 : **DIRECTOR: FUNCTIONAL SERVICES REF NO: HRMC 64/26/1**
Branch: Immigration Services
Chief Directorate: Permits

SALARY : R1 317 384 - R1 551 807 per annum (Level 13), (an all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE : Headquarters: Head Office, Tshwane

REQUIREMENTS : An undergraduate qualification in Law, Public Administration, Public Management, Management, Operations Management or related at NQF level 7 as recognised by SAQA. 5 Years' experience at a middle / senior management level in a Legal, Analysis or Interpretation of immigration information environment. Knowledge of the Constitution of the Republic of South Africa. Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. Knowledge and understanding of the Immigration Act and its regulations. Knowledge of the Refugee Act. Knowledge of the Medium-Term Development Plan (MTDP) and Government Planning Framework. Excellent abilities and experience in operations and project management, project optimisation, and the use of online systems. Knowledge of and understanding of Public Finance Management Act and Treasury regulations. Understanding of International Conventions and Protocols. Knowledge of Economic Development, International Relations and Law relating to Immigration. A valid drivers' license is an added advantage. Willingness to travel and work extended hours. Completion of the Senior Management Services Pre-entry Certificate upon appointment. Required skills and competencies: Strategic capability and leadership. Service delivery innovation, client orientation and customer focus. People management and empowerment. Financial Management. Program and project management. Change management. Ability to instill appropriate processes and systems, as well as enabling technology, to support the Department in efficiently and effectively managing the required work. Support with digital transformation. Innovation. Excellent verbal and written communication, as well as presentation skills. Problem-solving and analysis. Influencing, networking, conflict management and negotiation skills. Knowledge and Information Management. Decision making and initiating action. Planning, organising and time management. Policy development, coaching and facilitating. Computer literacy. Patriotism, Honesty and Integrity.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: Ensure the effective and efficient management of Permit and Visa Functional Services. Provide strategic advice and guidance on implementation and optimisation of digital permit and visa services and related business processes. Facilitate stakeholder engagement and collaboration with key account stakeholders and represent the Department at various forums. Ensure the effective implementation of strategic objectives and innovations (legislative reviews, digital transformation, case management solutions, product / process improvements and data management and analysis), in order to enhance service delivery in the Directorate. Coordinate and monitor the effectiveness and utilisation of digital permit and visa services and recommend continuous improvements. Ensure that digital permit and visa services align with legislative requirements, departmental policies and approved business processes. Implement governance processes, frameworks and procedures. Ensure effective and efficient management of human, physical and financial resources within the Directorate. Coach and guide staff on compliance with all regulatory requirements.

ENQUIRIES : Head Office: Mr W Mampoke Tel No: (012) 406 4247

ANNEXURE I

DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT

CLOSING DATE : 16 October 2026 at 16:00

NOTE : To apply, submit a completed Z83 form and detailed Curriculum Vitae (PDF document to a maximum of 10 megabytes) via e-mail or hand delivery. The Department will not be held responsible for server delays. Late applications due to technical issues will not be considered. Shortlisted candidates must provide certified copies of required documents (Identity Document, qualifications, etc) where necessary and service certificates to support senior management experience to Human Resources before the interviews, including South African Qualifications Authority (SAQA) evaluation reports for foreign qualifications. Failure to comply will result in disqualification. All shortlisted candidate, including the SMS, shall undertake two pre-entry assessments, one will be a practical exercise to determine a candidates suitability based on the posts technical and generic requirements and the other must be integrity (ethical conduct) assessment. To be appointed at Senior Management Service (SMS) level, you must complete the SMS Pre-entry programme offered by the National School of Government (NSG). Find course details here: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/
appointment is subject to successful completion of the Nyukela Programme: Pre-entry Certificate to SMS and submission of proof. 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 NB: Please note that false or fraudulent qualifications submitted by applicants will be reported to the South African Police Services (SAPS), and a criminal case shall be opened. Applications: Please submit your application before the closing date as late applications will not be considered. Do not submit duplicate applications. If applying for multiple posts, submit separate applications for each post. Applications submitted via email will be acknowledged via an automated response. Applications received manually will not be acknowledged due to high volumes of applications received. If you have not heard from us within 3 months, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: DLRRD is an equal opportunity employer committed to promoting representivity and affirmative action. We encourage applications from all qualified candidates. The Department reserves the right not to fill vacancies. By applying you consent to the collection and processing of your personal information for recruitment purposes. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. Shortlisted candidates will undergo personnel suitability checks, security vetting and reference checks (including social media profiles). Applications must declare any pending criminal, disciplinary or any other allegations or investigations. Successful candidates must pass security clearance, sign an employment contract, sign an annual performance agreement and disclose financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Failure to disclose relevant information may result in disqualification or termination.
ERRATUM: The position of Secretary with Ref No: 3/1/1/1/2026/221 for the Directorate: Forensic Investigation: Gauteng (Pretoria) that was advertised in Public Service Vacancy Circular 33 dated 11 September 2026 has reference. Applicants are advised that the position has been withdrawn. The Department apologies for any inconvenience caused.

MANAGEMENT ECHELON

POST 35/94 : **SURVEYOR-GENERAL REF NO: 3/1/1/1/2026/253**
Directorate: Surveyor-General

SALARY : R1 554 696 per annum (Level 14), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)

CENTRE : Eastern Cape (East London)

REQUIREMENTS : Minimum requirements: Applicants must be in possession of Grade 12 Certificate and Four-year B or BSc Degree in Geomatics / Land Surveying (NQF Level 7) or related equivalent qualifications as recognised by South African Qualifications Authority (SAQA) and a Nyukela certificate (Pre-entry Certificate to the SMS) submitted prior to appointment. Registered as a Professional Land Surveyor with the South African Geomatics Council (SAGC). Registered as a Sectional Titles Practitioner in terms of Section 5 (2) of the Sectional Titles Act, 1986. Minimum of 5 years of experience at a senior managerial level in a Land Surveying environment. Appropriate post-registration experience in cadastral surveying. A valid driver's licence. Job-related knowledge: Budget systems. Computer accounting software. Knowledge of Financial Accounting Systems. Generally Accepted Accounting Principles (GAAP). Cadastral Survey knowledge. Technical System Knowledge. Cadastral Spatial Information Knowledge. Knowledge of Land Information Systems, Land Administration Systems and Geographical Information Management. Knowledge of advances in technology useful to the Cadastral Survey System. Performance management and Monitoring. Public Finance Management. Government systems and structure. Government decision making processes. Programme setting process. Job-related skills: Project management. Team management. Interpersonal relations. Budget forecasting. Computer literacy. Resource planning. Problem solving and decision-making. Time management. Business and Communication (verbal and written).

DUTIES : Manage the approval of diagrams, general plans and sectional title plans that comply with legislation and prove tenure security and sustainable rural and urban development. Examine for approval all cadastral documents (diagrams and general plans). Examine for approval all cadastral documents (sectional plans) prepared in accordance with the Sectional Titles Act and all applicable statutory consents. Examine for approval all cadastral documents prepared in accordance with the Mining Titles Registration Act or any other law requiring the approval of the Surveyor-General. Archive, preserve and maintain the currency of all records pertaining to approved land parcels and land rights created in terms of the Land Survey Act and Sectional Titles Act and Regulations. Ensure that all approved cadastral documents are registered and housed within a secure documents vault. Ensure an electronic repository of scanned images to facilitate information provisioning. Update, endorse, re-scan and re-archive the hard copy (original approved) documents because of any lawful approval, withdrawal, cancellation or change to cadastral information. Accept and file survey records associated with cadastral surveys. Maintain correspondence files relating to cadastral surveys for research purposes. Ensure the compilation of a complete, accurate, current and correct cadastral spatial information dataset. Update the cadastral geo-spatial database through the addition of every approved cadastral land parcel. Ensure that management information systems are created to provide timely and accurate management information constantly. Comply with the custodianship responsibility of cadastral spatial information as directed by the South African Spatial Data Infrastructure Act and the Committee on Spatial Information established thereunder. Train Professional Land Surveyors, Geomatics Technologists, Survey Technicians and Geomatics Officers. Train Professional Land Surveyors, Geomatics Technologists, and Geomatics Technicians in line with the registration requirements set by the South African Geomatics Council. Provide in-house training to Geomatics Officers. Draft circulars and notices when required. Provide support to various programmes including Land and Tenure Reform and Restitution programmes and the Land Administration Institutions. Provide technical support and advice as well as information from time to time. Assist with research services. Undertake field surveys and inspections to re-identify boundaries of state land properties and resolve boundary disputes. Issue reports to court, certificates of remaining extent,

closure of public places, maintenance of schedules. Ensure effective financial management, human resource management and supply chain management. Ensure effective budgeting and management of the Provincial Office. Manage the recruitment and selection. Ensure realisation of Employment Equity targets when filling vacancies. Utilise Employee Performance Management and Development System (EPMDS) to measure staff performance on an on-going basis. Manage labour relations matters. Draft and implement management action plan on audit findings. Manage supply chain processes.

ENQUIRIES : Ms M Kekana Tel No: (012) 312 8344

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 1A Waverley Office Park, 31 – 33 Phillip Frame Road, Chisehurst, East London or by email to Post253@dlrrd.gov.za

NOTE : EE Targets: Coloured and White Males, and African, Coloured and Indian Females, and Persons with Disabilities.

OTHER POSTS

POST 35/95 : **DEPUTY DIRECTOR: FINANCE REF NO: 3/1/1/1/2026/252**
Directorate: Quality Assurance and Administration

SALARY : R932 292 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)

CENTRE : Eastern Cape (East London)

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Financial Management / Financial Accounting or related equivalent qualification (NQF Level 6). Minimum of 3 years' experience at junior management level in the finance environment. A valid driver's licence. Job related knowledge: Financial policies, procedures and prescripts. Financial systems including Basic Accounting System (BAS) and Logistical Information System (LOGIS). Budgeting. Strategic planning. Human resources management. Public Finance Management Act (PFMA). Job related skills: Analytical thinking. Communication (verbal and written). Computer literacy. Report writing ability. Problem solving. Negotiation and conflict resolution. Strategic capacities and leadership.

DUTIES : Manage financial accounting functions for the Chief Directorate. Submission of monthly and annual financial statement inputs. Management of audits (external and internal). Management of suspense account. Manage the reconciliation of financial compensation payments. Financial reporting i.e. interest receivables and land purchase advance payments. Manage the Chief Directorate budget. Manage, coordinate and preparation of inputs for Medium Term Expenditure Framework (MTEF), Adjustment Estimates (AE) and Estimates of National Expenditure (AENE). Ensure that all Standard Chart of Accounts (SCOA) items are allocated with funds as per approved Demand Management Plan (DMP). Authorisation of household payment instructions. Coordinate financial analysis including preparation and submission of reports. i.e. Submission of In-Year Monitoring (IYM) reports and management reports. Promotes adherence to government policy and overall financial function. Provide project financial support. Manages the financial performance of the project (e.g. monitoring expenditure, variation orders, contractual obligations and accounts payables according to Public Finance Management Act (PFMA) and Treasury Regulations. Project of project expenditure summary reports. Manages the risk identified and incorporate specific activities to overcome or reduce the risks. Provide supply chain client relations management. Coordination and consolidation of demand management plans and procurement plan inputs as per issued instructions. Manage the processing of purchase requisition file upon receipt to supply chain management in accordance with the relevant prescripts. Manage the activities on assets, stationery and facility management in line with the relevant prescripts.

ENQUIRIES : Ms A van Vuuren Tel No: (043) 701 8127 or Ms AC Kili Tel No: (043) 701 8186

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: Ocean Terrace, Block H, corner of Coutts and Moore Street, Quigney, East London or by email to Post252@dlrrd.gov.za

NOTE : EE Targets: Coloured, Indian and White Males, and African, Coloured, Indian and White Females, and Persons with Disabilities.

POST 35/96 : **LAND REFORM SPECIALIST REF NO: 3/1/1/1/2026/245**
Directorate: Strategic Institutional Partnerships

SALARY : R487 197 per annum (Level 09)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a LLB or Bachelor of Commerce in Law. Minimum of 3 years' experience in the relevant filed. A valid driver's licence. Job related knowledge: Knowledge of contract management. Knowledge of public service management framework. Knowledge of policy development. Job related skills: Communication (verbal and written). Facilitation and presentation. Financial management. Team management. Conflict management. Problem solving. People management. Computer literacy (Microsoft Word, Excel, PowerPoint, Project).

DUTIES : Conduct quality assurance of submissions for legal compliance. Review and assess submissions enroute to National Land Acquisition and Allocation Control Committee (NLAACC) and joint venture agreements, for legal and policy compliance. Conduct verification that supporting documentation is complete and legally sufficient. Verify alignment of agreements with applicable legislation, departmental policies, and Standard Operating Procedures (SOPs). Identify legal, financial, governance, and operational risks contained in agreements and recommend corrective actions. Prepare quality assurance reports with recommendations to correct deficiencies or achieve compliance for management approval. Monitor implementation of quality assurance recommendations. Provide technical advice on compliance and contract management matters. Manage, analyse, investigate, and report on enquiries relating to complaints. Receive, register, and acknowledge complaints and enquiries relating to Strategic Institutional Partnerships and land reform projects. Conduct preliminary assessments and determine the nature and severity of complaints. Gather and analyse relevant information, reports, agreements, and supporting documentation to identify root causes of disputes, complaints, and implementation challenges. Conduct investigations through stakeholder consultations, interviews, and site visits where necessary. Determining the legal, regulatory, and policy framework applicable to each matter. Draft investigation reports with findings, conclusions, and recommendations. Maintain accurate reports of complaints and case outcomes. Provide advisory support to provinces regarding complaint management processes. Manage informal dispute resolution processes. Receive and assess disputes. Facilitate engagement sessions between beneficiaries, strategic partners, communities, landowners, and government stakeholders. Identify and analyse causes of conflicts arising from partnership agreements and project implementation. Mediate and negotiate amicable resolutions to disputes before escalation to formal legal processes. Develop dispute resolution strategies and action plans. Ensure all parties are informed of their rights, roles, and obligations. Draft settlement agreements and record outcomes of mediation processes. Monitor compliance with agreed resolutions and remedial actions. Escalate unresolved matters through appropriate governance and legal channels. Prepare and maintain records and reports on disputes managed and resolved. Promote stakeholder relations and collaborative problem-solving approaches. Development of policy and operational documents. Research and analyse policy gaps, implementation challenges, and emerging trends affecting Strategic Institutional Partnerships. Draft, review, and update policies, frameworks, guidelines, SOPs, terms of reference, templates, and operational manuals. Conduct benchmarking exercises against best practices and legislative requirements. Facilitate stakeholder consultations during policy development processes. Incorporate legal, governance, financial, and operational considerations into policy documents. Prepare policy submissions, concept documents, discussion papers, and implementation plans. Develop monitoring and evaluation mechanisms for policy implementation. Coordinate policy approval processes and stakeholder engagements. Review existing policies and recommend amendments where necessary. Provide technical support and guidance on policy interpretation and implementation. Training and capacitating provinces through workshops. Identify training and capacity-building needs within provincial and district offices. Develop training materials, presentations, manuals, toolkits, and guidelines. Facilitate workshops on land acquisition SOP, land allocation SOP, policy implementation and joint venture agreements.

Conduct awareness sessions on legislative and policy developments. Provide technical support and mentoring to provincial officials. Monitor and evaluate the effectiveness of training interventions. Prepare workshop reports and recommendations for continuous improvement. Coordinate stakeholder participation and logistics for workshops. Build institutional capacity through knowledge sharing and best practice dissemination. Prepare and maintain reports on the outcomes.

ENQUIRIES : Ms P Ledwaba Tel No: (012) 312 8256
APPLICATIONS : Applications can be submitted by hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to Post245@dlrrd.gov.za
NOTE : EE Targets: African, Coloured, Indian, White Male, and Coloured, Indian and White Female, and Persons with Disabilities.

POST 35/97 : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 3/1/1/1/2026/251**
Chief Directorate: Land Restitution Support

SALARY : R487 197 per annum (Level 09)
CENTRE : Western Cape (Cape Town)
REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Public Administration / Public Management / Business Administration / Business Management (NQF Level 6) or related equivalent qualifications. Minimum of 3 years' experience in the relevant field. A valid driver's licence. Job related knowledge: Knowledge of Public Service Policies and Regulations. Knowledge of Treasury Regulations and Public Finance Management Act (PFMA). Knowledge of Basic Accounting System (BAS) and Logistical Information System (LOGIS). Ability to monitor budget. Ability to liaise at different level of management. Ability to perform supply chain management services. Job related skills: Computer literacy. Communication (verbal and written). Ability to organise and supervise. Ability to liaison.
DUTIES : Administer budget control and expenditure control. Ensure enough budget for expenditure incurred. Certify correctness of invoices. Compile budget inputs. Ensure Medium-Term Expenditure Framework (MTEF) processes are adhere to. Ensure that expenditure is aligned. Take precaution to unauthorised, wasted, fruitless or irregular expenditure. Provide administrative support services. Coordinate fraud and risk management functions. Vet claimant verification reports. Coordinate audit matters. Provide supply chain management support. Compile and execute demand management plan. Compile and execute demand procurement plan. Manage commitments (LOGIS) effectively. Safeguard asset. Ensure compliance with internal and external financial and supply chain policies. Comply with Public Finance Management Act (PFMA), Preferential Procurement Policy Framework Act and Treasury Regulations. Vet compliance with business processes. Provide quality assurance with regards to content, compliance, completeness and accuracy of submissions on land claims. Quality assures submissions in terms of compliance. Coordinate arrangements for Quality Control Committee (QCC). Compile project analysis summary.
ENQUIRIES : Ms F Williams at 082 574 9164
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 4th floor, No 2 Riebeeck Street, ABSA Building, Cape Town or by email to Post251@dlrrd.gov.za
NOTE : EE Targets: African, Coloured, Indian and White Males, and African, Coloured, Indian and White Females, and Persons with Disabilities.

POST 35/98 : **ASSISTANT LAW LECTURER REF NO: 3/1/1/1/2026/254 (X2 POSTS)**
Directorate: Deeds Training

SALARY : R487 197 per annum (Level 09)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Law / Deeds Registration Law (NQF Level 6) / Buris / B Proc / LLB or relevant equivalent qualification. Minimum of 3 years' experience as a Junior Examiner / Conveyancer. A valid driver's licence. Job related knowledge: Knowledge in the interpretation and application of the Deeds Registries Act. Knowledge in the interpretation and application of the Sectional Titles Act. Knowledge in the interpretation and application of other

acts, ordinances, proclamations, directives, case law and common law pertaining to registration of deeds. Knowledge of deeds registration practice and procedures. Job related skills: Computer software skills. Good communication (verbal and written) skills. Good judgment and assertiveness skills. Analytical and problem-solving abilities. Organisational skills. Presentation skills. Confidentiality.

DUTIES : Facilitate functional training. Provide inputs on revision and development of curricular for existing and new courses. Make inputs on study materials. Present training. Provide inputs on the compilation of evaluation and submit to supervisor. Compile a presenter's report on training provided. Provide inputs on legal matter. Provide comments on case law, legislation and circulars. Provide inputs at registrars conference and amendments to Deeds Registration Acts and Sectional Title Deeds Acts. Draft articles for publications. Provide advice on enquiries received from both internal and external clients. Provide support in monitoring and evaluating uniformity in practices and procedures. Provide inputs on Quality Management System and relevant training aspects. Conduct research on training / legislation / case law / practices and procedures. Analyse information provided. Research on the latest practices and procedure. Compile research report.

ENQUIRIES : Mr HS Tshinavhe Tel No: (012) 338 7324

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: Office of the Chief Registrar of Deeds at 600 Lilian Ngoyi Street, Pretoria, 0083. Candidates are also encouraged to apply by using this link http://deedsportal.deeds.gov.za before the closing date as no late applications will be considered. Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted.

NOTE : EE Targets: African, Coloured, Indian and White Males, and African, Coloured, Indian and White Females, and Persons with Disabilities.

POST 35/99 : **PRINCIPAL CADASTRAL OFFICER REF NO: 3/1/1/1/2026/247 (X2 POSTS)**
Directorate: Cadastral Information Maintenance and Supply Services

SALARY : R413 001 per annum (Level 08)

CENTRE : Free State (Bloemfontein)

REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a National Certificate in Geomatics or Survey Officer Certificate (NQF Level 5). Minimum of 6 years geomatics post qualification experience in a geomatics or cadastral survey environment. Job related knowledge: Knowledge of Geographical Information Systems Software and fundamentals. Knowledge of Surveyor-General's Office Standard Operating Procedures and processes. Knowledge of Cadastral Surveys. Job related skills: Problem solving and analysis. Decision making. Team leadership. Creativity. Customer focus and responsiveness. Communication (verbal and written). Computer literacy. Planning and organising. Conflict management. Negotiation.

DUTIES : Capture, maintain and update alphanumeric data of simple as well as more complex cadastral documents. Capture alpha and numeric information from newly submitted cadastral documents (simple and complex) and undertake mathematical consistency checks of and data verification of for proposed new land parcels. Update cadastral survey databases through the addition or amendment of every approved document (simple and complex) to maintain an electronic alpha-numeric repository. Capture and verify simple and complex historical cadastral documents. Attend to complicated maintenance of cadastral documents in accordance with legislated processes. Perform withdrawal or cancellation of cadastral documents upon lawful instruction. Deduct, cancel and endorse cadastral documents with registered land parcels, leases or servitudes. Attend to complex amendments of approved and registered cadastral documents. Insert all newly approved cadastral documents into the archive. Extract and issue out cadastral records. Refile returned cadastral records. Repair and keep cadastral records in good usable condition. Conduct technical examination of simple as well as more complex cadastral documents. Check designations of newly submitted lodgements. Perform technical examination of simple and complex diagrams and general plans. Perform technical examination of survey records. Perform technical examination of simple and complex sectional title plans. Update the noting sheets through the addition of every approved cadastral land parcel. Research and supply cadastral information to internal and external clients. Retrieve and

supply cadastral information to clients. Supply aerial photographs, rectified imagery and maps from National Geospatial Information (NGI) according to signed service level agreements. Carry out basic research into cadastral survey information pertaining to land parcel boundaries for clients and Land Reform. Capture, maintain and update spatial data with simple as well as more complex cadastral documents. Capture newly submitted documents to determine if there are any spatial overlaps prior approval. Add data, update and maintain an accurate dataset of cadastral spatial information, including the addition and updating of historical data. Research possible sources of error if overlaps are detected and address errors appropriately. Utilise cadastral survey calculation principles and other legitimate sources of data to improve the quality of land parcel boundary information. Scan all cadastral documents on approval, amendment, endorsement or withdrawal and execute quality checking. Scan newly approved cadastral documents. Re-scan all updated (amended, endorsed or withdrawn) cadastral documents. Link the deposited scanned images to the alpha numeric data. Carry out operations and do quality checking to ensure that the scanned image databases are clean and accurate.

ENQUIRIES : Mr J Semela Tel No: (051) 448 0955

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 136 Charlotte Maxeke Street, SA Eagle Building, Bloemfontein, 9300 or by email to Post247@dlrrd.gov.za

NOTE : EE Targets: African, Indian and White Males, and African, Coloured and Indian Females, and Persons with Disabilities.

POST 35/100 : **PRINCIPAL CADASTRAL OFFICER REF NO: 3/1/1/1/2026/248**
Directorate: Cadastral Information Maintenance and Supply Services

SALARY : R413 001 per annum (Level 08)

CENTRE : Eastern Cape (East London)

REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a National Certificate in Geomatics or Survey Officer Certificate (NQF Level 5). Minimum of 6 years geomatics post qualification experience in a geomatics or cadastral survey environment. Job related knowledge: Knowledge of Geographical Information Systems Software and fundamentals. Knowledge of Surveyor-General's Office Standard Operating Procedures and processes. Knowledge of Cadastral Surveys. Job related skills: Problem solving and analysis. Decision making. Team leadership. Creativity. Customer focus and responsiveness. Communication (verbal and written). Computer literacy. Planning and organising. Conflict management. Negotiation.

DUTIES : Capture, maintain and update alpha numeric data of simple as well as more complex cadastral documents. Capture alpha and numeric information from newly submitted cadastral documents (simple and complex) and undertake mathematical consistency checks of and data verification of for proposed new land parcels. Update cadastral survey databases through the addition or amendment of every approved document (simple and complex) to maintain an electronic alpha-numeric repository. Capture and verify simple and complex historical cadastral documents. Attend to complicated maintenance of cadastral documents in accordance with legislated processes. Perform withdrawal or cancelation of cadastral documents upon lawful instruction. Deduct, cancel and endorse cadastral documents with registered land parcels, leases or servitudes. Attend to complex amendments of approved and registered cadastral documents. Insert all newly approved cadastral documents into the archive. Extract and issue out cadastral records. Refile returned cadastral records. Repair and keep cadastral records in good usable condition. Conduct technical examination of simple as well as more complex cadastral documents. Check designations of newly submitted lodgements. Perform technical examination of simple and complex diagrams and general plans. Perform technical examination of survey records. Perform technical examination of simple and complex sectional title plans. Update the noting sheets through the addition of every approved cadastral land parcel. Research and supply cadastral information to internal and external clients. Retrieve and supply cadastral information to clients. Supply aerial photographs, rectified imagery and maps from National Geospatial Information (NGI) according to signed service level agreements. Carry out basic research into cadastral survey information pertaining to land parcel boundaries for clients and Land Reform. Capture, maintain and update spatial data with simple as well as more complex cadastral documents. Capture newly submitted documents to

determine if there are any spatial overlaps prior approval. Add data, update and maintain an accurate dataset of cadastral spatial information, including the addition and updating of historical data. Research possible sources of error if overlaps are detected and address errors appropriately. Utilise cadastral survey calculation principles and other legitimate sources of data to improve the quality of land parcel boundary information. Scan all cadastral documents on approval, amendment, endorsement or withdrawal and execute quality checking. Scan newly approved cadastral documents. Re-scan all updated (amended, endorsed or withdrawn) cadastral documents. Link the deposited scanned images to the alpha numeric data. Carry out operations and do quality checking to ensure that the scanned image databases are clean and accurate.

ENQUIRIES : Ms N Ngcaba Tel No: (043) 783 1400

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 1A Waverley Office Park, 31 – 33 Phillip Frame Road, Chisehurst, East London or by email to Post248@dlrrd.gov.za

NOTE : EE Targets: Coloured, Indian and White Males, and Coloured, Indian and White Females, and Persons with Disabilities.

POST 35/101 : **SENIOR SUPPLY CHAIN PRACTITIONER: LOGISTICS AND ASSET MANAGEMENT REF NO: 3/1/1/1/2026/255 (X2 POSTS)**
Directorate: Supply Chain Management

SALARY : R413 001 per annum (Level 08)

CENTRE : Gauteng (Pretoria)

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Financial Management / Logistics / Purchasing Management / Supply Chain Management / Public Administration / Public Management or relevant equivalent qualification. Minimum of 2 years working experience in Supply Chain Management environment. A valid driver's licence. Job related knowledge: Public Finance Management Act. Treasury Regulations. Preferential Procurement Policy Framework Act (PPPFA). Departmental SCM and Asset management procurement policy. Job related skills: Computer literacy. Interpersonal skill. Communication (verbal and written) skills. Willingness to travel. Team work. Work under pressure and meet deadlines. Use a computer for prolonged periods.

DUTIES : Generate purchase order. Capture and approve purchase order on Accpac system. Retrieve and verify outstanding purchase order report. Confirm goods and services rendered. Receipt and approval of purchase order for goods and services rendered. Track document number and print RCP. Submitted documents to Credits. Create goods received / receiving slips. Verify receipt of goods and services. Certify invoice for payment as per delegation of authority. Approval of RCP on the system. Coordinate travel arrangements. Receive travel forms and check completeness and compliance of the travel documents. Send document to travel agency to request a quotation. Capture travel request on workflow. Receive, verify compliance of travel bookings before PO is generated on the system. Approve PO on the system. Conducting asset verification, stock count and disposal. Receive, verify and check the availability of stock. Issue stock, update bin cards and system accordingly. Sign invoices and delivery notes upon delivery of stock. Verify spot checked to determine stock defects, surpluses and to identify redundant consumables, draft memorandums for disposals. Monitor stock levels and advice on replenishment of stock. Compile asset verification plan. Conduct spot check. Conduct asset verification at all deeds offices. Scrutinise and reconcile asset verification reports against the asset register. Update asset verification finding in the asset register. Check if asset verification findings are signed off and filed. Identify redundant, obsolete and unserviceable for disposal. Draft disposal memorandum. Impaired and disposal assets are updated in the asset register. Monitor all transfer assets within the deeds offices and other beneficiaries. Reconcile the asset register against general ledger. Record all assets of the department in the asset register. Update and monitor the utilisation of the assets by the relevant fields. Check that asset management systems are operating. Assist with compilation of comprehensive asset management plan. Check asset clearing account. Monitor all asset related accounts on Accpac system. Provide information and supporting documents on asset transactions to be journalized. Identify assets which must be reassessed.

ENQUIRIES : Mr L Tshivhase Tel No: (012) 338 7123

APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to: Office of the Chief Registrar of Deeds at 600 Lilian Ngoyi Street, Pretoria, 0083. Candidates are also encouraged to apply by using this link http://deedsportal.deeds.gov.za before the closing date as no late applications will be considered. Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted
NOTE	:	EE Targets: Coloured, Indian and White Males, and Coloured, Indian and White Females, and Persons with Disabilities.
POST 35/102	:	**SENIOR HUMAN RESOURCE PRACTITIONER PERFORMANCE REF NO: 3/1/1/1/2026/256** Directorate: Human Resource and Records Management
SALARY	:	R413 001 per annum (Level 08)
CENTRE	:	Gauteng (Pretoria)
REQUIREMENTS	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Human Resource Management / Public Administration or related equivalent qualification measuring in Human Resource Management / Development. Minimum of 2 years' experience in performance management environment. A valid driver's licence. Job related knowledge: Public Service Act (as amended). Public Service Regulations (as amended). National Minimum Information Requirements. DPSA Incentive Policy Framework. Relevant Human Resource Management Policies and Procedures. Performance Management and Development System (PMDS). Public Finance Management Act (PFMA). Treasury Regulations. PERSAL. Job Related Skills: Interpersonal skills. Communication (verbal and written) skills. Organisational skills. Technical skills. Presentation skills. Facilitation skills. Problem solving skills. Financial management. Time management. Computer literacy (MS Word, Excel, PowerPoint).
DUTIES	:	Identify new trends/updates in performance management. Research the new trends in performance management. Benchmark with other institutions pertaining performance management matters. Share new updates / changes on performance management. Implement the policy framework for performance management and participate in the reviewing thereof. Participate in the reviewing of performance management framework. Implementations of performance management prescripts / circulars and framework / regulations pertaining to performance agreements, assessments, moderations and outcomes of performance assessment. Participate in policy reviews discussions. Provide performance management, grade progressions, probations expertise and advice to Human Resource Practitioners both in National and Provincial Offices. Provide advice to staff members and practitioners on performance management, grade progressions and probations matters. Monitor the implementation of performance incentives. Ensure components adhere to allocated performance bonuses budget. Ensure eligible employees' incentives are implemented. Ensure outcomes of performance assessment are issued. Provide assistance in identifying and dealing with under-performing employees and probations in the Department. Identify and monitor implementation of under performers' performance improvement plans. Provide advice and guidance to employees regarding probations. Train employees on performance management system, probations and identify gaps in the implementation of the policies. Identify the training needs on performance management and probations. Conduct workshops regarding performance management and probations to employees.
ENQUIRIES	:	Mr L Tshivhase Tel No: (012) 338 7123
APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to: Office of the Chief Registrar of Deeds at 600 Lilian Ngoyi Street, Pretoria, 0083. Candidates are also encouraged to apply by using this link http://deedsportal.deeds.gov.za before the closing date as no late applications will be considered. Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted
NOTE	:	EE Targets: African, Indian and White Males, and Coloured, Indian and White Females, and Persons with Disabilities.

POST 35/103 : **SUPPLY CHAIN CLERK SUPERVISOR REF NO: 3/1/1/1/2026/249**
Directorate: Financial And Supply Chain Management Services

SALARY : R338 106 per annum (Level 07)
CENTRE : Western Cape (Cape Town)
REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate or relevant equivalent qualification. Minimum of 3 years or relevant experience required. Job related knowledge: Basic knowledge of supply chain duties, practice as well as the ability to capture data, operate a computer, and collect statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Job related skills: Planning and organisation. Computer literacy (supply chain management systems). Good communication (verbal and written). Interpersonal relations. Language and flexibility.
DUTIES : Supervise and render asset management clerical services. Oversee the compilation and maintenance of records. Verify the issuing of equipment and accessories to components and individuals in need. Identify redundant, non-serviceable and obsolete equipment for disposal. Oversee the verification of the asset register. Supervise and render demand and acquisition clerical services. Update and maintain supplier (including contractors) database. Ensure that suppliers are captured and registered on the systems. Request and receive quotations. Capture specifications on the electronic purchasing system. Ensure that all orders are placed on time. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusions. Supervise and undertake logistical support services. Check, place and verify orders for goods. Receive and verify goods from suppliers. Capture and ensure that goods are captured in registers and database. Receive request for goods from end users. Issue goods to end users. Check and maintain goods registers. Update and ensure the maintenance of the register of suppliers. Supervise human resources/staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.
ENQUIRIES : Mr BC Zuma Tel No: (021) 409 0300
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 4th floor, No 2 Riebeeck Street, ABSA Building, Cape Town or by email to Post249@dlrrd.gov.za
NOTE : EE Targets: African, Coloured, Indian and White Males, and Coloured, Indian and White Females, and Persons with Disabilities.

POST 35/104 : **STATE ACCOUNTANT REF NO: 3/1/1/1/2026/250**
Directorate: Financial And Supply Chain Management Services

SALARY : R338 106 per annum (Level 07)
CENTRE : Western Cape (Cape Town)
REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Cost and Management Accounting / Financial Management / Commerce / Economics / BCom Accounting or related equivalent qualifications. Minimum of 1 year relevant experience in management accounting environment. A valid driver's licence. Job related knowledge: Public Service Act. Public Finance Management Act. Preferential Procurement Policy Framework Act. Treasury or Financial Regulations of the Public Finance Act. PERSAL, Basic Accounting System (BAS) and Logistical Information System (LOGIS). Job related skills: Analytical thinking. Communication (verbal and written). Computer literacy. Report writing and problem solving.
DUTIES : Process BAS, PERSAL and LOGIS transactions. Check, verify payment and capture on BAS. Approve PERSAL transactions. Maintain budget (shifting of funds). Compile, capture, or approve journals. Reconcile travel agency account. Ascertain invoices received. Reconcile/analyse key accounts. Accumulate synopsis report (age analysis). Compile financial reports. Compile and submit inputs and Port Folio of Evidence (POEs) on financial reports (accruals and payables reports). Provide input on invoices paid within 30 days. Compile Medium Term Expenditure Framework (MTEF), Estimates of National Expenditure (ENE), Adjusted Estimates of National Expenditure (AENE) inputs. Process petty cash and revenue collections. Check and sign petty cash

replenishment and balance cash on hand. Facilitate petty cash count and report. Perform daily deposit confirmations.

ENQUIRIES : Mr BC Zuma Tel No: (021) 409 0300

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 4th floor, No 2 Riebeeck Street, ABSA Building, Cape Town or by email to Post250@dlrrd.gov.za

NOTE : EE Targets: African, Coloured, Indian and White Males, and Coloured, Indian and White Females, and Persons with Disabilities.

POST 35/105 : **SENIOR TELECOM OPERATOR REF NO: 3/1/1/1/2026/246 (X2 POSTS)**
Directorate: Facilities Management Services

SALARY : R280 278 per annum (Level 06)

CENTRE : Gauteng (Pretoria)

REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate. Minimum of 1-year relevant working experience within a switchboard environment Job related knowledge: Knowledge of Microsoft packages. Job related skills: Telephone etiquette. Computer literacy. Customer care. Good communication (verbal and written). Interpersonal relations. Ability to operate a switchboard. Ability to communicate well with people at different levels and from different backgrounds. Ability to learn the Department's service delivery components. Ability to take initiatives. Ability to work independently. Ability to organise work. Ability to prioritise work.

DUTIES : Render telephone services. Keep and maintain incoming and outgoing calls register of the component. Screen and forward calls. Receive telephone messages. Record telephone messages. Develop and maintain a database of contact numbers for all officials. Provide information to clients and address all general enquiries. Render customer services. Ensure that consumers are referred promptly and correctly. Ensure that customers are always attended to. Supply basic information to customers regarding the department's services when required. Manage switchboard service. Operate switchboard by always answering incoming and outgoing calls. Keep database of other important contact numbers on an on-going basis. Report faults on the telephone system and report to the supervisor and service provider when needed. Identify and inspect default and defective equipment. Utilise the Telephone Management System to monitor telephone costs on an ongoing basis. Ensure that switchboard and all telephone lines are always in working condition. Administer telephone accounts. Complete telephone register and submit to supervisor. Reconcile private telephone with register and submit to supervisor. Implement barring and other facilities. Update internal telephone directory when required. Distribute internal telephone directory to internal users when required. Print telephone cost report for each extension monthly. Allocate and monitor pin codes.

ENQUIRIES : Mr P Chuene Tel No: (012) 312 8644

APPLICATIONS : Applications can be submitted by hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to Post246@dlrrd.gov.za

NOTE : EE Targets: African, Coloured and Indian Males, and Coloured and Indian Females, and Persons with Disabilities.

POST 35/106 : **SECRETARY REF NO: 3/1/1/1/2026/257**
Directorate: Human Resource and Records Management

SALARY : R237 453 per annum (Level 05)

CENTRE : Gauteng (Pretoria)

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of Grade 12 Certificate or relevant equivalent qualification. No experience required. Job related knowledge: Computer literacy (MS Word, MS Excel, PowerPoint, etc.). Job related skills: Good telephone etiquette. Sound organisational skills. Good people skills. Computer literacy. Language skills and ability to communicate well with people at different levels and from different backgrounds. Basic written communication skills. Ability to act with tact and discretion.

DUTIES : Provide a secretarial / receptionist support service to the Director. Receive telephonic calls and refers the calls to the correct role players if not meant for the relevant senior manager. Record appointments and events on the diary. Types documents for the senior manager and other staff within the unit on a word processes. Operate office equipment e.g. printers and photocopiers.

Provide a clerical support service to the senior manager. Liaise with travel agencies to make travel arrangements. Checks the arrangements when relevant documents are received. Arrange meetings and events for the senior manager and other staff in the unit. Identifies venues, invites role players, organise refreshments and sets up schedules for meeting and events. Process the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the senior manager. Records basic minutes of the meetings of the senior manager where required. Draft routine correspondence and reports. Do filling of documents for the senior manager and the unit where necessary. Administer matters like leave registers and telephonic accounts. Receive, records and distributes all incoming and outgoing documents. Handle the procurement of standard items like stationary, refreshments etc. Collect all relevant documents to enable the Director to prepare for meetings. Remains up to date with regard to prescripts/policies and procedures applicable to her / his work environment to ensure efficient and effective support to the senior manager. Study the relevant Public Service and the departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Remain abreast with the procedures and processes that apply in the office of the senior manager.

ENQUIRIES : Mr HS Tshinavhe Tel No: (012) 338 7324

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: Office of the Chief Registrar of Deeds at 600 Lilian Ngoyi Street, Pretoria, 0083. Candidates are also encouraged to apply by using this link http://deedsportal.deeds.gov.za before the closing date as no late applications will be considered. Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted.

NOTE : EE Targets: African, Coloured, Indian and White Males, and Indian and White Females, and Persons with Disabilities.

POST 35/107 : **FINANCE CLERK REF NO: 3/1/1/1/2026/258 (X4 POSTS)**
Directorate: Financial Management and Accounting

SALARY : R237 453 per annum (Level 05)

CENTRE : Gauteng (Pretoria)

REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, FINANCIAL Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc). Job related skills: Planning and organise skills. Computer literacy skills. Communication (verbal and written) skills. Interpersonal relations. Basic numeracy skills.

DUTIES : Render Financial Accounting transactions. Receive invoices. Check invoices for correctness, verification and approval (internal control). Process invoices (e.g. capture payments). Filing of all documents. Collection of cash. Perform Salary Administration support services. Receive salary advices. Process advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). File all documents. Perform Bookkeeping support services. Capture all financial transactions. Clear suspense accounts. Record debtors and creditors. Process electronic banking transactions. Render a budget support service. Collect information from budget holders. Compare expenditure against budget. Identify variances. Capture, allocate virements on budgets. Distribute documents with regard to the budget. File all documents. Receive and capture cash payments.

ENQUIRIES : Mr HS Tshinavhe Tel No: (012) 338 7324

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: Office of the Chief Registrar of Deeds at 600 Lilian Ngoyi Street, Pretoria, 0083. Candidates are also encouraged to apply by using this link http://deedsportal.deeds.gov.za before the closing date as no late applications will be considered. Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted

NOTE : EE Targets: African, Coloured, Indian and White Males, and Coloured, Indian and White Females, and Persons with Disabilities.

ANNEXURE J

DEPARTMENT OF MINERAL AND PETROLEUM RESOURCES

The Department of Mineral and Petroleum Resources (DMPR) is an equal opportunity; affirmative action employer and it is its intention to promote representivity in the Public Sector through the filling of this post. Persons whose transfer/promotion/appointment will promote representivity are encouraged to apply, particularly persons with disabilities and women interested in senior management positions. An indication of such, in this regard will be vital in the processing of applications.

APPLICATION	:	Applicants must be submitted via DMPR E-Recruitment System accessible using the following link https://erecruitment.dmpr.gov.za. Applications must create a user profile by completing all required personal information and setting up your login credential on DMPR E-Recruitment System. Once registration is complete and logged in to the system, you may browse all vacant positions. Another option is to submit application by post or courier, quoting relevant reference, addressed to: The Director-General, Department of Mineral and Petroleum Resources, Private Bag X59, Pretoria, 0001. Alternatively, applications may also be hand delivered to Trevenna Campus, corner Meintjies and Francis Baard Street, former Schoeman. General enquiries may be brought to the attention of Ms T Gumede Tel No: (012) 444- 3319.
CLOSING DATE	:	16 October 2026
NOTE	:	Applications are strongly advised to complete and attach recent Z83 application form which came into effect from 01 January 2021 as issued by the Minister of Public Service Administration in line with regulation 10 of the Public Service Regulations, 2016 as amended, which is obtainable online from www.dpsa.gov.za and detailed Curriculum Vitae when submitting applications on DMPR E-Recruitment System. Applications must be submitted on the recent Z83 application form which came into effect from 01 January 2021 as issued by the Minister of Public Service Administration in line with regulation 10 of the Public Service Regulations, 2016 as amended, which is obtainable online from www.gov.za and www.dpsa.gov.za. All sections of the Z83 must be completed (In full, accurately, legibly, honestly, initialled, signed and dated), and accompanied by a comprehensive/ detailed Curriculum Vitae only. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will be required from shortlisted candidates only on or before the day of the interview. The Curriculum Vitae must have at least three (3) reference persons and their contacts. Failure to provide accurate information on a job application as well as incomplete information will result in a disqualification. Job applicants in possession of a foreign qualification(s), must also provide an evaluation certificate obtainable from the South African Qualification Authority (SAQA). If an invitation for an interview is not received within three (3) months after the closing date, please regard your application as unsuccessful. Requirements stated on the advertised posts are minimum inherent requirements; therefore, criteria for shortlisting will depend on the proficiency of the applications received. 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. Selection panels shall score both technical exercises as an additional criterion in the interview process. 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. Applicants must note that personnel suitability checks (PSC) will be conducted on the short-listed applicants, therefore will be required to give consent in terms of the POPI Act in order for the Department to conduct this exercise. PSC includes security screening and vetting, qualification verification, criminal records, financial records checks. Applicants who do not comply with the above-mentioned requirements, as well as application received after the closing date will not be considered. If an applicant wishes to withdraw an application, He/ She must do so in writing. It is also important to note that the Department reserves the right not to fill any advertised post at any stage of the recruitment process.

MANAGEMENT ECHELON

POST 35/108 : **DEPUTY DIRECTOR GENERAL: CORPORATE SERVICES REF NO: 097**
This is a re-advert, candidate who applied previously are encouraged to re-apply.

SALARY : R1 885 710 per annum (Level 15), (all-inclusive package)
CENTRE : Head Office, Pretoria
REQUIREMENTS : Honours Degree or Postgraduate Diploma in Business Management/ Business Administration/ / Public Management/ Public Administration or an appropriate Postgraduate qualification (NQF Level 8) Plus minimum of 8 years' experience at senior managerial in a relevant field. Knowledge of: Understanding of DMPR policies, functions, projects etc. In-depth knowledge of human capital management, knowledge management policies, standards and procedures. Relevant legislation and regulatory frameworks. Systems thinking, integration and business process optimisation. Policy development, strategic planning. Internal and external communication and liaison. Skills: Communication skills (verbal and written). Management and organisational skills. Computer skills. Creativity and innovation. Interpersonal skills. Analytical skills. Numerical skills. Organising and co-ordination. Facilitation and implementation. Well-developed interpersonal relationships at all levels. Teamwork. Financial Management. Negotiation and consultation skills. Problem solving and analysis. Strategic Capability and leadership. Change management. Policy development and implementation. Legal interpretation and Implementation; Thinking Demand: Creative/ innovative thinker. Ability to analyse information. Logical. Objective. Accurate. Diplomatic.
DUTIES : Provide strategic direction to advance the achievement of the DMPR's missions, strategic objectives mandate. Ensure the development and implementation of facilities and security strategies and systems for efficient infrastructure management including cleaning services, health and safety, security and reception. Oversee the development and implementation of human capital management strategies and system and drive the integration and execution of culture, change, wellness, performance, labour relations and other HR services. Drive the development and execution of communication, Marketing, and Stakeholder Management strategies and systems, media relations, and other stakeholder engagement functions. Oversee the provision of strategic leadership and support to Minister and Director-General in the execution of their responsibilities relating to oversight of the State Owned Enterprise. Oversee the management of Information Technology functions of the Department to ensure the establishment of sound information Management Systems. Oversee the provision of Legal support and advisory service to the Ministry and Department. Lead and manage the people, financial, governance, compliance, systems and risk aspects of the portfolio and ensure successful execution and delivery of the branch's priorities, programs and project.
ENQUIRIES : Ms LM Maluleka at 082 303 7721
NOTE : No appointment shall be affected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of government which can be accessed via this link: https://www.thensg.gov.za. Candidates will undergo a compulsory competency assessment and technical assessment. The Candidate will have to disclose her/ his financial Interests. Note: Preference will be given to women for top management level and consideration can be given to the employment of persons with disability are encouraged to apply.

POST 35/109 : **PRINCIPAL INSPECTOR REF NO: 098**

SALARY : R1 317 384 per annum (Level 13), (all-inclusive package)
CENTRE : Western Cape Region, Cape Town
REQUIREMENTS : Bachelor Degree / Advanced Diploma / B Tech in Mining Engineering / Electrical / Mechanical Engineering (NQF 7) PLUS Mine Manager's Certificate of Competency or certificate of competency for Mechanical or Electrical Engineering (Mines) with minimum of 5 years' experience in senior/middle management level in mining and a valid driver's licence, Knowledge of: Practical and theoretical knowledge of mining. Legal knowledge. Departmental Directives. Public Service Act and Regulations. Personnel Code Directives. Skills: Good interpersonal relations. Communication verbal and oral. Organisational ability control, interpretation and application of legal matters

and policies. Teamwork. Training. Negotiating. Adaptability. Conflict handling. Computer literacy. Loyalty towards work. Innovative thinker. Dedication Thinking Demand: Receptive to suggestions and ideas. Quality control. Compliance with rules and regulations. Discipline, work ethics, financial control. Self-confidence and acceptability. Tactfulness. Organisational ability, intolerance to waste-money, time honesty.

DUTIES : Manage the Mine Health and Safety Directorate. Ensure the conducting of and reporting on all underground, shaft and surface audits and inspections on matters relating to mine safety, mine equipment, occupational hygiene and medicine. Ensuring the conducting of and reporting on of all investigations into mine related accidents and diseases, contraventions and complaints. Ensure the conducting, testing and licensing of equipment on mines i.e. winders lifts, chairlifts, boilers and conduct statutory inspections. Ensure holding of any necessary board of examiners.

ENQUIRIES : Mr. T Ngwenya at 082 452 9038

NOTE : No appointment shall be affected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of government which can be accessed via this link: https://www.thensg.gov.za. Candidates will undergo a compulsory competency assessment and technical assessment. The Candidate will have to disclose her/ his financial Interests. Note: Indian/Coloured or white female are encouraged to apply.

OTHER POSTS

POST 35/110 : **INSPECTOR: MINE HEALTH AND SAFETY REF NO: 099**

SALARY : R932 292 per annum (Level 11), (all-inclusive package)

CENTRE : KwaZulu-Natal Region, Durban

REQUIREMENTS : National Diploma in Mining Engineering (NQF6), Mine Manager's Certificate of Competency minimum of 3 years' experience in mining and a valid driver's license, Knowledge: Practical and theoretical knowledge of mining, Legal Knowledge, Departmental Directives, Public Service Act and Regulations, Personnel Code, Directives, Skills: Team work, Loyalty towards work, Innovative Thinker, Receptive towards suggestions and ideas, Quality Control, Compliance with rules and regulations, Discipline, work ethics, financial control, Self -confidence and acceptability, Tactfulness, Organisational ability, Intolerance to waste money, time, Thinking Demand: Good Interpersonal relations, Communication, Verbal and oral organisational ability control, Interpretation and application of legal matters and policies, Team Work, Training, Negotiating, Adaptability, Conflict handling, Training and Computer Literacy.

DUTIES : Conduct and report on underground, shaft and surface audits and inspections on matters relating to ground stability, support, explosives, blasting operations, and other matters relating to mine safety and take the necessary enforcement action where necessary. Investigate and report on mine related accidents, contraventions and complaints as well as analyse mine accidents and trends to determine high risk mining operations and take appropriate action. Serve on any necessary board of examiners. Investigate, consult and provide inputs on mine closures, prospecting rights, mining rights and permits, EMPs and Township development. Provide inputs to regional reports, revision of mining regulations, guidelines, standard and applications of exemptions, permissions and approvals related to mining.

ENQUIRIES : Mr S Gumede Tel No: (031) 335 9691

NOTE : Indian/Coloured or White female are encouraged to apply.

POST 35/111 : **ADMINISTRATION CLERK REF NO: 0100**

SALARY : R237 453 per annum (Leve 05)

CENTRE : Eastern Cape Region, Port Elizabeth

REQUIREMENTS : Grade 12 (NQF 4) and valid driver's license, Knowledge: Public Finance Management Act. Treasury Regulations. DMPR Policies. Knowledge of Public Service Regulations. Skills, Communication skills (Verbal and written), Computer skills, Planning and organising. Thinking Demand: Analytical. Creativity. Research and administrative skills.

DUTIES : Render logistical and secretariat support. Provide supply chain clerical support within the component. Ensure document management within Directorate.

		Provide personnel administration clerical support services within the Directorate.
ENQUIRIES	:	Ms. T Abrahams Tel No: (041) 403 6607
NOTE	:	Indian/Coloured or White female and persons with disability are encouraged to apply.
POST 35/112	:	**ADMINISTRATION CLERK: STRATEGY MANAGEMENT AND PLANNING REF NO: 0101**
SALARY	:	R237 453 per annum (Level 05)
CENTRE	:	Head Office, Pretoria
REQUIREMENTS	:	Grade 12 (NQF 4) and valid driver's license, Knowledge: Public Finance Management Act, Treasury Regulations. DMPR Policies. Knowledge of Public Service Regulations. Skills Good communication skills (Verbal and written), Computer skills, Planning and organising. Thinking Demand: Analytical. Creativity, Research and administrative skills.
DUTIES	:	Render logistical and secretariat support. Provide supply chain clerical support within the component. Ensure document management within Directorate. Provide personnel administration clerical support services within the Directorates.
ENQUIRIES	:	Ms. N Mbeje Tel No: (012) 444 3602
NOTE	:	Indian/Coloured or White Male and persons with disability are encouraged to apply.

ANNEXURE K

NATIONAL PROSECUTING AUTHORITY

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

APPLICATIONS : All applications must be submitted to the relevant Recruitment Response E mails stated below.

CLOSING DATE : 19 October 2026

NOTE : Applicants must apply by submitting applications on the most recent Z83 form obtainable from any Public Service Department or on the DPSA website link: https://www.dpsa.gov.za/newsroom/psvc/ and a comprehensive CV only (with detailed experience information). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA (only when shortlisted). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. Documents should not be password protected, and ZIP files will be blocked. The NPA cannot be held responsible for server delays. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. The applicant's attention is drawn to the fact that the NPA uses an Electronic Response Handling System in terms of e-mailed applications. Please do not contact the NPA directly after you have e-mailed your applications to enquire if your application(s) have been received. If you have not received an acknowledgement of receipt within one week after the closing date, then you can contact the NPA. The NPA reserves the right not to fill any particular position. If you do not hear from us within (6) six months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed as part of the verification process. A valid driver's license will be a requirement where applicable. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments which are, a practical exercise and an integrity (ethical conduct) assessment. All SMS posts will be subjected to a lifestyle audit. SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the NPA. 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. A pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applicants for Public Service Act positions in the NPA (SMS pre-entry certificate to be submitted prior to appointment). NPA Act appointments are exempted from the pre-entry certificate requirement. This is a Public Service specific training programme. The name of the course is Certificate for entry into the SMS. The full details can be sourced from the link https://www.thensg.gov.za/training-course/sms-pre-entry-programme/.. Applicants are advised that from 1 January 2021 a new application form for employment (Z83) is in use. The new application for employment form can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using the incorrect (old) application for employment (Z83), it will not be considered. NB! Applicants who are successful must please note that the NPA is not in a position to pay resettlement costs.

ERRATUM: SOCA: Free-State – Senior State Advocate with Ref No: recruit number 2026/31 advertised in Public Service Circular 05 dated 13 February 2026 is hereby withdrawn.

OTHER POSTS

POST 35/113 : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS**
Specialised Commercial Crime Unit

SALARY : R1 625 709 per annum (Level 14), (Total cost package)
CENTRE : Gqeberha (KuGompo City) Ref No: Recruit 2026/322
Gqeberha Ref No: Recruit 2026/323
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least ten (10) years' post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an Attorney/Advocate will be an added advantage. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Good interpersonal, analytical, presentation and communication skills. Computer skills. Able to work extended hours. Valid driver's license.
DUTIES : Manage the portfolio assigned by the SCCU Regional Head and the DPP. Manage, train and guide Advocates, Prosecutors and stakeholders in respect of all matters, including complex / high profile matters, in the high court, the highest court of appeal and the Constitutional Court. Investigate and prosecute cases. To provide high level and well researched opinions and reports to the Regional Head of the SCCU. Provide legal oversight and guidance in investigation projects and legal casework. Study case dockets and other documents relating to corruption matters, criminal matters, make and review decisions with regard to the institution of criminal proceedings. Prepare cases for court including the acquisition of additional evidence and drafting charge sheets, indictments and other court documents. Present the state's case in court, including examination and cross-examination of witnesses and addressing the court on conviction and sentence. Study appeals and reviews, prepare opinions and heads of argument and argue cases in the appropriate court. Appear in motion applications pertaining to criminal matters. Map out strategic planning for the division and lead staff members towards achieving the strategic objectives. Oversee resources and align them to strategic objectives. Development, performance management and assessment of staff members. Deal with representations and complaints. Ensure that a high standard of professional work is being carried out. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system
ENQUIRIES : Anthony Bean Tel No: (046) 602 3041
APPLICATIONS : Gqeberha (KuGompo City) e mail: Recruit2026322@npa.gov.za
Gqeberha e mail: Recruit2026323@npa.gov.za

POST 35/114 : **SENIOR PUBLIC PROSECUTOR (TUTOR) REF NO: RECRUIT 2026/324**
National Prosecutions Service

SALARY : R1 242 915 – R1 934 208 per annum (LP-9), (Total cost package)
CENTRE : CPP: Emalahleni (Evander)
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification legal experience. Five (5) years' experience in legal practice will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good management skills. Proficiency in prosecution/litigation, competency in guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offences. Able to draft charge sheets and complex court documents. Ability to act independently without constant supervision. Must have good administrative skills. Prosecutorial/litigation experience in both District and Regional Courts. Required skills include general and strategic management, stakeholder engagement, people management and empowerment, communication, customer focus and responsiveness, problem-solving, decision-making, project management, administration, report writing, service delivery innovation, negotiation, policy analysis and development, research, presentation and facilitation. The applicant must be willing to travel within the DPP division and must possess a valid driver's licence. The role also requires specifically the ability to manage, guide and train prosecutors; prosecute, guide investigations

and issue instructions in reasonably complex or more difficult common law and statutory offences; draft charge sheets and complex court documents; and work independently without constant supervision. General computer literacy and knowledge of programs in Microsoft Office.

DUTIES : Tutor aspirant prosecutors in an outcomes-based learning programme by guiding practical, theoretical and interactive learning activities. Assess learner competence, conduct and record assessment tasks, monitor progress and provide constructive feedback to learners and programme coordinators. Promote effective study skills, time management, independent learning and confidence in the subject matter. Maintain accurate attendance, progress and session records. Create an inclusive, respectful and safe learning environment that accommodates different learning styles and abilities. Liaise with relevant staff and stakeholders on learner progress, challenges and support needs. Perform related administrative duties and comply with applicable institutional policies, codes of conduct and safeguarding requirements. In addition, manage, supervise, train and mentor prosecutors; study case dockets and determine whether to institute and conduct criminal proceedings, maintenance matters and inquests of a general or more advanced nature in the Lower Courts; prepare matters for court by guiding investigations, consulting witnesses and obtaining additional evidence; draft charge sheets and other court documents; present and assist prosecutors in presenting the State's case, leading witnesses, conducting cross-examination and addressing the court on conviction, sentence and related matters; and conduct prosecutions on behalf of the State. Perform all incidental and related duties in accordance with applicable legislation, the Code of Conduct, Ethics, the Prosecution Policy and NPA Policy Directives. Prioritise high-impact corruption and other matters; prepare opinions and heads of argument and argue matters in the appropriate court where a right of appearance exists. Conduct performance assessments and assist the Chief Prosecutor with staff assessments. Account to the Chief Prosecutor and the Director of Public Prosecutions as Head of Office. Manage, control and attend to the administration of the Lower Courts and any specific tasks assigned by the supervisor. Advise and assist the relevant Chief Public Prosecutor and/or DPP in identifying training needs, developing strategies to improve NPS performance and coordinating or presenting training interventions. Apply and promote Batho Pele Principles, the Service Charter and NPA processes. Promote partner integration, community involvement and customer satisfaction in collaboration with stakeholders in the criminal justice system. Ensure victim-centred services.

ENQUIRIES : Tebogo Mashile Tel No: (013) 045 0686
APPLICATIONS : e mail: Recruit2026324@npa.gov.za

POST 35/115 : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2026/325**
(Re-advert)
Specialised Commercial Crime Unit

SALARY : R1 242 915 – R1 934 208 per annum (LP-9), (Total cost package)
CENTRE : Mmabatho
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification legal experience in civil and/or criminal litigation. Admission as advocate or attorney will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. High level of proficiency in prosecuting/litigation and presenting/arguing cases in court. Experience in prosecution/litigation, competency in guiding investigations, guiding criminal investigations and giving instructions in law and statutory offences. Interpersonal skills. Good knowledge of civil and/or criminal procedure. Good advocacy, well-developed skills in legal research and legal drafting skills. Knowledge of PFMA, MFMA and money laundering matters. Strong computer skills and knowledge of programs in MS Word, Excel, Outlook and PowerPoint. Written and verbal communication skills. Ability to work independently. Valid driver's licence.

DUTIES : Conduct prosecution on behalf of the State on Serious, complex and organised crime cases, corruption and money laundering matters. Advise the police on the investigation of serious, complex organised crime cases and cyber related matters. Conduct legal research and keep up to date with legal developments. Draft charge sheets and other court documents and represent the State in all

courts. Draft heads of arguments and argue appeals. Present cases in court, lead witnesses, cross-examine and address the court on conviction and sentence. Appear in motion proceedings and also do appeals and reviews. Generally, conduct prosecution on behalf of the State. Manage performance assessment, mentor and guide work of Junior Advocates. Offers skills transfer to lower court prosecutors and investigating officers. Perform ad hoc duties incidental to middle management services regionally.

ENQUIRIES : Flora Kalakgosi Tel No: (018) 381 9041
APPLICATIONS : e mail: Recruit2026325@npa.gov.za

POST 35/116 : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2026/326 (OCC)**
National Prosecutions Services

SALARY : R1 242 915 – R1 934 208 per annum (LP-9), (Total cost package)
CENTRE : DPP: Limpopo (Polokwane)
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification legal experience in civil and/or criminal litigation. Five (5) years' experience in legal practice will be added advantage. At least three (3) years' experience in the prosecution/ litigation of organised crime cases. Admission as an advocate or attorney will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. High level of proficiency in prosecution/litigation, competency in guiding investigations and presenting/arguing cases in court. Experience in guiding criminal investigations and giving instructions in law and statutory offences. Interpersonal skills. Good knowledge of civil and/or criminal procedure. Good advocacy, well developed skills in legal research and legal drafting skills. Knowledge of asset forfeiture law will be an added advantage. Strong computer skills and knowledge of programs in MS Word, Excel, Outlook and PowerPoint. Written and verbal communication skills. Ability to work independently.
DUTIES : Study case dockets, decide on the institution of and conduct criminal proceedings. Deal with any representations. Guide investigations in complex or more difficult matters, including commercial, corruption and organised crime matters. Prepare cases for court, including acquisition of additional evidence and draft charge sheets, indictments, heads of argument, opinions and all other court documents. Represent the state in all courts, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Manage court and case flow management of cases independently. Study and deal with appeals and reviews. Manage any portfolio assigned by the Deputy Director managing the OCC. Mentor and guide DPCI and SAPS investigating officers, prosecutors and stakeholders. Assist in high profile matters and matters where an increased risk element is present. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored.
ENQUIRIES : Thuba Thubakgale Tel No: (015) 045 0285
APPLICATIONS : e mail: Recruit2026326@npa.gov.za

POST 35/117 : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2026/327 (OCC)**
(Re-advert)
National Prosecutions Services

SALARY : R1 242 915 – R1 934 208 per annum (LP-9), (Total cost package)
CENTRE : DDPP: Durban
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Knowledge of the POCA legislation, willing to travel. Able to work extended hours. High level of proficiency in prosecuting/litigating and presenting/arguing cases in court. Experience in guiding criminal investigations and giving instructions in law and statutory offences. Interpersonal skills. Good knowledge of civil and/or criminal procedure. Good advocacy, well developed skills in legal research and legal drafting skills. Knowledge of asset forfeiture law will be an added advantage. Strong computer skills and knowledge of programs in MS Word, Excel, Outlook

and PowerPoint. Written and verbal communication skills. Ability to work independently.

DUTIES : Conduct prosecution of serious, complex and organised crime cases and terrorism and terror financing matters. Advise the police on the investigation of serious, complex organised crime cases and other matters. Conduct legal research and keep up to date with legal developments. Draft charge sheets and other court documents and represent the State in all courts. Draft heads of arguments and argue appeals. Present cases in court, lead witnesses, cross examine and address the court on conviction and sentence. Appear in motion proceedings and also do appeals and reviews. Generally, conduct prosecution on behalf of the State.

ENQUIRIES : Phiwayinkosi Nhlengethwa Tel No: (031) 334 5003
APPLICATIONS : e mail: Recruit2026327@npa.gov.za

POST 35/118 : **REGIONAL COURT CONTROL PROSECUTOR**
National Prosecutions Service

SALARY : R1 074 222 - R1 742 772 per annum (Level SU-3), (Total cost package)
CENTRE : CPP: Emalahleni (Evander) Ref No: Recruit 2026/328
CPP: Emalahleni (Kwa-Mhlanga) Ref No: Recruit 2026/329
CPP: Middelburg (Elukwatini) Ref No: Recruit 2026/330

REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least six (6) years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good management skills. Knowledge of legislation and regulations applicable to the public service is essential, including the Constitution, the Criminal Procedure Act, the Public Service Act, the Labour Law Act, relevant regulations and related legislation. Must have the ability to act independently or within minimum supervision. Proficiency in prosecution/litigation, competency in guiding investigations and giving instructions in complex or more difficult common law and statutory offences in Regional and District Court. The applicant must be willing to travel within the DPP division. Good management skills. Must be able to work independently without constant supervision. General computer literacy and knowledge of programs in Microsoft Office. A valid drivers' licence.

DUTIES : Manage, supervise and conduct prosecutions in the Regional and District Courts in accordance with applicable legislation, NPA policy directives and related instructions. Screen dockets, make prosecutorial decisions, guide investigations, ensure trial readiness and prepare matters for court. Conduct and manage criminal proceedings, including bail applications, trials, sentence proceedings and other complex matters. Consult with victims, witnesses, investigating officers, legal representatives and other stakeholders while applying a victim-centred approach. Draft and check charge sheets, plea and sentence agreements, legal opinions, reports, representations and other court documents. Promote court productivity through case flow management, stakeholder engagement and appropriate use of statutory mechanisms to shorten proceedings. Monitor backlog, remand detainee, priority, AFU, money laundering and other prescribed matters. Manage and verify performance information, court returns, registers, reports and ECMS/ICMS data to ensure accuracy and compliance. Identify operational challenges, implement corrective measures and report on progress. Manage, train, coach, mentor and guide prosecutors, monitor the quality of their work, assist with performance management and deal with disciplinary matters where required.

ENQUIRIES : Tebogo Mashile Tel No: (013) 045 0686
APPLICATIONS : CPP: Emalahleni (Evander) e mail: Recruit2026328@npa.gov.za
CPP: Emalahleni (Kwa-Mhlanga) e mail: Recruit2026329@npa.gov.za
CPP: Middelburg (Elukwatini) e mail: Recruit2026330@npa.gov.za

POST 35/119 : **STATE ADVOCATE**
National Prosecutions Services

SALARY : R970 221 - R1 600 893 per annum (Level LP- 7 to LP-8), (Total cost package)
CENTRE : DPP: Mmabatho Ref No: Recruit 2026/331
DPP: Kimberley Ref No: Recruit 2026/332

REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience.

Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution/litigation, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Knowledge of and skills in general prosecution. High level of proficiency in prosecuting and presenting/arguing cases in court. Experience in guiding criminal investigations and giving instructions in law and statutory offences. Interpersonal skills. Written and verbal communication skills. Ability to work independently with minimum supervision.

DUTIES : Study and guide the investigations in case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare a case for court, including the acquisition of additional evidence and draft charge sheets and indictments. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence, study appeal and reviews. Attend to representations, prepare opinions and heads of arguments and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES : DPP: Mmabatho Flora Kalakgosi Tel No: (018) 381 9041
DPP: Kimberley Phumelele Sali Tel No: (053) 807 4521

APPLICATIONS : DPP: Mmabatho e mail: Recruit2026331@npa.gov.za
DPP: Kimberley e mail: Recruit2026332@npa.gov.za

POST 35/120 : **STATE ADVOCATE REF NO: RECRUIT 2026/333**
(Re-advert)
National Prosecutions Service

SALARY : R970 221 - R1 600 893 per annum (Level LP- 7 to LP-8), (Total cost package)
CENTRE : DPP: Kimberley (STU)
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience. At least five (5) years relevant criminal court work experience in advocacy and drafting. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Well-developed skills in legal research. Good interpersonal, analytical, organizational and communication skills. General computer literacy required. Excellent administrative skills. Extensive prosecutorial/litigation experience with regard to common law offences such as fraud, theft, forgery and uttering, commercial crimes and related matters. Proficiency in prosecuting, guiding investigations in complex or more difficult matters, including commercial matters. Drafting charge sheets, indictments and court documents, dealing with representations and conducting motion proceedings. The ability to mentor and train prosecutors and stakeholders Ability to act independently without supervision and manage court and case flow management independently. Required to travel to courts across the province to prosecute tax cases as and when required. Valid driver's licence.

DUTIES : Study case dockets, make assessments thereof and decide on the institution of prosecution. Deal with any representations. Guide investigations in complex or more difficult tax matters, including commercial matters. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments, and court documents. Present the State's case in court, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Manage court and case flow management of cases independently. Study and deal with appeals and reviews. Prepare opinions and heads of argument for complex matters and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and general conduct prosecutions on behalf of the state. Mentor and guide investigating officers, prosecutors, and stakeholders. Assist in keeping proper records, statistics, and reports. Assist in high profile tax matters or matters where an increased risk element is present. Manage any portfolio assigned by the Deputy Director managing the STU. Consult on a regular basis with all the relevant stakeholders, including SARS officials. Promote partner integration,

community involvement and customer satisfaction in conjunction with partners in criminal justice system.

ENQUIRIES : Phumelele Sali Tel No: (053) 807 4521
APPLICATIONS : e mail: Recruit2026333@npa.gov.za

POST 35/121 : **STATE ADVOCATE REF NO: RECRUIT 2026/334 (OCC)**
(Re-advert)
National Prosecutions Services

SALARY : R970 221 - R 1 600 893 per annum (Level LP- 7 to LP-8), (Total cost package)
CENTRE : DDPP: Durban
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. High level of proficiency in prosecuting/litigating and presenting/arguing cases in court. Experience in guiding criminal investigations and giving instructions in law and statutory offences. Interpersonal skills. Knowledge of and or experience in prosecution/litigation of the Prevention of Organised Crime Act (POCA) matters. Written and verbal communication skills. Ability to work independently.
DUTIES : Study and guide the investigations in case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare a case for court, including the acquisition of additional evidence and draft charge sheets and indictments. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence, study appeal and reviews. Attend to representations, prepare opinions and heads of arguments and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
ENQUIRIES : Phiwayinkosi Nhlengethwa Tel No: (031) 334 5003
APPLICATIONS : e mail: Recruit2026334@npa.gov.za

POST 35/122 : **DISTRICT COURT CONTROL PROSECUTOR REF NO: RECRUIT 2026/335**
National Prosecutions Service

SALARY : R655 854 - R1 508 337 per annum (Level SU-1 to SU-2), (Total cost package), (excluding benefits)
CENTRE : CPP: Middelburg (Ermelo)
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least four (4) years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecution/litigation, competency in guiding investigations and giving instructions in law and statutory offences in District court. Good interpersonal skills. Good analytical skills. Good presentation skills. Good project management skills. Valid driver's licence.
DUTIES : Manage, train and give guidance to and train prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquest of a general and more advanced nature in the Regional and District Court. Prepare cases for court and draft charge sheets and other proceedings for court. Present and assist prosecutors to present the State's case in court, to lead witnesses, cross examine and address the court on inter alia, conviction and sentence, and in general to conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the code of conduct, policy and directives of the NPA. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
ENQUIRIES : Tebogo Mashile Tel No: (013) 045 0686
APPLICATIONS : e-mail: Recruit2026335@npa.gov.za

POST 35/123	:	**REGIONAL COURT PROSECUTOR REF NO: RECRUIT 2026/336** National Prosecutions Service
SALARY	:	R655 854 - R1 508 337 per annum (Level LP-5 to LP-6), (Total cost package), (excluding benefits)
CENTRE	:	CPP: Thohoyandou (Waterval)
REQUIREMENTS	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least four (4) years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or with minimum supervision. High level of proficiency in prosecution/litigation, competency in guiding investigations and presenting/arguing cases in court. Experience in guiding investigations and giving instructions in law and statutory offences in regional court. Good interpersonal skills. Good analytical skills. Good presentation skills. Good project management skills. Valid driver's licence.
DUTIES	:	Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents and represent the State in all courts. Lead witnesses, cross-examine and address the court on inter alia, conviction and sentence and in general to conduct prosecutions on behalf of the state. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Perform all duties related thereto in accordance with the Code of Conduct, Policy, and Directives of the National Prosecuting Authority.
ENQUIRIES	:	Thuba Thubakgale Tel No: (015) 045 0285
APPLICATIONS	:	e-mail: Recruit2026336@npa.gov.za
POST 35/124	:	**ENFORCEMENT OFFICER REF NO: RECRUIT 2026/337** Asset Forfeiture Unit
SALARY	:	R487 197 per annum (Level 09), (excluding benefits)
CENTRE	:	Mthatha
REQUIREMENTS	:	An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Finance or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Three (3) years' relevant experience. Strategic capability and leadership. General management, administration, and communication skills. People management and empowerment skills. Customer focus and responsiveness. Planning and prioritizing, including interpersonal relation skills. Problem solving and Decision-making skills. Knowledge of the following Acts: PSA, SA Archives, PFMA, POCA, Administration of Estates, Insolvency, NPA, Access to Information and SCM Framework. Knowledge of Finance, Supply Chain Management, Information Management. Knowledge of NPA and AFU policies and procedures relevant to the job functions. Skills in MS Office suite, specifically MS Word, Excel, Outlook, Power Point, Visio and MS Project. Skills in ECMS and iBase, including Operations Management, Public, Information and Finance Management and Writing. Skills in Administration systems, Task/time management, conflict and Analytic. A valid driver's licence.
DUTIES	:	Facilitate the SCM process of identifying curators and appointing auctioneers. Monitor the performance of curators or delegated officials to ensure prompt collection of money due to the state. Perform reconciliations on curator accounts and the criminal asset recovery account. Capture finance information on the system: Curator disbursements and fees, deposits, and payment to victims. Process payments. Conducting investigations to identify assets that are the proceeds of criminal activities. Collaborating with law enforcement agencies and regulatory bodies to share intelligence and resources. Maintaining accurate records of seized assets and their legal status. Ensuring compliance with legal requirements and regulations related to asset forfeiture. Providing support to the units' leadership and other staff members in case management and administrative tasks.
ENQUIRIES	:	Ziyanda Mthwazi Tel No: (047) 501 2632
APPLICATIONS	:	e mail: Recruit2026337@npa.gov.za

POST 35/125	:	**SENIOR ORGANISATIONAL DEVELOPMENT PRACTITIONER REF NO: RECRUIT 2026/344** (Re-advert) Strategy, Operations and Compliance: HRM & D: Organisational Development
SALARY	:	R413 001 per annum (Level 08), (excluding benefits)
CENTRE	:	Pretoria: Head Office
REQUIREMENTS	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Management Services/Operations Management/Production Management or related qualification i.e. Industrial Psychology. Minimum of two (2) years' experience in the field of organisational design/development/work-study. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of Public Service Act, Public Service Regulations and NPA Act. Good knowledge of organisational design, frameworks, practices, and processes in the public service. Knowledge of various DPSA directives, circulars etc. related to organisational development/change management. Knowledge of Human Resource Management and labour relations in general. Knowledge of job evaluation process, business process management, Total quality management, project management principles and methodologies. Strong Project management skills. Practical knowledge of Microsoft Office Suite (Specifically Project, Visio, Word, Excel, PowerPoint and Outlook) and Bizagi Process Modeller. Communication skill (both written and verbal). Presentation skill. Good report writing skills. People management and empowerment. Knowledge of the Compensate-Evaluate job evaluation system A valid driver's license.
DUTIES	:	Undertake work-study investigations within the NPA. Conduct job evaluation exercises. Compile and review job descriptions. Conduct business process mapping. Optimise work procedures and methods (work processes, workflow and standard operating procedures). Render organisation development administrative duties.
ENQUIRIES	:	Nobuzwe Mwanaumo Tel No: (012) 845 6423
APPLICATIONS	:	e mail: Recruit2026344@npa.gov.za
POST 35/126	:	**COURT PREPARATION OFFICER** National Prosecutions Service
SALARY	:	R338 106 per annum (Level 07), (excluding benefits)
CENTRE	:	CPP: Welkom (Kroonstad) Ref No: Recruit 2026/338 CPP: Kimberley (Hopetown) Ref No: Recruit 2026/339
REQUIREMENTS	:	An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Social Science / Behavioural Studies or equivalent. At least one (1) year working experience which includes experience gained during training. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound co-ordination and counselling experience. Ability to work well with children. Knowledge of the Criminal Justice System. Excellent administrative skills, good communication skills and problem-solving skills.
DUTIES	:	Provide holistic and integrated care for the victims of crime, customers and witnesses within the court environment. Prevent secondary traumatization by providing a safe and secure environment in which to testify. Implement court preparation for children and adult victims of crime, customers and witnesses and perform all other duties in relation thereto. Liaise with and report to the Prosecutor/Manager. Perform all duties in accordance with general accepted court preparation technique.
ENQUIRIES	:	CPP: Welkom (Kroonstad) Lemmer Ludwick Tel No: (051) 410 6001 CPP: Kimberley (Hopetown) lL Mofokeng Tel No: (053) 807 4507
APPLICATIONS	:	CPP: Welkom (Kroonstad) e mail: Recruit2026338@npa.gov.za CPP: Kimberley (Hopetown) e mail: Recruit2026339@npa.gov.za
POST 35/127	:	**PERSONAL ASSISTANT REF NO: RECRUIT 2026/340** (Re-advert) Asset Forfeiture Unit
SALARY	:	R338 106 per annum (Level 07), (excluding benefits)
CENTRE	:	Mthatha
REQUIREMENTS	:	Grade 12 and secretarial Diploma or equivalent qualification. Minimum three years' experience in rendering support to senior management. Demonstrable

competency in acting Independently, Professionally, Accountable and with Credibility. General computer literacy. Language skills and ability to communicate well with people at different levels and from different background. Good telephone etiquette and above average planning and organizing skills. Good people skills. High level of reliability. Written communication skills. Ability to conduct legal research. Ability to act with tact and discretion. Ability to identify and handle confidential matters, and to keep confidential matters as such. Good grooming, presentation, and professionalism. Knowledge of the relevant legislations, policies, prescripts, and procedures applicable in the public sector. A valid driver's licence.

DUTIES : Receive telephone calls and refer the calls to the correct role player if not meant for the relevant manager. Record appointments and events in the diary of the manager. Type documents for the Regional Head and other staff within the unit. Provide high level secretarial, administration support and perform a personal assistant service to the Regional Head. Draft routine correspondences and reports. Operates office equipment like fax machines and photocopiers. Make travel and logistical arrangements for meetings and events. Take minutes during meetings and prepare same for signature in advance. Develop and maintain an accessible and user-friendly filing system. Prepare travel documentation and coordinate bookings for international travel for all AFU staff. Handle procurement of standard items such as stationery and refreshments. Liaise with relevant stakeholders with regards to al matters pertaining to administrative functions. Set up schedules for meetings and events. Provide general administration support to the manager and operation staff. Handle the procurement of standard items like stationary, refreshments for the Manager and office.

ENQUIRIES : Belukazi Dungane Tel No: (047) 501 2604
APPLICATIONS : e mail: Recruit2026340@npa.gov.za

POST 35/128 : **LIBRARIAN REF NO: RECRUIT 2026/341**
Strategy, Operations and Compliance: Information & Systems Management

SALARY : R338 106 per annum (Level 07), (excluding benefits)
CENTRE : Pretoria: Head Office
REQUIREMENTS : An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6). At least two (2) years relevant experience preferable in a law library environment. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Ability to work on an electronic library management system including e-Books. Computer literacy in MS Word, Excel, and PowerPoint. At least two years' experience in utilization of search of search including Jutastat, Lexis Nexis, Sabinet and WorldShare. Willingness to travel.

DUTIES : Catalog and classify library material utilising available databases. Maintain asset register of library material including disposals. Renew standing orders. Conduct inter and intra-Library loans. Conduct periodic stock take and keep statistics. Procure and process new material for both head office and regions. Loose leaf administration. Liaise with external clients. Assist with information projects of the NPA. Process all requests in terms of law reports, statutes and reference material. Assist with training of clients in use of online databases. Submit monthly reports.

ENQUIRIES : Nozuko Mdingi Tel No: (012) 845 6868
APPLICATIONS : e mail: Recruit2026341@npa.gov.za

POST 35/129 : **LIBRARY ASSISTANT REF NO: RECRUIT 2026/342**
National Prosecutions Services

SALARY : R237 453 per annum (Level 05), (excluding benefits)
CENTRE : DPP: Pietermaritzburg
REQUIREMENTS : Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Must be computer literate in programs Ms Word, Excel, PowerPoint and Outlook. Excellent organizing and planning skills. Ability to work independently and under pressure. Integrity, reliability, tolerance and determined. Able to act independently and work extended hours. Excellent administration skills. Knowledge of bibliographic information criteria on published works, library services polices and procedure, SCM Procedure, departmental policies and procedures.

DUTIES	:	Provide administrative support services. Prepare Library material received from suppliers for exhibitions and process the return of unselected materials. Order, procure and process library materials with the ambit of supply Chain Management and assets management functions. Select and prepare library materials for processing purposes. Receive processed item and link catalogue record on the system. Verify correct labelling against bibliographic information. File returned library material. Provide support with setting up stock and stock taking. Render collection development services. Search for items on cataloguing on bibliographic database. Sort and prioritise items for cataloguing. Sort returned Library material by identification for filling, discard, repair, binding, requirements. Prepare list and dispatch new items for collection. Update correct SLIMS records regarding assets allocation information. Circulate special collections and audio-visual material on short loan.
ENQUIRIES	:	Ethel Mokgoko Tel No: (033) 392 8761
APPLICATIONS	:	e mail: Recruit2026342@npa.gov.za
POST 35/130	:	**HUMAN RESOURCES CLERK REF NO: RECRUIT 2026/343** National Prosecutions Services
SALARY	:	R237 453 per annum (Level 05), (excluding benefits)
CENTRE	:	DPP: Pietermaritzburg
REQUIREMENTS	:	Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good interpersonal relations. Good administrative skills. Planning and organizing. General computer literacy skills and knowledge in programs MS Word, Excel, PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to work independently and as part of a team.
DUTIES	:	Provide high level HRM&D administration to the region. Facilitate the recruitment process. Process applications for service benefits and exit in the region. Provide HR advice to staff in the region. PERSAL Administration. Compile and submit monthly statistics on HR related functions. Liaise with customers and stakeholders regarding all HR Functions. Assist in the training and development programs in the region. Assist in the performance assessment process.
ENQUIRIES	:	Ethel Mokgoko Tel No: (033) 392 8761
APPLICATIONS	:	e mail: Recruit2026343@npa.gov.za
POST 35/131	:	**ADMINISTRATIVE CLERK REF NO: RECRUIT 2026/345** (Re-advert) National Prosecutions Service
SALARY	:	R237 453 per annum (Level 05), (excluding benefits)
CENTRE	:	DPP: Mthatha (Maluti)
REQUIREMENTS	:	Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Report writing skills, good verbal and written communication skills. Customer focus and responsiveness. Excellent administrative skills and problem-solving skills. Good analytical skills. Computer skills such as MS word, Excel, Ms Office suite and Outlook. Flexibility. Document administration, writing skills and task time management skills.
DUTIES	:	Provide high-quality administrative support to the office. Design and keep a well-organized administrative system for the office. Execute a wide variety of administrative tasks. Draft correspondence to members of the public, other organisations, and State departments. Liaise with administration with all matters pertaining to the administrative functioning of the office. Provide administrative support to the legal staff, pertaining to finance, logistical and human resources. Deliver mails, and faxes within the office and render general administrative support such as filing, photocopying, faxing, receiving, and dispatching documents. Provide court administration services. Assist with the efficient management of court rolls. Submit monthly reports and statistics. Provide case records services.
ENQUIRIES	:	Tulisa Sibindlana Tel No: (047) 501 2669
APPLICATIONS	:	e mail: Recruit2026345@npa.gov.za

POST 35/132	:	**ADMINISTRATIVE CLERK REF NO: RECRUIT 2026/346** (Re-advert) National Prosecutions Service
SALARY	:	R237 453 per annum (Level 05), (excluding benefits)
CENTRE	:	DPP: Mthatha
REQUIREMENTS	:	Grade 12 or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act independently.
DUTIES	:	Provide high-quality administrative support to the office. Design and keep a well-organized administrative system for the office. Execute a wide variety of administrative tasks pertaining to the provision of support to line functionaries. Draft correspondence to other organisations and State departments. Liaise with corporate services with all matters pertaining to the administrative functioning of the office. Provide administrative support to the legal staff, pertaining to finance, logistical and human resources. Deliver mails, photocopying, faxing, receiving and dispatching documents. Provide efficient administrative services in the Cluster. Liaise with customers and stakeholders. Diary Management. Receive correspondence for the section. Collect information for civil matters addressed to the unit or group.
ENQUIRIES	:	Bongiswa Mswenyama Tel No: (047) 501 2696
APPLICATIONS	:	e mail: Recruit2026346@npa.gov.za

ANNEXURE L

OFFICE OF THE CHIEF JUSTICE

The Office of the Chief Justice is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1)(i) of the Constitution of South Africa, 1996, the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act55) of 1998) and the relevant Human Resources policies of the Department will be taken into consideration and preference will be given to Women, Persons with Disabilities and youth.

APPLICATIONS : Gauteng: Pretoria/Johannesburg: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg, 2001
Applications can be sent via email on the email addresses below:
Pretoria: 2026/132/OCJ@judiciary.org.za
Johannesburg: 2026/133/OCJ@judiciary.org.za

CLOSING DATE : 16 October 2026

NOTE : All applications must be submitted on a New Z83 form, which can be downloaded on internet at www.judiciary.org.za / www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Please send your documents in a PDF and put them in one folder. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. 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. Selection panels shall score both technical exercises as an additional criterion in the interview process. Applicants could be required to provide consent for access to their social media accounts. Prior to appointment for SMS, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. Each application form must be fully completed, duly signed and initialed on both pages by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, social media, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered during the selection process. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointment. The Office the Chief Justice complies with the provisions of the Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for. In the event that your application was unsuccessful, the Office of the Chief Justice will retain your personal

information for internal audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information will render your application null and void. The Office of the Chief Justice will safeguard the security and confidentiality of all information you shared during the recruitment process.
ERRATUM: Kindly take note that the posts of Judge's Secretary at the Gauteng Division of the High Court: Pretoria (X 5 posts), Ref No: 2026/132/OCJ and the post of Judge's Secretary at the Gauteng Division of the High Court: Johannesburg (X 7 posts, Ref No: 2026/133/OCJ advertised on Public Service Vacancy Circular 33, dated 11 September 2026 has been withdrawn. Further take note that the post of Security Supervisor at the Gauteng Division of the High Court: Pretoria, Ref No: 2026/136/OCJ has been withdrawn.

OTHER POST

POST 35/133 : **JUDGE'S SECRETARIES (X12 POSTS)**
Re-advertisement, candidates who previously applied are encouraged to re-apply.

SALARY : R338 106 – R398 277 per annum (Level 07). The successful candidate will be required to sign a performance agreement

CENTRE : Gauteng Division of The High Court: Pretoria Ref No: 2026/132/OCJ (X5 Posts)
Gauteng Division of The High Court: Johannesburg Ref No: 2026/133/OCJ (X7 Posts)

REQUIREMENTS : Applicants should be in possession of a Bachelor of Laws or relevant equivalent qualification at NQF level 8 with 480 credits as recognised by SAQA. Legal experience is required. Candidate to pass a typing test. A valid driver's licence will serve as an added advantage. Knowledge and skills: Knowledge on the Constitution of South, relevant legislatives, regulations, case lines, court online, secretariat prescripts, responsibilities, systems and procedures, Electronic Information Resources, online retrieval and Batho Pele principles. Skilled in communication, planning and organising, interpersonal, customer service, typing including Dictaphone typing, time management, Microsoft Office Programs, research capabilities, problem solving, judgment and decision making. Along with the following attributes: Assertive, meticulous, ability to work under pressure, time-bound, flexible, creativity, analytically, professionalism and attention to detail.

DUTIES : Diarise the appointments and meetings of the Judge, type and file the judgments, ensure the Judgments that are handed down (delivered), signed draft orders granted in court or virtually are sent to the Typist for scanning, upload unto Case-lines/Court-Online and the Library. Ensure that all visitors are received, screened and their queries are attended to, record all incoming and outgoing documents, order and collect stationery for the Judge, collect the files before the commencement of a Criminal matter from the Registrar's office at the Criminal section, keep update the register of reviews and sign on receipt to return the reviews to the Clerk, ensure that the register/template of the reserved judgement is updated and notify the Statistics Officer and the office of the Judge President when judgment has been handed down, ensure that the transcribed judgements from transcribers reach the Judges for approval and signature, prepare court rolls for Opposed Motion and Urgent Court and distribute to stakeholders, ensure that the Heads of Argument from various stakeholders are available to the Judge as per the filing that was done, administer the correct Oath ID or declaration in court, when required, ensure that the bench book of the Judge is prepared and files are taken by Ushers to court before the commencement of the proceedings, ensure that all stakeholders involved are present in court before commencement of proceedings, ensure that all cases are called on record as per the court roll by means of calling the case number and the parties' names, before a Judge can allow parties to start with their matters, ensure that in the Criminal Court exhibits are handled, controlled and noted professionally, ensure that all the travel, accommodation arrangements are in order and attend to sign the documents for approval, ensure that the Judge's logbook is submitted on or before the 5th of every month to the Transport Officer, ensure that the car is booked for either maintenance and service, receive the pre-authorisation for the Judge's vehicle, remind Judge of the invoices so that the submission of the S&T claims can be processed, ensure the submissions of Cell phone and 3G

68 data claims for process purposes and ensure that all updates on the loose leafs in the Judges library are attended to.

ENQUIRIES : Technical Related Enquiries, Pretoria: Mr PA Nkone Tel No: (012) 492 7606
Technical Related Enquiries, Johannesburg: Ms S Kajee Tel No: (010) 494 8486
HR Related Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

NOTE The Organisation will give preference to candidates in line with the

ANNEXURE M

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

The Department of Public Works and Infrastructure is a merit based and equal opportunity employer. The intention is to embed excellence and diversity in the Public Service through the filling of these posts and with persons whose appointment will drive the vision of the department to turn South Africa into a construction site, and to use public assets for public good. Women and People with disabilities are encouraged to apply.

APPLICATIONS : **Port Elizabeth Regional Office Applications**: The Regional Manager, Department of Public Works, Private Bag X 3913, North End, Port Elizabeth, 6056. Hand delivery: Room 430, Corner. Hancock & Robert Street, North End, Port Elizabeth, 6056. For attention: Ms P Buwa

Head Office (Pretoria) Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria. For Attention: Ms NP Mudau

Johannesburg Regional Office Application: The Regional Manager Department of Public Works, Private Bag X3 Braamfontein 2017 or hand deliver to No 78 Cnr De Beer and De Korte Braamfontein 2017. For Attention: Mr. M Mudau

Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town. Register the application in the book. For Attention: Ms. C Rossouw

Mmabatho Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho, 2735 or 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit3, Mmabatho, 2735. For Attention: Mr. T Oagile

CLOSING DATE : 16 October 2026 at 16H00

NOTE : Applications must be submitted on the prescribed Z83 application form (obtainable from any Public Service Department or on the DPSA website link: https:/www.dpsa.gov.za/newsroom/psvc/, which must be signed, initialled and dated by the applicant, and must be accompanied by a detailed curriculum vitae (CV) only. Candidates are not required to submit certified copies of qualifications and related documents on application. Only shortlisted candidates will be required to submit certified copies of qualification and other related documents on or before the date of interview, which should not be older than six months. Should an application be submitted using incorrect/old Z83 application form, such an application will be disqualified. Further take note of the following on completion of Z83 application form: PART A and PART B must be fully completed. PART C - PART G: Noting that there is a limited space provided applicants may refer to CV or indicate. This will be acceptable as long as the CV has been attached and provides the required information. Page 1 of the Z83 application form must be initialled and page 2 signed and dated by the applicant. Failure to comply with the above instructions may result in an application being disqualified. Applicants applying for more than one advertised post must submit separate Z83 application forms and CVs in respect to each post being applied for. Should an application be received where an applicant has applied for more than one posts on the same Z83 application form, the applicant will be considered for the first post indicated on the Z83 application form only. Applications will be received via post/courier services, hand deliveries or email. Late applications will not be considered. Regulation 57 (c) and 67 (9) of the Public Service Regulations 2016, as amended, requires the executive authority to ensure that he or she is fully satisfied of the claims being made and the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment, respectively. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Note: It is the responsibility of all applicants to ensure that foreign qualifications are evaluated by SAQA. Due to large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to shortlisted candidates only. Should you not have heard from us within three months from the closing date, please regard your application as unsuccessful. Entry level requirements for SMS posts: in terms of the Directive on Human Resource Management and

Development on Public Service Professionalisation Volume 1 a requirement for appointment into SMS posts is the successful completion of the Senior Management Pre-Entry programme as endorsed by the National School of Governance (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: https: www.thensg.gov.za/training –course /sms-pre-entry programme/. 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. Note: For emailed applications, please submit a single PDF document or one attachment per application to the email address designated on the specific position. Kindly note that the emailed applications and attachments should not exceed 15MB. It remains the candidate's responsibility to ensure that their application is successfully submitted using the required single pdf document. Encrypted document will not be accepted. Although an email application option is available, applicants are encouraged to hand-deliver their application. IMPORTANT: Applicants must submit a separate application for each post applied for, clearly indicating the correct reference number and post title on each application. Applicants who apply for more than one post must submit a separate application for each post. Failure to comply with this requirement may result in the application not being considered.

OTHER POSTS

POST 35/134 : **CHIEF ENGINEER MECHANICAL (GRADE A) REF NO: 2026/351**
(Re-Advertisement-people who previously applied are encouraged to re-apply)

SALARY : R1 317 108 per annum, (all-inclusive salary package), (total to be structured in accordance with the rules of the OSD)

CENTRE : Johannesburg Regional Office

REQUIREMENTS : A minimum of Engineering degree (B Eng/ BSC (Eng) or relevant qualification. Six years post qualification experience required. Compulsory registration as a professional Engineer (ECSA). Valid driver's license. Knowledge of programme and project management, engineering, legal and operational compliance. Engineering operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating skills. Engineering design and analysis knowledge. Research and development. Computer-aided engineering applications. Creating high-performance culture. Technical consulting, engineering and professional judgment Strategic capability and leadership. Problem solving and analysis. Decision making, team leadership and creativity. Financial management, customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Conflict management. Negotiation skills. Change management registration.

DUTIES : Engineering design and analysis effectiveness. Perform final review and approvals or audits on new engineering designs according to design principles or theory and Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology, pioneering of new engineering services and management methods. Maintain engineering operational effectiveness. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set engineering maintenance standards, specifications and service levels according to organisational objectives to ensure optimum operational availability. Monitor maintenance efficiencies according to organisational goals to direct or redirect engineering services for the attainment of organisational objectives. Provide Good Governance. Allocate, control, monitor and report on all resources. Compile risk logs and manage significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation of engineering-related matters to minimise possible engineering risks. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations in support of individual development plans, operational

		requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial value add of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. People management: Manage the development, motivation and utilisation of human resources for the discipline to ensure a competent knowledge base for the continued success of engineering services according to organisational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.
ENQUIRIES	:	Mr. KJ Mahloko Tel No: (011) 713 6051
APPLICATIONS	:	for the position of Chief Engineer Mechanical (Grade A) must be emailed to: RecruitJHB26-21@dpw.gov.za
POST 35/135	:	**CONSTRUCTION PROJECT MANAGER (GRADE A) REF NO: 2026/352 (X2 POSTS)** (Re-Advertisement-people who previously applied are encouraged to re-apply)
SALARY	:	R914 517 per annum, (all-inclusive salary package), (total to be structured in accordance with the rules of the OSD)
CENTRE	:	Johannesburg Regional Office
REQUIREMENTS	:	A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma / B-Tech in the Built Environment field and a minimum of 4 years' and six months experience in the built environment, B-Tech in the Built Environment field and a minimum of 4 years' experience in the built environment, Honors degree in any built Environment field with minimum of 3 years' experience. Compulsory registration with the SACPCMP as a Professional Construction Project Manager. A Valid Driver's license. Computer literacy. Knowledge and understanding of the following Acts. Public Finance Management Act, Occupational Health and safety act as well as Building Regulations and Environment Conservation Act. Knowledge and Understanding of the Government procurement systems. Good Planning. Financial and budget skills. Sound analytical and good written and verbal communication skills, Knowledge and understanding of JBCC and GCC form of Contract.
DUTIES	:	Contribute to project initiation, scope definition and scope change control for envisaged projects. Full project management function, cost, quality and time control. Manage project cost estimates and control changes in line with allocated budgets. Plan and attend project meetings during the project phases. Assist with the compilation of projects documentation to support project processes. Implement project administration processes according to Government requirements. Ensure implementation of procurement activities and adherence thereof of government policies. Provide assistance implementing and assuring that project execution is in accordance with the approved project norms and time schedules. Support the project environment and activities to ensure that project objectives and delivered timeously. Manage and engage in multi-disciplinary construction teams regarding the construction/ maintenance of facilities. Ensure that construction projects are implemented and executed as envisaged in the acquisition/ Procurement plan and that high-quality projects are delivered within time cost and quality Framework.
ENQUIRIES	:	Mr. KJ Mahloko Tel No: (011) 713 6051
APPLICATIONS	:	for the position of Construction Project Manager (Grade A) must be emailed to: RecruitJHB26-22@dpw.gov.za
POST 35/136	:	**ARCHITECT (LANDSCAPE) GRADE A (REIS) REF NO: 2026/353**
SALARY	:	R791 604 per annum, (all-inclusive salary package), (total to be structured in accordance with the rules of the OSD)
CENTRE	:	Head Office (Pretoria)
REQUIREMENTS	:	A minimum of bachelor's degree in landscape architecture or equivalent landscape architectural qualification. A minimum 3 years relevant experience

in Landscape Architectural Services. Registration with SACLAP as a Professional Architect (Landscape). Drivers' license. Prepared to travel. Willing to adapt to working schedule in accordance with office requirements. Provide advice and guidance on landscape architectural related matters. Manage the drafting of plans and designs to suit every client department. Engage and interact regarding the effective management of the budget. Liaise and interact with regards to payment of service providers. Liaise regarding procurement of goods and services. Provide advice and guidance on landscape architectural and contractual matters. Provide inputs and advice regarding professional matters and the state. Liaise regarding registration of plans. KNOWLEDGE: Landscape Architectural design and analysis knowledge. Landscape architectural principles. Environmental management and sustainability. Project Management. Computer-aided engineering applications. Research and development. Public Finance Management Act. Occupational Health and Safety Act. Supply Chain Management. Contract Management. Knowledge of and experience in working in a High-Performance Centre environment to manage project delivery. Knowledge of and experience in the use of dashboards to track project progress. Knowledge of and experience in the development, implementation and oversight of recovery plans when projects are lagging. Skills: Ability to undertake critical review/analysis and provide technical advice. Ability to maintain integrity of confidential information. Financial administration. Effective verbal communication. Advanced technical report writing. Numeracy. Computer Literacy. Planning and organising. Relationship management. Programme and project management. Interpersonal and diplomacy skills. Problem solving. Decision making. Motivational skills Conflict resolution. Negotiation skills. Personal Attributes: Analytical thinking. Innovative. Creative. Solution orientated. Ability to work under stressful situations. Ability to communicate at all levels. People oriented. Trustworthy. Assertive. Hard-working. Ability to work independently.

DUTIES : Provide landscape architectural planning and design services: Assess landscape architectural requirements for new and existing state-owned properties and infrastructure projects. Conduct site investigations and analyse existing site conditions, including landscape, plants, land use and environmental characteristics. Prepare site development plans, pre-design high-level development proposals, landscape concepts, master plans, layouts and detailed landscape designs. Develop appropriate hard and soft landscape solutions. Prepare planting designs and recommend suitable plant species, materials and landscape elements. Provide landscape architectural inputs into feasibility studies, project briefs and infrastructure planning processes. Integrate landscape requirements with architectural, engineering and other built-environment designs. Incorporate universal accessibility, sustainability, water efficiency and climate-responsive principles into landscape designs. Ensure landscape projects comply with applicable legislation, policies, environmental requirements, norms and standards. Promote environmentally sustainable landscape planning and design. Develop and manage landscape architectural documentation: Prepare and/or review landscape drawings, specifications, schedules, bills of quantities/input to bills of quantities and related technical documentation. Develop detailed documentation for hard landscaping, soft landscaping, planting, irrigation and external landscape elements. Prepare technical specifications for landscape works and materials. Coordinate landscape documentation with architectural, civil, structural and other professional disciplines. Review landscape documentation prepared by consultants for technical accuracy, completeness and compliance. Provide landscape architectural inputs into tender and procurement documentation. Provide landscape architectural inputs into tender and procurement documentation. Facilitate relevant approvals and maintain appropriate technical and project records. Ensure approved design amendments are incorporated into project documentation. Keep abreast of developments, technologies and best practices within the landscape architectural profession. Develop landscape architectural related processes, methods and practices in line with applicable prescripts. Provide landscape architectural services during project implementation: Monitor landscape construction and implementation to ensure compliance with approved designs, specifications and standards. Conduct site inspections and participate in project, technical and site meetings. Monitor the quality of hard and soft landscaping works, planting, irrigation systems and related installations. Identify deviations from approved landscape designs and recommend corrective measures. Provide professional advice

and technical clarification on landscape-related matters during construction. Review proposed substitutions, design changes and variations from a landscape architectural perspective. Participate in practical completion, works completion and final completion inspections. Identify landscape defects and monitor their rectification. Monitor establishment and maintenance requirements for newly completed landscapes where applicable. Provide inputs into project close-out documentation and as-built information. Provide professional landscape architectural advice and stakeholder support: Provide professional and technical advice on landscape architectural matters to management, client departments and project teams. Advise stakeholders on landscape planning, design, rehabilitation and maintenance requirements. Participate in multidisciplinary planning, design review and project meetings. Liaise with relevant authorities on environmental, landscape and related statutory requirements. Provide technical inputs into departmental policies, norms, standards and guidelines relating to landscaping and external environments. Prepare technical reports, recommendations, presentations and professional opinions on landscape architectural matters. Participate in the assessment of existing landscaped environments and recommend improvement or rehabilitation interventions.

ENQUIRIES : Mr FH van Wyk at (067) 595 2195
APPLICATIONS : for the position of Architect (Landscape) must be emailed to: Recruitment26-78@dpw.gov.za

POST 35/137 : **SENIOR ADMINISTRATION OFFICER: UTILISATION AND CONTRACT ADMINISTRATION REF NO: 2026/354**

SALARY : R413 001 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Real Estate Management, Town Planning, Law Degree, Property Development and Management or related field of study. An appropriate relevant year of work experience in property management. Knowledge and understanding of the Public Finance Management Act (PFMA), Government Immovable Asset Management Act (GIAMA), Property related Acts, Property Laws and Local Regulations, PIE Act, A valid Driver's License is a prerequisite and must be willing to travel. Strong communication skills (written and verbal) and the ability to communicate at all levels. Good interpersonal, analytical, planning, organising, and financial management skills. Basic MS Office computer literacy. Knowledge of contracts and administration of leases is recommended. Ability to adapt in accordance with office requirements.
DUTIES : Updating the Property Management Information System of the Regional Office to reflect all relevant property-related information. Keep abreast of property management trends to ensure optimal performance and maximum value of fixed assets. Ensure compliance with GIAMA. Carry out regular inspections on State property to ensure maximisation of property utilisation and for vesting purposes, and prepare Inspection Reports. Identify superfluous State properties and prepare disposals. Ensure State properties are secured by requesting Security Services to appoint security companies to prevent illegal occupation and vandalism. Identify properties to be cleared of overgrown vegetation and clear fire breaks. Letting out-of-state-owned property. Prepare and conclude lease agreements for the letting of State properties. Ensure compliance with PFMA, Treasury Regulations, and other prescripts and policies of the department. Liaise with all spheres of Government(s) in respect of property-related matters. Carry out all property-related matters, rental collections, administration, lease renewals and extensions, maintenance, etc. Administrate duties as requested by the Property Manager. General supervision of employees.
ENQUIRIES : Ms. S Valentine Tel No: (021) 402 2157
APPLICATIONS : for the position of Senior Administration Officer: Utilisation and Contract Administration must be emailed to: RecruitCPT26-67@dpw.gov.za

POST 35/138 : **SENIOR PERSONNEL PRACTITIONER: HUMAN RESOURCE ADMINISTRATION REF NO: 2026/355**

SALARY : R413 001 per annum
CENTRE : Mmabatho Regional Office

REQUIREMENTS	:	A minimum of three-year tertiary qualification (NQF Level 6) / National Diploma in Human Resource Management or equivalent qualification. Relevant experience within Human Resource Administration. Knowledge of HR related standards, practices, processes and procedures, Structure and functioning of the Department, Business functions and processes of the Department, Change Management, Knowledge of PERSAL. Public Service Act and Regulations, Employment Equity Act, Basic Conditions of Employment Act, Skills Development Act, collective agreements, Codes of Remuneration and the Public Finance Management Act. Condition of service regulations and procedures. Skills: Basic numeracy, Interpersonal skills, General administration and organisational skills, Interpretation of policies, Ability to work with confidential information, Ability to work within specific timeframes, Ability to undertake basic research/gather information and Computer Literacy. Personal Attributes: Innovative, Resourceful, Analytical Thinking, people oriented, Trustworthy, Assertive, Hard-working, Self-motivated, Ability to work independently.
DUTIES	:	Implement and execute service benefits functions-: Process all Government Employee Pension Fund (GEPF) matters, Implement Government Employees Housing scheme (GEHS) in line with applicable PSCBC Resolutions, Administer state subsidized medical contributions, Administer long service recognition and injury on duty, Render an effective HR advisory service to management and employees, Approve transactions on PERSAL according to delegations, Facilitate implementation of circulars and directives from the DPSA, Ensure policy compliance on all service benefits and conditions matters. Process personnel appointments, transfers, promotions, service terminations and retirements-: Administer the appointments and service terminations, Facilitate the payment of relocation cost of employees, ensure that matters relating resettlement expenditure are prepared well. Capture, process and monitor personnel related transactions on PERSAL. Ensure effective administration of leave in the regional office-: Ensure effective conducting of leave audits, prepare files for Auditors, Render support with the timeously identification and processing of incapacity cases, attend to queries related to leave and approval of leave. Ensure effective record management of personnel information and provide reports on conditions of service-: Supervise maintenance of the database, ensure that all personnel files are filed in HR registry, keep updated records on all HRA activities, supervise activities in registry, Prepare and consolidate reports on human resources administration matters.
ENQUIRIES	:	Mr. T Oagile Tel No: (018) 386 5217
APPLICATIONS	:	for the position of Senior Personnel Practitioner: Human Resource Administration must be emailed to: RecruitMBT26-21@dpw.gov.za
POST 35/139	:	**ADMINISTRATIVE OFFICER: PROPERTY ACQUISITION AND LEASING REF NO: 2026/356**
SALARY	:	R338 106 per annum
CENTRE	:	Gqeberha Regional Office
REQUIREMENTS	:	A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Property Management, Real Estate Management, Property Law or related qualification. Appropriate years of work experience in Real Estate or Property Acquisition. Computer Literacy. Knowledge and understanding of government procurement processes, contractual policies and procedures. Understanding Of the property market and its trends. Understanding of the derivatives of forms of acquisition of property (expropriation, common law and prescriptions etc) negotiation skills. A valid driver's licence is a must have. Willingness to travel extensively.
DUTIES	:	Procure leased fixed properties or rights in fixed properties to be utilised by client departments, Keep track of the property market and its trends. Negotiate property purchases. View tendered or identified properties. Negotiate lease terms with Landlords and manage signing of lease agreements. Do site inspections to ensure optimal utilisation of leased buildings. Manage lease renewals to ensure that teases are renewed in time. Attend to both clients and landlord’s complaints in leased buildings. Perform general administrative duties.
ENQUIRIES	:	Ms. R. Petersen Tel No: (041) 408 2302
APPLICATIONS	:	for the position of Administrative Officer: Property Acquisition and Leasing must be emailed to: RecruitPE26-41@dpw.gov.za

POST 35/140 : **STATE ACCOUNTANT: ACCOUNTS RECEIVABLE REF NO: 2026/357**

SALARY : R338 106 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Financial Management or Accounting or related. Relevant years of work experience in financial management. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, General Recognised Accounting Practice (GRAP), Generally Accepted Accounting Practice (GAAP) and Public Service Regulations, Basic Accounting System (BAS). Communication, interpersonal, sound administrative and numeric skills, Computer Literacy. Analytical thinking and good planning, problem solving and organising skills, trustworthy, self-motivated, hardworking and conflict resolution. Ability to work under pressure, be creative, innovative and communicate at all levels.
DUTIES : Clear PERSAL exception and suspense accounts monthly. Perform monthly reconciliation. Compile and capture journals to clear suspense accounts. Report on suspense accounts monthly. Inform debtors of debt due by dispatching statements. Capture all necessary transactions on BAS. Ensure all relevant documentation is received and attended to for debt, claims, revenue and disallowance. Ensure new debt accounts are opened. Follow up monthly on debt accounts and close off redeemed debt accounts. Correspond with debtors and all other relevant parties regarding debt accounts. Liaise with Legal Services on debts handed over and ensure submissions are made for bad debts. Responding to e-mails and ensuring filing is completed. Compile and reconcile payment of revenue to NRF. Submit documents to National Treasury and other institutions. Execute all financial processes with respect to Accounts Receivable.
ENQUIRIES : Nompumelelo Maimela Tel No: (012) 406 1703
APPLICATIONS : for the position of State Accountant: Accounts Receivable must be emailed to: Recruitment26-79@dpw.gov.za

POST 35/141 : **ADMINISTRATION OFFICER: REGISTRY REF NO: 2026/358**

SALARY : R338 106 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Public Administration/ Public Management/ Business Management or related qualification. A candidate must have knowledge and experience of working in financial systems (Reapatala, Archibus) and relevant years of working experience in Record Management environmental and a valid driver's license. Knowledge of Pertinent Policies: Electronic document and Records Management Systems (EDRMS), National Archives and Records Service of South Africa Act (NARSA), PFMA; National Treasury Regulations, Knowledge of Minimum Information Security Standards (MISS) Act; Public Finance Management Act; Mailing procedures; Procurement processes and procedures; Inventory systems; Records Management: Human Resources policies. Competencies: Effective communication; Report writing; Basic numeracy; Computer literacy; Analytical thinking; Interpersonal relations; Client liaison; General office administrative and organisational skills; Knowledge and ability to distinguish the procurement files (Tenders and Quotations documents). Personal Attributes: Ability to work under pressure; People oriented; Hard working; Assertive; Ability to communicate at all levels.
DUTIES : Provide supervisory and administration support for registry counter services. Ensure all invoices received are captured on Reapatala system. Ensure the proper handling of incoming and outgoing correspondences. Attend to clients' queries. Provide weekly/ monthly statics and report on the capturing of invoices. Distribute notices on registry issues. Facilitates request for bulk photocopying as required. Administer an effective filing system according to record classification. Continuously monitor and assess the records management system to ensure compliance with applicable guidelines and prescripts. Ensure payment of Post Office private bag account. Facilitates and supervise registration and dispatching of mail, and ensure confidential mail is delivered unopened. Ensure that unclaimed of undeliverable letters are returned to the post office. Provide general administration, supervisory functions and performance evaluation of staff. Allocate duties and perform

quality controls. Provide leadership to subordinates with regard to all aspects of work. Facilitate training and development of subordinates. Perform any other duties as per the requirements of the Unit.

ENQUIRIES : Ms P Bambela Tel No: (021) 402 2193
APPLICATIONS : for the position of Administration Officer: Registry must be emailed to: RecruitCPT26-68@dpw.gov.za

POST 35/142 : **REGISTRY CLERK REF NO: 2026/359**

SALARY : R237 453 per annum
CENTRE : Gqeberha Regional Office
REQUIREMENTS : A minimum of National Senior Certificate/ Grade 12. No experience required. Completion of the Records Management course is a prerequisite. Knowledge of records/ documents management, a file plan, mail and courier service procedures. Knowledge Information Act (PAIA) and National Archives and Records Service Act (NARSA). Knowledge of electronic document and records management system will be an added advantage (EDRMS). Knowledge of Reapatala invoice tracking system. Competencies needed: Planning and organizing skills. Communication (verbal and written) Skills. Problem solving skills, Customer care and Client orientation skills. Computer literacy. Liaison skills, Analytical skills, Interpersonal Skills. Telephone etiquette. Good leadership Skills. Attributes: Accurate. Confident, Ability to work under pressure. Ability to work in a team and independently.
DUTIES : Receive mail from Post Office and internal clients. Open, stamp, sort mail and record in the register. Receive parcels delivered by hand and record in the register. Render courier service: package documents, place in envelopes, address envelopes; place them in and outgoing tray and record mail in the mail register. File and retrieve files on-site and off-site storage. Control movement of files and access to files. Index, scanning, faxing. Photocopying. Reload franking machine, register priority mail, receive and date stamp invoices and forward to finance. Register supply of files to officials and maintain register of files opened and make follow up if the file is not returned back to Registry after the due date. Register incoming invoices on Reapatala invoice tracking system. Issue reference not according to the approved file plan. Attend to client's enquiries; assist in the absence of the supervisor. Perform any other administrative tasks as requested by the supervisor.
ENQUIRIES : Mr. TE Matiso Tel No: (041) 408 2007
APPLICATIONS : for the position of Registry Clerk must be emailed to: RecruitPE26-42@dpw.gov.za

ANNEXURE N

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

The Department of Small Business Development is an equal opportunity & affirmative action employer. It is the DSBD's intention to promote representativity (race, gender, youth & disability). The candidature of persons whose transfer/promotion/appointment will promote representativity will receive preference

APPLICATIONS : Applications can be submitted by email to the relevant email and by quoting the relevant reference number provided on the subject line. Acceptable formats for submission of documents are limited to MS Word and PDF.

CLOSING DATE : 16 October 2026 at 16h00. Applications received after the closing date will not be considered.

NOTE : Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form and a recent comprehensive CV. Submission of copies of qualifications, Identity document, and any other relevant documents will be limited to shortlisted candidates only. All non-SA citizens will be required to submit proof of permanent residence in South Africa when shortlisted. Personnel suitability checks will be done during the selection process. Applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 1 month of the closing date of this advertisement, please accept that your application was unsuccessful. In the pursuit of diversity and redress, appointments will be made in line with the DSBD EE Plan. 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 successful candidate will be required to sign a performance agreement within three months of appointment, as well as complete a financial interest declaration form within one month of appointment and annually thereafter. The Department reserves the right not to fill or withdraw any advertised post. Note: a new application for employment (Z83) form is applicable from 01 January 2021. The new form can be downloaded online at http://www.dpsa.gov.za/dpsa2g/vacancies.asp

OTHER POSTS

POST 35/143 : **DEPUTY DIRECTOR: CLUSTER PROGRAMME SUPPORT REF NO: DD CPS**

SALARY : R932 292 per annum

CENTRE : Pretoria

REQUIREMENTS : A Bachelor's Degree (NQF level 7) in Economics / Entrepreneurship / Development Studies or Business Management or equivalent / related as recognised by SAQA. 3 years' technical experience within the value chain analysis and clusters environment at a supervisory level / managerial (ASD) level. Have proven competencies and skills in: Communication (verbal and written), Programme and Project Management, Financial Management, Service Delivery Innovation Client orientation and customer focus, Problem solving and analysis and Service Delivery Innovation. Skills in research and industry analysis. Knowledge of industrialisation and localisation, Thorough understanding of industrial clusters (for example, the importance of getting stakeholders to work together using the triple-helix approach) and Knowledge of Programme Management will be an added advantage. B/EB Driver's license and Security Clearance of Secret will be considered as additional.

DUTIES : Provide support for the development of clusters for each product or industry as identified in the localisation framework or any other government strategy promoting industrialisation and localisation. Monitor that non-financial and financial support as well as market linkages and other types of support are provided to the cluster member. Mobilise funding and appointment of the cluster manager. Develop and implement cluster models, frameworks and support mechanisms to enhance productivity, innovation and competitiveness. Monitor, evaluate and report on cluster programme performance against APP targets and strategic objectives. Promote localisation by strengthening local production capabilities and supplier development within clusters. Conduct sub-sector and value chain analyses to identify high-impact cluster opportunities aligned with national priorities, while assessing industry value chains to

determine MSME entry points and meaningful participation through access to procurement opportunities. Provide secretariat services to the Technical and Adjudication Committees. Communicate with stakeholders and provide regular feedback in respect of programme implementation progress: Written draft general (basic to complex) correspondence such as response letters, emails, status reports, presentations, memos, and submissions. Verbal: Give detailed/comprehensive/ in depth advice on procedural and technical related matters in respect of cluster programme support. Facilitate partnerships with government, private sector and agencies to support cluster growth and sustainability. Provide technical guidance, advisory support and capacity building to cluster participants. Ensure effective stakeholder engagement, communication and coordination across programmes. Manage the operations and resources of the sub-Directorate in line with the relevant prescripts.

EENQUIRIES : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/43097

APPLICATIONS : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates must submit applications to recruitment3@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying, i.e.REF NO: DD CPS

POST 35/144 : **DEPUTY DIRECTOR: SECONDARY SECTOR SUPPORT REF NO: DD: SSSP**

SALARY : R932 292 per annum
CENTRE : Pretoria
REQUIREMENTS : A Bachelor's Degree (NQF level 7) in Economics / Business Administration / Development Studies / Engineering or equivalent / related recognised by SAQA. Postgraduate degree in Economics / Business Administration / Development Studies / Engineering would be an added advantage. 3 years relevant experience in the Economic Development sector with specific focus in Manufacturing (Automotive, Clothing and Textile, Furniture, Metals, Chemicals, Plastics etc.) / Construction (Residential, Commercial, Industrial etc.) Utilities (Electricity/Energy, Gas, Water Treatment) at a supervisory/managerial (ASD) level. Training in MS packages, Project Management and a valid driver's license. Have competencies in: Communication and Presentation (verbal and written), Problem Solving and Analysis, Planning and Organising Skills, Project Management, Programme Design and Delivery, Interpersonal skills, Client Orientation and Customer Focus, Stakeholder relations, Negotiation skills and Research and Reporting writing. Knowledge and expertise in industrial policy and industrial development, national industrial action plans, trade directives, secondary sectors (i.e., manufacturing, construction, utilities) and Value Chain Analysis. Job related knowledge and skills: Sector Policy development, interpretation, implementation, Financial Management, People Management and Sector / Industry Stakeholder Management (Public and Private). B/EB Driver's license will be considered as an additional.

DUTIES : Develop, review, and promote policy frameworks and strategies to ensure the development and maintenance of a comprehensive and tailor-made ecosystem for the sectors (Secondary). Conduct extensive research to inform decision making regarding support requirements within the economic value chain (Secondary sectors). Benchmark and develop case studies against best practices in Secondary (manufacturing, construction and utilities) in relation to sector strategies, policies, innovations and common practices. Gather sector-specific evidence based on performance of the economy, new and existing support programmes and mechanisms to accelerate growth, generation of income sustainability and job creation for MSMEs operating within the Secondary sectors. Identify challenges, gaps, performance, and trends regarding the implementation of deliverables of the Masterplans and propose solutions as well as report on implementation, progress and support provided across assigned areas. Develop and submit monthly, quarterly and annual reports on implementation and support provided across assigned areas. Draft general (basic to complex) correspondence such as response letters, emails, status reports, presentations, memos, and submissions. Conduct Stakeholder engagements with the role-players within the sector. Act as a focal point to liaise among the key role players in the implementation of the Masterplan. Manage the operations and resources of the sub-directorate in line with relevant prescripts.

ENQUIRIES		Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/3097
APPLICATIONS	:	The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates must submit applications to recruitment8@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying, i.e. REF NO: DD: SSSP
POST 35/145	:	**OFFICER: COOPERATIVES BUSINESS SUPPORT "REF NO: OCBS"**
SALARY	:	R413 001 per annum
CENTRE	:	Pretoria
REQUIREMENTS	:	An undergraduate qualification (NQF 6) in Public Administration / Business Management / Development Studies / Accounting / Economics / Development Finance / Project Management or equivalent / related as recognised by SAQA. Minimum of 2 years' relevant work experience in MSME / Cooperatives Business Development / LED and Project Management. Have proven skills and competencies: Communication (Verbal and Written), Analytical Thinking, Attention to detail, Creative Thinking and Problem Solving, Electronic (Digital) and hard document and records management. Report writing and presentation skills, Financial and business analysis, Computer literacy, Stakeholder management and relationship building. Job related knowledge: Cooperative legislation and policies, Funding mechanisms, Monitoring and Evaluation, Project management principles and Government governance and compliance.
DUTIES	:	Conduct research on factors impacting the creation of an enabling business environment for cooperatives using digital research tools, online data sources and electronic information repositories. Contribute to the development and review of policies, strategies, frameworks, and guidelines supporting cooperative development. Contribute to the review of existing programmes, models and mechanisms using structured information and documented evidence. Review and assess applications for feasibility, viability, and alignment with funding criteria. Evaluate business plans, financial projections, and supporting documents. Conduct due diligence, including financial review and applicant history. Identify risks, opportunities, and make recommendations. Identify goods/services required based on application requirements. Evaluate quotations for compliance, completeness, and competitiveness. Schedule and conduct pre-approval site visits to verify project details. Conduct post-disbursement visits to verify fund utilisation. Compile detailed site visit reports. Monitor funded projects to ensure funds are used according to approved purposes. Verify compliance and escalate non-compliance to Legal Services. Assess project progress and verify impact. Compile project summaries for decision-making. Prepare monthly, quarterly, and ad hoc reports. Produce detailed post-disbursement findings reports. Maintain accurate and secure records for assessments, reports, and site visits. Ensure compliance with internal document management policies. Communicate with applicants, beneficiaries, suppliers, internal units and relevant ecosystem players individually or in groups. Provide written communication such as emails, letters, and presentations.
ENQUIRIES	:	Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/43097
APPLICATIONS	:	Candidates must submit applications to recruitment5@dsbd.gov.za and quote the reference number for the above-mentioned position in the subject line (email) when applying i.e. REF NO: OCBS
NOTE	:	The Department of Small Business Development is committed to the pursuit of diversity and redress, and appointment will be in line with the DSBD EE Plan.

ANNAXURE O

NATIONAL TREASURY

The National Treasury is an equal opportunity employer and encourages applications from persons living with disabilities. It is the department's intention to promote retrospectivity through filling these posts in line with the department's approved Employment Equity Plan. Our buildings are accessible to persons living with disabilities.

APPLICATIONS : To apply visit: https://erecruitment.treasury.gov.za/eRecruitment
CLOSING DATE : 19 October 2026 at 12:00 pm (Midday)
NOTE : Effective from 7 April 2021, the National Treasury now utilises an e-Recruitment System which means all applicants must login/register to apply for positions, we only accept hand delivered/posted applications should an applicant prove that he/she tried to apply via e-Recruitment with no success and the National Treasury ICT unit was unable to assist. The applicant's profile on the e-Recruitment is equivalent to the newly approved Z83, and it is the responsibility of applicants to ensure their profiles are fully completed or their applications will not be considered, as per the DPSA Practice Note. Certain documentation will still be required to be uploaded on the system such as copies of all qualifications including National Senior Certificate/Matric certificate, ID, etc., however these documents need not be certified at point of application, however certification will be required prior to attending the interview. Please note: 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. It should be noted that the National Treasury does not support the use of Artificial Intelligence (AI) in any of its recruitment and selection processes and will disqualify an application if it picks up the use of AI when completing assessments without acknowledging the source of information. Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government, available as an online course on https://www.thensg.gov.za/training-course/sms-pre-entry-programme/, prior to finalisation of appointment, is a requirement for all SMS positions. All shortlisted candidates for SMS posts will be subjected to 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. All qualifications, criminal and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted in line with the new DPSA Directive effective 01 April 2024. Please note that by responding to our advertisement/s, you consent to the collection, processing, and storing of your Personal Information for internal HR processes in accordance with the Protection of Personal Information Act (POPIA), Act No. 4 of 2013. In the event that your application is unsuccessful, the Department will retain your personal information only for audit purposes as required by policies, only for a specific period, of which the submitted documents will then be destroyed as legislated in the National Archives Act. It is the applicant's responsibility to have all their foreign qualifications (this includes O and A level certificates) evaluated by the South African Qualifications Authority (SAQA), at your own expense. Upon appointment, successful candidates will be required to disclose particulars of all registrable financial interests and to sign a Performance Agreement within 3 months from date of appointment and for candidates whose appointment exceeds 12 calendar months will be appointed on probation for the period of twelve (12) calendar months excluding leave taken as prescribed by Public Service Regulation 68. The status of your application will be visible on the e-Recruitment system. However, if you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. Note: The National Treasury reserves the right not to fill the below-mentioned posts, withdraw or to put on hold a position and/or to re-advertise a post. All queries must be submitted via email addressed to the Human Resources Recruitment Support Team on Recruitment.Enquiries@treasury.gov.za. Kindly note that all National Treasury adverts published/LIVE on the eRecruitment System have a

closing date listed and closing time of 12h00 (Midday) on that closing date. The system is designed to automatically remove the advert from public view at exactly 12h00 (Midday) of the said closing date for that post. There are no other means to submit applications post the closing date and time, if you have missed or delayed in submitting on time.

MANAGEMENT ECHELON

POST 35/146 : **DIRECTOR: MANAGEMENT ACCOUNTING REF NO: S108/2026**
Division: Office of The Director-General (ODG)
Purpose: To manage the management accounting functions as identified in the Public Finance Management Act, 1999 and the Treasury Regulations to ensure sound financial management of the National Treasury.

SALARY : R1 317 384 per annum, (all-inclusive)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 is required coupled with a minimum Bachelor's Degree (equivalent to NQF level 7) in Accounting. A minimum of 5 years' of experience at a middle/ senior managerial level obtained in a financial management environment. Knowledge of the broader public service policy framework on financial management processes and procedures. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on https://www.thensg.gov.za/training-course/sms-pre-entry-programme/, prior to finalisation of an appointment.
DUTIES : Budget Management: Coordinate and streamline processes within the section in the compilation of the following documents: Monthly Report, Annual Report, Medium-term expenditure framework (MTEF), Estimates of national expenditure (ENE), Adjusted Estimate (AE), Rollovers. Coordinate changes to the drawing's schedules between budget and expenditure business units, Coordinate changes to the drawing's schedules between budget and expenditure business units. Oversee the execution of the Budget Committee, its secretariate and other functions. Engage and coordinate correspondences with public entities. Adherence to applicable legislative requirements. Asset Management: Assist in the coordination and streamlining of processes within the department in the compilation of the following: Financial Manual. Maintain oversight over the Fixed Asset Register for compliance. Implement measures to address the following: Compliance with the requirements of the PFMA, Compliance with Treasury Regulations, Compliance with the interim financial manual, Compliance with Accounting Officer's Procurement Procedures. Implement measures in compliance with Financial Delegations. Implement corrective measures about audit findings. Financial Reporting: Manage the activities of the department's financial reporting. Co-ordinate with stakeholders to ensure timely, accurate preparation and submission of financial reports, including the annual financial statements, interim financial statements and ad-hoc financial reports, . Review internal and external audit findings, recommend and implement corrective measures. Develop technical accounting expertise for the Chief Directorate. Policy Development, Innovation & Training: Develop and review financial management policies, procedures, standards in compliance with relevant regulations. Apply the consistent application of policies determinations (e.g. through audit trails or internal compliance reviews. Initiate training and awareness of financial management policies and processes in the department. Implement project management innovation interventions for process enhancement, through automation and improvement of deliverables within the department.
ENQUIRIES : enquiries only (No applications): Recruitment.Enquries@treasury.gov.za

POST 35/147 : **DIRECTOR: INTERNAL OPERATIONS EXECUTIVE SUPPORT (ATE) REF NO: S109/2026**
Division: Office of The Director-General (ODG)
Purpose: To enhance stakeholder engagement and relations management within the National Treasury and promote and maintain an ethical administrative and i technical support function in relation to P1 matters in the Office of Director-General.

SALARY : R1 317384 per annum, (all-inclusive)
CENTRE : Pretoria

REQUIREMENTS : A Grade 12 is required coupled with a minimum Bachelor's degree (equivalent to NQF level 7) in Public Administration or Management or Project Management. A minimum 5 years of experience at a middle/senior managerial level obtained in management and facilitation of programmes. Knowledge of the Public Service Policy Framework. In-depth knowledge and experience of the operational environment of an executive office. Knowledge and experience of the policy analysis and interpretation. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on https://www.thensg.gov.za/training-course/sms-pre-entry-programme/, prior to finalisation of an appointment.

DUTIES : Strategic Support: Coordinate the effectiveness of meetings pertaining to the EXCO and assist with logistical arrangements. Provide advice pertaining to concerns addressed in submissions relating to Programme 1 departmental matters and fast-tracking explanatory submissions for approval. Monitor progress and confirm completion by divisions of required activities as directed by the DG in respect of Programme 1 matters. Coordinate and assist on outstanding Programme 1 related strategic deliverables, and progress on divisional strategic objectives for implementation. Manage the stakeholders' engagement pertaining to concerns and queries for resolution and provide feedback on matters relating to Programme 1. Coordinate the management information system in respect of Programme 1 matters in compliance with the governance of financial management needs of the office. Assist with the co-ordination of projects for execution. Administrative and Office Support: Draft memoranda, submissions and correspondence for approval on matters relating to Programme 1. Assist with the scoping, co-ordination and administration of projects, from start to finish as required. Perform secretariat responsibilities for forums for senior management meetings and follow-up on outstanding plans. Coordinate the preparation of documents and perform proofreading and quality control on documents for correctness. Exercise oversight on the document management and electronic filing system for effectiveness in respect of Programme 1 matters. Coordinate the logistics around corporate functions, conferences, management meetings etc. Stakeholder Engagement: Engage stakeholders on all correspondence relating to Programme 1 matters and disposed thereof appropriately and timeously. Liaise with all spheres of government, public entities and private sector organisations in relation to Programme 1 matters. Financial Management: Comply with relevant legislation frameworks including the PFMA and Public Service Act. Manage the budget. Identify and recommend the movement of funds between items in consultation with the relevant stakeholders. Policy Analysis and Research: Initiate research and stay abreast of policies, procedures and due processes in compliance with legislation. Analyse policies and prescripts and other documents applicable to the smooth operation of the Department and apply accordingly.

ENQUIRIES : enquiries only (No applications): Recruitment.Enquries@treasury.gov.za

ANNEXURE P

DEPARTMENT OF WATER AND SANITATION

APPLICATIONS : Interested applicants must submit their applications via the online link https://erecruitment.dws.gov.za

CLOSING DATE : 16 October 2026

NOTE : Other related documentation such as copies of qualifications, identity documents, driver's license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date in line with DPSA circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B on the online Z83 must be completed as these fields are regarded as compulsory. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be subjected to suitability checks (SAQA verification, reference checks criminal and credit checks). SAQA evaluation certificate must accompany foreign qualifications (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. All shortlisted candidates, 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. Candidates will be required to complete a financial disclosure form and undergo security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin (only when shortlisted). The Pongola-Umzimkhulu Catchment Management Agency and Mzimvubu Tsitsikamma Catchment Management Agency are Public Water Resource Management Agency, established in line with the provisions of the National Water Act, 1998 (Act no 36 of 1998) (NWA) and National Water Policy for South Africa. It is an entity of the National Department of Water and Sanitation. Employees appointed in the CMA have similar employment terms and conditions as those of employees appointed in terms of the Public Service Act, though not employed in terms of the Public Service Act. If you do not hear from us within three (3) months of this advertisement, please accept that your application has been unsuccessful. Faxed applications will not be considered. The agency reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

ERRATUM: Kindly note that the following posts, published in Public Service Vacancy Circular 34 dated 18 September 2026, with a closing date of 05 October 2026, have been withdrawn, Namely: Control Engineering Technician Grade A Ref No: 051026/09 and Scientific Technician Grade A Ref No: 051026/05.

OTHER POSTS

POST 35/148 : **DEPUTY DIRECTOR: COMPLIANCE MONITORING AND ENFORCEMENT REF NO: PUCMA 37**
Branch: Pongola-Umzimkhulu Catchment Management Agency
Division: Compliance Monitoring and Enforcement

SALARY : R1 101 468 per annum (Level 12), (all-inclusive salary package)

CENTRE : Durban

REQUIREMENTS : A minimum of 4-year degree qualification in the field of Natural Science, Environmental Law, or Environmental Science or relevant NQF level 7 qualification. A minimum of (8) eight years' experience in Compliance Monitoring and Enforcement, of which (5) five years should be at middle management level in Water Resource Management or related field. Knowledge of the National Water Act, 1998, the Water Services Act, 1997, related policies, strategies and guidelines and other relevant Acts. Technical knowledge and competence in project and programme management, policy and strategy development, communication/interpersonal skills, Presentation Skills, Negotiation Skills, Development Skills and General Management. Willingness to work irregular hours. Knowledge of human Resources policies and Public Finance Management Act. A valid driver's license.

DUTIES : Implement and enforce the National Water Act. Ensure Implementation of compliance monitoring and enforcement policy, strategy, the standard operating procedure. Develop plans for inspections and audits. Ensure that compliance inspections / audits are conducted for various sector-related activities against legislation, policies, regulations and licenses. Analyse and verify inspection reports. Provide advice on further actions needed to be taken. Provide information/support to the education and awareness component to promote compliance. Ensure that all dam safety inspections are conducted, and compliance with national norms and standards. Facilitate and manage investigations of non-compliance with water use license conditions and other unlawful water uses and prepare reports. Implement enforcement action in the form of formal or informal warnings, administrative enforcement such as statutory notices, compliance notices and directives, criminal and court applications to enforce notices. Provide advice and input on criminal, administrative and civil litigation. Initiate prosecution against non-compliance through administrative enforcement. Prepare necessary information, reports and evidence for court applications. Assist in the development of policies and regulations. Ensure liaison, cooperation and coordination with other enforcement agencies and government institutions involved in compliance and enforcement. Ensure management of assets and human resources.

ENQUIRIES : Ms. Zanele Msimang, Cell No: (082) 908 8141

POST 35/149 : **CONTROL ENGINEERING TECHNICIAN GRADE A REF NO: PUCMA 38**
Branch: Pongola-Umzimkhulu Catchment Management Agency
Division: Water Resource Planning and Management

SALARY : R573 552 per annum, (OSD)
CENTRE : Durban
REQUIREMENTS : A National Diploma in Civil Engineering. Six (6) years post qualification technical engineering experience. Compulsory registration with Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. The disclosure of a valid unexpired driver's license. Knowledge of Technical design and analysis of hydrological infrastructure and/or water resource infrastructure. Knowledge of hydrological data management and water balance. Research and Development. Knowledge and experience in Computer-aided engineering applications. Knowledge of legal compliance and Project management. Technical report writing. Good communication skills (verbal and written), conflict management and negotiation skills. Problem solving and analysis; decision making, teamwork, creativity, financial management, people management, customer focus, responsiveness, planning and organizing.

DUTIES : Manage technical services and support in conjunction with Engineers, Technologist and associates in the field, workshop, and technical hydrological activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings, and procedures to incorporate new technology. Ensure quality control of hydrological time series data. Manage the registration of hydrological data on Hydstra. Ensure performance of control surveys, stream flow gauging and calibration of gauging weirs. Monitor Real time data of gauging sites, perform site evaluations and monitor instrumentation. Handle data requests and dissemination. Manage the Data Quality Control Division within the Sub-Directorate. Attend to Monitoring Committee matters. Manage administrative, human resource and related functions. Provide inputs into the budgeting process, operational plan, procurement plan and related matters. Compile and submit reports as required. Provide technical support Risk and Disaster Management matters. Research and development through continuous professional development to keep up with new technologies and procedures. Provide mentorship and supervision of personnel. Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering related matters. Must be prepared to work away from the office and travel extensively for extended periods of time.

ENQUIRIES : Mr Thulani Mbokodo at (063) 501 0278

POST 35/150 : **CONTROL ENGINEERING TECHNICIAN GRADE A REF NO: PUCMA 39**
Branch: Pongola-Umzimkhulu Catchment Management Agency
Division: Water Resource Planning and Management

SALARY : R573 552 per annum, (OSD)

CENTRE : Durban

REQUIREMENTS : A National Diploma in Civil Engineering. Six (6) years post qualification technical engineering experience. Compulsory registration with Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. The disclosure of a valid unexpired driver's license. Knowledge of Technical design and analysis of hydrological infrastructure and/or water resource infrastructure. Knowledge of hydrological data management and water balance. Research and Development. Knowledge and experience in Computer-aided engineering applications. Knowledge of legal compliance and Project management. Technical report writing. Good communication skills (verbal and written), conflict management and negotiation skills. Problem solving and analysis; decision making, teamwork, creativity, financial management, people management, customer focus, responsiveness, planning and organising.

DUTIES : Manage technical services and support in conjunction with Engineers, Technologist and associates in the field, workshop, and technical hydrological activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings, and procedures to incorporate new technology. Ensure quality control of hydrological time series data. Manage the registration of hydrological data on Hydstra. Ensure performance of control surveys, stream flow gauging and calibration of gauging weirs. Monitor Real time data of gauging sites, perform site evaluations and monitor instrumentation. Handle data requests and dissemination. Manage the Data Quality Control Division within the Sub-Directorate. Attend to Monitoring Committee matters. Manage administrative, human resource and related functions. Provide inputs into the budgeting process, operational plan, procurement plan and related matters. Compile and submit reports as required. Provide technical support Risk and Disaster Management matters. Research and development through continuous professional development to keep up with new technologies and procedures. Provide mentorship and supervision of personnel. Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering related matters. Must be prepared to work away from the office and travel extensively for extended periods of time.

ENQUIRIES : Mr Thulani Mbokodo, Cell No: (063) 501 0278

POST 35/151 : **ASSISTANT DIRECTOR: INTERNAL AUDITOR REF NO: MTCMA 12**
Branch: Mzimvubu Tsitsikamma Catchment Management Agency
Division: Internal Audit

SALARY : R487 197 per annum (Level 09)

CENTRE : Kugompo

REQUIREMENTS : A relevant tertiary qualification at NQF level 7. three (3) years supervisory experience in Internal Auditing. Completion of the General Internal Auditing and Compliance auditing. The disclosure of a valid unexpired driver's license (candidates should be able to drive). Performance Auditing. Forensic Investigations. Quality Assurance Auditing. General Control Review and Applications Control (Including IAT learnership- (three (3) years) learnership from the IIA plus two (2) years internal audit. Knowledge and understanding on Human Resource Management Legislation, policies, practices and procedures. Public Finance Management Act (PFMA), Treasury Regulations and guidelines. Knowledge of equal opportunities and affirmative action guidelines and laws. Knowledge of administrative and clerical procedures and systems. Departmental financial systems. Principles and practice of financial accounting. Framework of managing performance information. Business strategy transaction and alignment. Problem solving and analysis. People and Diversity Management. Client orientation and Customer Focus. Communication. Accountability and Ethical Conduct.

DUTIES : Supervise and participate in the development of strategic internal audit/compliance audit/performance audit / forensic investigations and quality assurance audit/ general control review and applications control plans. Identify the key risk areas for the institution emanating from current operations as set out in the strategic plan and risk management strategy. Participate in the development of the three (3) years strategic risk-based audit plans. Participate in the development of the annual audit operational plan. Participate in the coordination with other internal and external service providers of assurance to ensure proper coverage to minimise duplication of effort. Supervise assistance to and assist to accounting officer in maintaining efficient and effective controls

and achieving the objectives of the department by evaluating the department's controls / objectives, to determine their effectiveness and efficiency through internal audits/ compliance audit / performance audit / forensic investigations and quality assurance audit / general control review and applications control. Develop proposals to determine the scope of allocated internal audits. Collect analyse and interpret data for purposes of the development of the engagement work program. Develop the engagement work program. Supervise and execute the allocated internal audits. Develop findings and recommendations for the enhancement of controls / processes. Compile and review audit reports for each engagement. Monitor process on the implementation of agreed upon action plans. Review, collect information and compile reports to the accounting officer and audit committee. Process reports against audit plan. Quarterly reports. Annual reports. Keep up to date with new developments in the internal audit / compliance audit / performance audit / forensic investigations and quality assurance audit/ general control review and applications control environment. Study professional journals and publications to ensure that cognisance is taken of new developments. Monitor and study the relevant industry, legislative, standards changes and policy frameworks continuously. Engage in continuous professional development activities relevant (tools and techniques) as required/ prescribed. Supervise employees to ensure an effective internal audit / compliance audit / performance audit / forensic investigations and quality assurance audit/ general control review and applications control service. General supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Advise and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Provider inputs for the enhancement of the audit methodologies and technologies.

ENQUIRIES : Mr L Xego Tel No: (043) 701 0342

POST 35/152 : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: MTCMA 13**
Branch: Mzimvubu Tsitsikamma Catchment Management Agency
Division: Human Resource Management

SALARY : R487 197 per annum (Level 09)
CENTRE : Kugompo
REQUIREMENTS : A relevant NQF level 6 qualification in Human Resource Management/Public Administration/ Management. Five (5) years relevant experience in Human Resource Management of which three (3) years should be at supervisory level. The disclosure of a valid unexpired driver's license. PERSAL Introduction Certificate. Ability to interpret Policies and Legislation. Knowledge of Public Service Regulations, Basic Conditions of Employment Act, Employment Equity Act, Government Employment Medical Scheme, Policy on Incapacity and ill health Retirement, Housing Allowance. Knowledge of policy development and implementation. Knowledge of HR transactions. Knowledge of recruitment, selection, and appointment procedures. Knowledge of PERSAL and BAS System. Knowledge of Pension Case Management. Knowledge of Comp Easy System. Knowledge of equal opportunities and Affirmative action guidelines and laws. Disciplinary knowledge of HR transactions. Understanding of Government legislation. Financial management and knowledge of PFMA. Knowledge of techniques and procedures for the planning and execution of operations. Programme and Project Management. Knowledge of relationship management. Problem solving and Analysis. People and Diversity Management. Client Orientation and Customer Focus. Communication. Accountability and Ethical Conduct. Knowledge of analytical procedures.
DUTIES : Implement HR transactions policies and strategies. Analyse current policies. Analyse Departmental strategic objectives. Analyse human resource transaction trends. Monitor the implementation of human resource in the Department. Evaluate implementation of HR information policy in the Department. Measure compliance in terms of HR information processes. Implement HR transactions systems and database. Develop implementation plan. Hold roadshows advising department on key policy issues. Develop training programs for HR regional managers. Brief managers on policy requirements. Implement according to delegations. Formulate delegations. Give advice on the implementation of HR transactions policies and guidelines.

Expert advice to managers on the implementation of HR transaction information. Monitor policy implementation. Give advice on HR policies in the Department. Implement the best practice on HR transaction. Conduct research on the latest development on HR issues. Provide Guidance on COIDA. Provide advice and guidance to employees regarding IOD matters. Submit cases of IOD to DOL (Labour Department). Maintain database of HR transaction. Accurate HR information data. HR information implemented on the System. Monthly report available for managers. Issue HR information report. Ensure proper filing and safekeeping of HRM documents. The administration of recruitment and selection in the region. Implement the process of advertising vacant post. Draft submission for approval. Serve as panel member or secretary during selection process. Provide Organizational Development, Employee Relations, Human Resource Development and Employee Health & Wellness services.

ENQUIRIES : Mr T Ngubeni Tel No: (043) 701 0280

POST 35/153 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: MTCMA 14**
Branch: Mzimvubu Tsitsikamma Catchment Management Agency
Division: Supply Chain and Asset Management

SALARY : R487 197 per annum (Level 09)
CENTRE : Kugompo
REQUIREMENTS : A relevant tertiary qualification at NQF level 7 in Supply Chain Management or relevant qualification. Three (3) years related supply chain management supervisory experience. The disclosure of a valid unexpired driver's license. Understanding of Supply Chain Management policies and procedures, principles and practice of financial accounting. Practical experience in SAP system with computer literacy skills. Must be able to work under pressure, be self-motivated, responsible, and reliable. Behavioural competencies: people and diversity management. Client orientation and customer focus. Efficient communication skills both (verbal and written). Accountability and ethical conduct. Knowledge and understanding of Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement Policy Framework (PPPFA and all applicable SCM guidelines, policies, practices, and procedures. Knowledge of equal opportunities and affirmative action guidelines and laws. Knowledge of administrative clerical procedures and government financial systems. Knowledge of learning, teaching procedures and techniques. Framework for managing performance information. Knowledge of implementing policies of PMDS. Problem solving and Analysis. People and diversity management. Client orientation and customer focus. Accountability and ethical conduct.

DUTIES : Coordinate, review, research, analyse and plan the procurement needs of the Cluster. Coordinate, review, collect and gather information for the annual demand management plan/procurement plan of the Cluster. Manage and review specifications received from end users. Implement and maintain the updating of the vendor data on SAP. Coordinate, review and execute the bidding process. Coordinate and review the compilation and invitation of quotations from Central Supplier Database as per the National Treasury Thresholds. Serve as the secretariat for all Cluster Bids & Specification Committees. Manage, supervise, monitor, analyse and determine actions to ensure proper contract administration. Manage, supervise, monitor contract compliance by determining whether products/services are delivered at the right time, quantity, products, place, conditions, quality, and price according to the contract. Manage, supervise and monitor supplier performance according to the contract and Service Level agreement. Coordinate and review the process of requisition of goods and services. Coordinate the safekeeping and distribution of goods. Manage and supervise employees to ensure an effective Supply Chain Management service and undertake all administrative functions required regarding financial and HR administration. Control and safeguard all Supply Chain documentation. Supervise and undertake risk management assessments. Manage, supervise and implement fraud and abuse prevention strategy for SCM. Manage and supervise performance assessment of the value chain in SCM function. Participate in the development of risk and performance management policies processes and procedures. Manage assets within the section. Ensure and assist staff with development and training needs.

ENQUIRIES : Mr T Ngubeni Tel No: (043) 701 0342

POST 35/154 : **SENIOR EMPLOYEE RELATIONS PRACTITIONER REF NO: MTCMA 15**
Branch: Mzimvubu Tsitsikamma Catchment Management Agency
Division: Human Resource Management

SALARY : R413 001 per annum (Level 08)
CENTRE : Kugompo
REQUIREMENTS : A National Diploma (NQF level 6) in Labour Relations or relevant qualification as recognised by SAQA. A minimum of two (2) years' experience in case and compliance management or relevant field. PERSAL introduction certificate. Knowledge of employee relations. Knowledge of Public Service legislation and resolutions. Knowledge of disciplinary code and procedures, grievance procedure, mediation and arbitration. Knowledge and understanding of relevant policies and procedures. Communication skills (written and verbal), planning and organisation skills, report writing skills, coordination skills, conflict resolution skills, interpretation and application of legislation, policies and resolutions, programme and project management skills and computer literacy. Good interpersonal relations skills. Ability to collect and interpret information and reports. Ability to gather and analyse information. Ability to interpret & apply relevant legislation, regulations, resolutions & policies. Ability to work under pressure and work under limited supervision. Ability to work independently and in a team.
DUTIES : To provide an administrative support for Employee Relation Unit. To facilitate the handling of Misconduct, grievances and Disputes lodged. Responsible for compiling monthly reports for Employee Relations Unit. To assist in procurement process for Employment Relations needs. Ensuring application and implementation of the outcome of Discipline; Arbitration Awards and Labour Court Judgements. Capturing cases on PERSAL. Maintains Employee Labour Relations database. Assist in the implementation of approved resolutions by relevant structures. Compile statistics regarding labour issues, investigate cases and arrange appointments of Investigating Officers. Keep statistics of all Employee Relations cases lodged with the component.
ENQUIRIES : Mr TS Ngubeni Tel No: (043) 701 7200

POST 35/155 : **SENIOR STATE ACCOUNTANT REF NO: MTCMA 16**
Branch: Mzimvubu Tsitsikamma Catchment Management Agency
Division: Financial Management

SALARY : R413 001 per annum (Level 08)
CENTRE : Kugompo
REQUIREMENTS : An NQF level 6 qualification (National Diploma) in Financial Management. Three (3) to four (4) years relevant experience in financial matters. The disclosure of a valid unexpired driver's license. Knowledge and understanding of financial legislation, policies, practices and procedures. Knowledge and understanding of financial prescripts such as Treasury Regulations and PFMA. Knowledge and experience on SAP and PERSAL systems. Computer literacy in Microsoft Office. Knowledge of Departmental policies and procedures. Knowledge and understanding of the framework for managing performance information. Problem solving and analysis. People and diversity management skills. Client orientation and customer focus. Good communication skills both verbal and written. Accountability and ethical conduct. Good presentation skills. Knowledge of accrual accounting.
DUTIES : Ensure compliance with management of invoices. Manage creditors by ensuring major accounts are reconciled with supplier statements. Monitor compliance with 30-day payments, administration of payroll, and authorise PERSAL / SAP payments and journals. Monitor petty cash and supervise bank payments. Oversee safeguarding of state funds. Ensure proper documents control pertinent to financial documents. Compliance with monthly reporting on payables/accruals, 30-day reports, creditor reconciliation reports, petty cash reconciliation and suspense account reconciliation. Provide assistance to internal and external clients regarding general budgeting and financial reporting requirements. Supervise and evaluate personnel.
ENQUIRIES : Mr T Ngubeni Tel No: (043) 701 0280

POST 35/156 : **SENIOR SUPPLY CHAIN PRACTITIONER REF NO: MTCMA 17**
Branch: Mzimvubu Tsitsikamma Catchment Management Agency
Division: Supply Chain Management

SALARY : R413 001 per annum (Level 08)
CENTRE : Kugompo
REQUIREMENTS : An NQF level 6 qualification (National Diploma) in Supply Chain Management / Logistics / Purchasing Management/Procurement / Financial Management or relevant qualification. Three (3) years' experience in Supply Chain Management administration environment. The disclosure of a valid unexpired driver's license. Knowledge of procurement administration procedure. Knowledge of financial legislation. Knowledge of BAS, SAP, and GAAP. Knowledge of PFMA, 115 PPPFA and BBEE Policy. Knowledge of supply chain management. Knowledge of procurement policies and legislation. Disciplinary knowledge of labour law. Knowledge of treasury regulations. Knowledge of dispute resolution policies. Understanding Social and Economic development issues. Basic Financial Management. Knowledge Management. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Efficient communication skills, accountability and ethical conduct.
DUTIES : Render demand and acquisition support. Update and maintain a supplier (including contractors) database. Register suppliers on LOGIS or similar system. Request and receive quotations. Capture specifications on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Contractors database update and well maintained. Orders placed accordingly. All notices registered and issued properly. Provide effective provisioning of logistical support services. Ensure that the requested items are received and the services are rendered as requested. Capture information into SAP system. Capture information into BAS system. Analyse procurement trends. Implement policies. Engage supplier regarding purchased materials and payment thereof. Develop action plan for the section. Supervise human resources. Check if the information is captured correctly on the system. Authorise payments. Documents are provided for an approval. Ensure vehicles are issued properly. Ensure that financial procedures are observed in the section. Compile monthly reports. Administer the provision of tender services and contract management. Record all bid documents received. Forward relevant records to bid committee for processing. Keep register of bid documents. Documents forwarded to bid committee for further processing. Manages Asset Disposal. Do capturing of all payments in the BAS/ SAP system. Keep records of assets to be disposed. Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Maintain Asset register. Compile monthly reports. Redundant items disposed. Database updated accordingly. Administer the payment process for the goods and services acquired. Verify the correctness: accuracy of the invoices. Check if the amounts correspond with received quotations. Ensure that goods and services are received before payment. Pay invoices after services has been rendered.
ENQUIRIES : Mr T Ngubeni Tel No: (043) 701 0342

POST 35/157 : **SENIOR ADMINISTRATIVE OFFICER REF NO: PUCMA 40**
Branch: Pongola-Umzimkhulu Catchment Management Agency
Division: Water Use Authorisation and Registration

SALARY : R413 001 per annum (Level 08)
CENTRE : Durban
REQUIREMENTS : An NQF level 6 qualification (National Diploma) in Public Management/ Administration. Three (3) years working experience in administration and regulatory environment. The disclosure of a valid unexpired driver's licence. Experience in maintaining registers and database. Experience in report writing and drafting of submissions. Knowledge and understanding of administrative procedures. People and Diversity Management. Excellent client orientation and customer focus. Good communication skills. Good accountability and ethical conduct.
DUTIES : Processing of Water Use Licence Applications: advice to applicants on statutory, procedural requirements and related procedures; Processing of

applications and collating documentation for review purposes. Preparation of applications for preliminary and final review by Water Use Licence. Assessment Advisory Committee, setting up and notification of site inspections, preparation and submission of applications to National Office and drafting and preparation of licences to the Regional Director. Drafting of all related correspondence and updating of schedules. Maintain registers and databases. Conduct photocopying and filing. Conduct administrative duties related to Stream Flow Reduction Activity Licence Applications i.e. identifying the need for and co-ordinating site inspections for Re-inspections provide copy permits/licences, processing change of land ownership and reporting of alleged unlawful plantings. Provide administrative and secretariat support to Licence Assessment Advisory Committee i.e. manage diary, Co-ordinate meeting dates for the year; prepare Agendas, proof reading of documents for review; take, compile and type minutes. Ensure follow-up actions on drafting letters and recommendations. Provide feedback to applicants. Provide advice on statutory and procedural requirements; Telephonic assistance with the completion of forms; General Enquiries; Invoice and statement enquiries etc. Supervision of staff is essential.

ENQUIRIES : Mr Shaun Naidoo, Cell No: (082) 884 9564

POST 35/158 : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A - C REF NO: PUCMA 41 (X3 POSTS)**
Branch: Pongola-Umzimkhulu Catchment Management Agency
Division: Water Use Authorisation and Registration

SALARY : R357 597 – R610 131 per annum, (OSD)
CENTRE : Durban
REQUIREMENTS : A National Diploma in Environmental Management or Natural Sciences. One (1) year working experience including internship or experiential learning will serve as an added advantage. The disclosure of a valid unexpired driver's license. Sound knowledge of integrated water resource management and water resource protection. Knowledge and understanding of the water sector: relevant legislations (NWA, CARA and NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools and procedures; policy development, implementation and monitoring. Skills and experience in management of human resources. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team. Willingness to work abnormal hours and under pressure as well as travel country wide. Proven liaison and networking skills especially as they relate to Corporative Governance and stakeholder engagement.
DUTIES : Assess completeness of WULAs and conduct site inspections. Liaise with clients and other stakeholders to obtain outstanding information during WULA assessments. Requesting scientific input within the Department using the specified templates. Access and evaluate Hydrological and Environmental information with regard to license applications. Assist in development of policies and guidelines for the implementation of National Water Act (NWA), 36 of 1998, with regard to water use sector. Final assessment of information submitted by Water Use License Applicants and input from internal specialists. Drafting record of recommendations (RoRs) and resultant decision documents. Draft license conditions to control/mitigate the negative impacts of water uses. Assist on responding to queries from clients within and outside the department.
ENQUIRIES : Mr Shaun Naidoo, Cell No: (082) 884 9564

POST 35/159 : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A - C REF NO: PUCMA 42**
Branch: Pongola-Umzimkhulu Catchment Management Agency
Division: Compliance Monitoring and Enforcement

SALARY : R357 597 – R610 131 per annum, (OSD)
CENTRE : Durban
REQUIREMENTS : A National Diploma in Natural Sciences or equivalent. One (1) year experience in the relevant field of Water Resources Management including internship or experiential learning will serve as an added advantage. The disclosure of a valid unexpired driver's license. Knowledge and understanding of the National Water Act, 1998, sector relevant legislation: CARA, NEMA, MPRDA and related policies. Sound knowledge of integrated water resource management.

Knowledge in water use investigation, inspections, and sampling procedures. Excellent communication skills including verbal, report writing, presentation skills. Knowledge of technical assessment of action plans. Interpersonal skills as well as the ability to work in a multi-disciplinary team. The ability and willingness to travel and work long hours where necessary.

DUTIES : Implement compliance and enforcement activities of the unit. Ensure enforcement of the National Water Act. Conduct compliance inspections for various sector-related activities against legislation, policies, regulations and licenses and compile a formal inspection report. Provide support to education and awareness component to promote compliance. Conduct investigation of reported unlawful water use and implement enforcement actions through administrative (prepare and issue notices and directives), criminal and civil enforcement measures. Prepare necessary information, reports and evidence for court applications. Assess and review technical reports and action plans to monitor compliance against issued enforcement actions.

ENQUIRIES : Ms. Zanele Msimang, Cell No: (082) 908 8141

POST 35/160 : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A – C (X3 POSTS)**
Branch: Mzimvubu Tsitsikamma Catchment Management Agency
Division: Water Use Authorization

SALARY : R357 597 – R610 101 per annum, (OSD)
CENTRE : Kugompo Ref No: MTCMA 18 (X2 Posts)
Gqeberha Ref No: MTCMA 19

REQUIREMENTS : A National Diploma in Environmental Management or related Natural Sciences field. A minimum of one (1) year experience in water use authorisations will serve as an added advantage. The disclosure of a valid unexpired driver's licence. Sound knowledge of Integrated water resource management and water use authorisation processes. Knowledge and understanding of the water sector and relevant legislation, including the National Water Act (NWA), National Environmental Management Act (NEMA), and Mineral and Petroleum Resources Development Act (MPRDA), together with associated regulations and procedures. Excellent communication skills, including verbal, report writing, and presentation skills. Strong interpersonal skills and the ability to work effectively in multi-disciplinary teams. Willingness to work under pressure, outside normal working hours, and to travel extensively. Proven liaison and networking skills, particularly in stakeholder engagement.

DUTIES : Process water use authorisation applications in line with applicable legislation, policies, and guidelines; Conduct site inspections to verify information submitted and assess environmental conditions; Liaise with applicants, consultants, and relevant stakeholders to obtain outstanding information required for assessments; Coordinate and request specialist scientific input within the Department using prescribed templates and procedures; Assess and evaluate hydrological, environmental, and technical information related to water use authorisation applications; Integrate inputs from internal specialists and external stakeholders into final application assessments; Compile and draft Records of Recommendation (RoRs) and decision documents for approval; Review and provide comments on Environmental Impact Assessments (EIAs), Basic Assessment Reports (BARs), and other environmental reports; Respond to queries and provide guidance to internal and external clients regarding water use authorisation processes; Ensure compliance with regulatory requirements and contribute to sound water resource management practices.

ENQUIRIES : Mr H Chauke, Cell No: (082) 952 0540

POST 35/161 : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A – C REF NO: MTCMA 20**
Branch: Mzimvubu Tsitsikamma Catchment Management Agency
Division: Compliance Monitoring And Enforcement

SALARY : R357 597 – R610 101 per annum, (OSD)
CENTRE : Kugompo
REQUIREMENTS : A National Diploma in Environmental Management or Natural Sciences. Practical experience in the field of compliance monitoring and enforcement will serve as an added advantage. The disclosure of a valid unexpired driver's license. Good computer literacy and writing skills. Good communication skills both written and verbal. Knowledge and understanding of water sector relevant

legislation (National Water Act 1998, Water Services Act 1997 and related Environmental legislation e.g. NEMA, Waste Act). Knowledge of Industrial, agricultural, afforestation, municipal and mining processes. Knowledge of compliance monitoring and enforcement with an understanding of prevailing principles of Integrated Water Resource Management, water resource protection and Catchment Management. Knowledge of GIS. Willingness to travel extensively and work irregular hours.

DUTIES : Compliance monitoring of water users across all sectors (Mines, Afforestation, Municipal, Industry, Agro processing) against issued authorizations and other regulatory requirements. Notification of audit to water user. Compilation of audit report through NCIMS. Communicate audit findings to water users. Investigation of non-compliant cases (Queries, complaints, pollution incidents, etc). Ensure administrative enforcement by issuing Notices/ Directives/ Follow-ups on notices/ directives issued. Monitor compliance on sites issued with notices/ directives by conducting follow-up site inspections. – Institute legal actions where legal notices do not achieve the desired outcome. Compilation of investigation reports through the ECMS. Facilitate representation/ action plan review on non-compliant cases/ sites and attend Representation committee meetings. Adherence to deadlines on submissions as per the Standard Operating Procedures.

ENQUIRIES : Ms N Mgca Tel No: (047) 879 0951

POST 35/162 : **HUMAN RESOURCE PRACTITIONER: (PMDS AND HRD) REF NO: MTCMA 21**
Branch: Mzimvubu Tsitsikamma Catchment Management Agency
Division: Human Resource Management

SALARY : R338 106 per annum (Level 07)
CENTRE : Kugompo
REQUIREMENTS : A National Diploma (NQF level 6) in Human Resource Management or relevant qualification as recognized by SAQA. One (1) years' functional experience in HRD and Performance Management environment. Knowledge: Performance Management Methodology, Principles and Strategies. Digital Acumen/ Relevant HRM Systems/ Learning Systems/ Performance Systems etc. Customer Service (Batho Pele Principles). Technical knowledge. Skills Development Act. Basic Conditions of Employment Act. Quality management and processes. Public policy and framework. PFMA and National Treasury Regulations. LRA, EE Act, SDA & BCEA. COIDA. DPSA Directives. Legislative Requirement: Public Service Act. Public Service Regulations. Skills: Data Gathering, Analysis. Data/Record Management. Research and Benchmarking. Project Management. Coaching and Mentoring. Conflict Management. Inspire Commitment. People Management. Performance and Oversight. Quality Assurance. Skills development. Human Resource Planning Skills. Training and Development (HRD) Skills.

DUTIES : Interpret and Implement PMDS policies and procedures. Implement midterm and final assessment for non-SMS members. Implement PMDS in the Department. Assist in analysing the alignment of individual performance agreement with the business plan in the department. Keep records of individual performance agreement. Provide support in the implementation of PMDS decision. Supply statistics on PMDS issues in the department. Compile monthly reports. Facilitate Departmental training needs assessment. Conduct Work Skills Plan workshop. Provide assistance in the development of training programs. Implement WSP according to delegations. Develop new training programmes. Analyse skills development gaps. Facilitate the allocation of Bursary. Implementation of induction programmes. Provide support on human resource administration enquiries. Render policy advisory service to the department based on the legislative mandates. Supervise staff and resources in the sub-directorate. Assist in the implementation of approved resolutions.

ENQUIRIES : Mr TS Ngubeni Tel No: (043) 701 7200

POST 35/163 : **HUMAN RESOURCE PRACTITIONER REF NO: MTCMA 22**
Branch: Mzimvubu Tsitsikamma Catchment Management Agency
Division: Human Resource Management

SALARY : R338 106 per annum (Level 07)
CENTRE : Kugompo

REQUIREMENTS : A National Diploma (NQF level 6) in Human Resource Management or relevant qualification. One (1) year experience in Human Resource Management. Knowledge of administrative procedures. Disciplinary knowledge of Human resources. Knowledge of Public Service Act and Public Service Regulations. Knowledge of Basic Financial Operating System (PERSAL). Basic Financial management and knowledge of PFMA. Disciplinary knowledge of Human Resources. Knowledge of dispute resolution process. Knowledge of Recruitment and Selection processes. Knowledge of Management. Problem solving and Analysis. Communication. Accountability and Ethical Conduct. Attention to detail.

DUTIES : Measure compliance to HR policies and procedures. Basic Knowledge and insight of Human Resources Prescripts.HR provision (recruitment and selection, appointments, transfers, verification of qualification, secretariat functions at interviews, absorptions, probations periods, etc). Termination of service. Prepare reports on human administration issues and statistics. Keep statistics of HR administration or HR provisioning activities. Prepare reports on human administration issues and statistics. Prepare and consolidate reports on personnel administration issues. Provide guidance to the department/ personnel on human resources administration matters to enhance the correct implementation of personnel administration practices/policies. Keep PERSAL report up to date on the system. Compile monthly reports. Render policy advisory service to the department based on the legislative mandates. Provide feedback on identified administrative gaps. Assist in the implementation of approved resolutions.

ENQUIRIES : Mr TS Ngubeni Tel No: (043) 701 7200

POST 35/164 : **STATE ACCOUNTANT REF NO: MTCMA 23**
Branch: Mzimvubu Tsitsikamma Catchment Management Agency
Division: Financial Management

SALARY : R338 106 per annum (Level 07)
CENTRE : Kugompo
REQUIREMENTS : A National Diploma (NQF level 6) in Financial Management or Financial Information Systems. One (1) year relevant experience. Knowledge and understanding of financial legislation, policies, practices and procedures. Knowledge and understanding of Information Technology related frameworks. Knowledge of SAP authorizations and governance risk and compliance system. Knowledge of equal opportunities and affirmative action guidelines and laws. Knowledge of administrative and clerical procedures and systems. Departmental policies and procedures. Knowledge of learning and teaching procedures and techniques. Framework for managing performance information. Knowledge of implementing policies on PMDS. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct.

DUTIES : Obtain SAP access request forms from users. Check the forms to ensure that they are approved. Create user profiles on the system. Assign users to user profiles. Collect user list in all user group information. Allocate the users to relevant user groups. Receive users access request forms. Ensure user access forms are signed. Assign access to users. Run risk analysis reports. Inform management about the risk. Facilitate risk acceptance sign offs. Ensure that relevant documents are available before approving access requests. Do difficult enquiries on the system. Request reports. Perform month end controls.

ENQUIRIES : Mr T Ngubeni Tel No: (043) 701 0342

POST 35/165 : **FINANCE CLERK PRODUCTION REF NO: MTCMA 24**
Branch: Mzimvubu Tsitsikamma Catchment Management Agency
Division: Financial Management

SALARY : R237 453 per annum (Level 05)
CENTRE : Kugompo
REQUIREMENTS : A Senior/Grade 12 certificate with accounting. Computer literacy (MS Word, Excel, Outlook). Basic knowledge of financial functions, practices as well as the ability to capture data and collate financial statistics by use of spreadsheets. Basic knowledge and insight of the Public Service Financial legislation, procedures and Treasury Regulations, PFMA, DORA, PSA, PISR, PPPFA and Financial Manual. Knowledge of systems such as PERSAL and

SAP will be an advantage. Good communication skills, problem solving and time management. Accountability, integrity, honesty and ethical conduct. Must be able to work under pressure.

DUTIES : Compiling, checking and capturing allowances on PERSAL e.g. Subsistence and Travel claims, overtime, standby claims and payroll deduction transactions. Liaise with third party with regards to court maintenance orders to submit and implement. Distribute pay slips plus supplementary pay slips to officials and submit signed certificates to head office. Attend payroll enquiries. Receive vendor invoices and keep accurate register. Compile and complete accurate invoice spreadsheet each month. Liaise with different sections regarding source documents. Compile documents and capture invoices to pay vendors on SAP. Ensure that creditors are paid within 30 days. Attend to vendor enquiries. Scan paid invoices onto SAP. Perform cashier duties, receiving and issuing receipts and banking of cash. Perform petty cash transactions. Order and distribute stationery. File all face value documents systematically and complete. Attend to audit samples and ensure compliance.

ENQUIRIES : Mr LO Xego Tel No: (043) 7010341

POST 35/166 : **ADMINISTRATION CLERK PRODUCTION REF NO: PUCMA 43 (X2 POSTS)**
Branch: Pongola-Umzimkhulu Catchment Management Agency
Division: Auxiliary Services

SALARY : R237 453 per annum (Level 05)
CENTRE : Durban
REQUIREMENTS : A Senior/Grade 12 certificate. Experience in clerical and administrative duties will serve as an added advantage. A National Diploma/Degree will serve as an added advantage. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of administrative procedures and policies. Computer literacy in MS word, Outlook, Excel and Power point. Knowledge of filing systems and archives. Knowledge of cell phone administration. Ability to work under pressure; strong interpersonal relations; planning and organising skills; communication (verbal and written) skills.

DUTIES : Provide administrative support to Auxiliary Services. Arrange accommodation and flight bookings through service providers. Compile VA2 of the section. Record all incoming mail and invoices from Stakeholders. Prepare and compile submissions as per the request. Issuing of access cards to staff and visitors. Order access cards and keep registers. Ensure proper filing system. Perform switchboard relief duties. Ensure that customers are referred to promptly and correctly. Take messages and administer the correct distribution thereof. Supply basic information to customers regarding the Departmental services. To render administrative support through the provision of Registry services in the Provincial Office. Proper maintenance and implementation of approved filing system. Handling of incoming and outgoing mail. The controlling of insured and registered mail. Relieve on the switchboard duties. Ordering and distributing of stationery.

ENQUIRIES : Ms N Mdunge, Cell No: (082) 798 0422

POST 35/167 : **ADMINISTRATION CLERK PRODUCTION (RECEPTIONIST) REF NO: PUCMA 44**
Branch: Pongola-Umzimkhulu Catchment Management Agency
Division: Auxiliary Services

SALARY : R237 453 per annum (Level 05)
CENTRE : Durban
REQUIREMENTS : A Senior/Grade 12 certificate. Receptionist, front line/Office Admin short courses /certificate will serve as an added advantage. Good written and verbal communication skills. Ability to learn the Agency service delivery components. Must be able to operate a switchboard. Must be computer literate with typing skills. Must be able to organize and prioritise work and have telephone etiquette. Good verbal and written communication skills. Ability to take initiative and work independently.

DUTIES : Provide administrative support to Corporate Services. Compile VA2 of the section. Record all incoming mail and invoices from Stakeholders. Prepare and compile submissions as per the request. Issuing of access cards to staff and visitors. Order access cards and keep registers. Operate the switchboard by answering incoming and making outgoing calls. Ensure that customers are referred to promptly and correctly. Take messages and administer the correct

distribution thereof. Supply basic information to customers regarding the Agency services. Keep the reception area clean and tidy at all times. Receive visitors. Update internal telephone directory and keep a database of received documents. Responsible for reporting faults on the telephone system to the service provider. Utilize the telephone management system to monitor telephone costs, including printing reports and verifying information, keeping and completing registers pertaining to the telephone system.

ENQUIRIES : Ms N Mdunge, Cell No: (082) 798 0422

POST 35/168 : **ADMINISTRATION CLERK PRODUCTION REF NO: PUCMA 45**
Branch: Pongola-Umzimkhulu Catchment Management Agency
Division: Compliance Monitoring and Enforcement

SALARY : R237 453 per annum (Level 05)
CENTRE : Durban
REQUIREMENTS : A Senior/Grade 12 certificate or relevant qualification. Knowledge of clerical functions, practices as well as the ability to capture data, operate computer and collate administrative statistics. Skills in planning and organizing, verbal and written communications skills. Basic knowledge and insight of Human Resources prescripts. Knowledge and understanding of the legislative framework governing the Public Service, procedures in terms of the working environment, and interpersonal relations. Good people and diversity management skills.
DUTIES : Render general clerical support services. Record, organize, store, capture and retrieve correspondence and data within the unit. Update registers and statistics. Handle routine enquiries. Make photocopies, Type letters and / or correspondence when required. Distribute documents / packages to various stakeholders. Keep and maintain the filing system for the component. Liaise with internal and external stakeholders in relation to line function activities. Assist with organizing of meetings and take minutes. Assist with administrative support in procurement, and other activities in the unit.
ENQUIRIES : Ms. Zanele Msimang, Cell No: (082) 908 8141

POST 35/169 : **HUMAN RESOURCE CLERK PRODUCTION REF NO: MTCMA 25**
Branch: Mzimvubu Tsitsikamma Catchment Management Agency
Division: Human Resource Management

SALARY : R237 453 per annum (Level 05)
CENTRE : Kugompo
REQUIREMENTS : A Senior/Grade 12 Certificate or relevant qualification. Knowledge of Human Resources functions, practices as well as the ability to capture data, operate computer and collate administrative statistics. Basic knowledge and insight of Human Resources prescripts. knowledge of financial operating systems (PERSAL). Knowledge of registry duties, practices as well as the ability to capture data and operate a computer. Working knowledge and understanding legislative framework governing the Public Service. Flexibility. Basic knowledge of problem-solving analysis. People and Diversity Management. Client Orientation and Customer Focus. Communication. Accountability and Ethical Conduct. Computer Literacy. Planning and organizing. Good verbal and communication skills.
DUTIES : Facilitate recruitment and selection (advertisement, appointments, transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary period's e.g.). Implement conditions of service (leave, housing, medical, pension, allowances, PILIR or etc). Performance management. Termination of service. Liaise with internal and external stakeholders in relation to recruitment and selection. Implement termination of services. Implement appointments on HR System (PERSAL). Keep filing records up to date. Keep filing system of HR personnel updated. Ensure that personal files of employees are issued to relevant managers on request. Ensure that files are received back as per HR policies. Compile reports of the movement of personnel files.
ENQUIRIES : Mr TS Ngubeni Tel No: (043) 701 7200

PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF HEALTH

APPLICATIONS : Free State Provincial Department of Health utilises an e-Recruitment System (applicants must submit their applications via the online link https://www.erecruitment.fs.gov.za

CLOSING DATE : 16 October 2026

NOTE : all applicants must login/register to apply for positions. The applicant's profile on the eRecruitment is equivalent to the newly approved Z83, and it is the responsibility of applicants to ensure their profiles are fully completed or their applications will not be considered, as per the DPSA Practice Note. Applicants should upload their curriculum vitae (CV) on the e-Recruitment system. (Please ensure is in PDF format & maximum size 3MB). The Curriculum Vitae should be specific regarding previous positions occupied and the start date and end date of the position(s) should be indicated. Accompanying relevant documentation required to be uploaded on the system such as copies of all qualifications including National Senior Certificate/Matric certificate, Driver's license, ID, etc., such documents need not be certified at point of application, however, certification will be required prior to attending the interview. Only short-listed candidates will be required to submit certified copies of qualifications and other related documents on, or before the day of the interview following an invitation from the Department to attend an interview, and such qualification(s) and other related document(s) should be in line with the requirements of the advertisement. Successful completion of the Senior Management Pre-Entry Programme (Nyukela) is required for being considered for this SMS post prior to appointment. Enrolment for the course should be made on the NSG's website at https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme. 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 will be an integrity (ethical conduct) assessment. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are submitted online timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA). The highest relevant qualification should be captured/listed as the first qualification on the erecruitment profile. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their applications were unsuccessful. Communication will be limited to short-listed candidates only. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial assets check, qualification verification and reference checks). Applications must declare any pending criminal, disciplinary or any other allegations or investigations and/or record. The Department reserves the right not to make appointments on the advertised post(s). Free State Provincial Department of Health is compliant with the requirements of POPIA. The Department of Health is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan.

OTHER POSTS

POST 35/170 : **MEDICAL SPECIALIST GRADE 1-3: PAEDIATRICS REF NO: H/M/34/2026 (X2 POSTS)**

SALARY : Grade 1: R1 341 855 – R1 422 810 per annum
Grade 2: R1 531 032 – R1 623 609 per annum
Grade 3: R1 773 222 – R2 212 680 per annum

all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements.

CENTRE : Pelonomi Tertiary Hospital

REQUIREMENTS : Senior Certificate/ Grade 12. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Paediatrics. Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Paediatrics**. Grade 1:** No experience required after registration with the Health Profession Council of South Africa (HPCSA) as a Medical Specialist in Paediatrics. **Grade 2:** A minimum of 5 years relevant experience after registration with Health Profession Council of South Africa (HPCSA) as a Medical Specialist in Paediatrics. **Grade 3:** A minimum of 10 years relevant experience after registration with Health Profession Council of South Africa (HPCSA) as a Medical Specialist in Paediatrics. Current annual registration with HPCSA (2026/2027). Knowledge And Skills: ATLS, APLS. Medical expertise, clinical competence, medical regulations, research and analysis. Communication, empathy and compassion. Problem solving, leadership and teamwork, adaptability and attention to detail.

DUTIES : Patient care and clinical duties: Management of all medical conditions to ensure that a competent service is provided to all patients. Briefing, informing and counselling patients and where appropriate relatives regarding prevention, treatment operative, complications and rehabilitation. Endeavour to become skilled in resuscitative measures and intensive care treatment to assure survival of critically ill-patients. Prescribe medications, order and interpret diagnostic tests, and assist in medical procedures and surgeries. Team leadership: Supervise junior staff in order to provide adequate medical care and to train them to be able to do key medical interventions. Documentation: Reduce medical litigation by exercising good clinical ethos, complete medico-legal, documentation and maintain accurate medical records. Compliance and quality: Perform clinical governance and ensure compliance with all legal and statutory requirements with FSDoH, OHSC, HPCSA, CMSA and UFS. Administrative and operational: Consult patients on an outpatient basis to have optimal chronic disease management and good long term follow up. Render outreach and support services to other levels of care in our drainage areas (Free State Province). Perform all reasonable duties as directed by the Head of Department / Head of Clinical Unit. Conducting clinical audits. Monitoring and evaluating of relevant clinical effectiveness indicators.

ENQUIRIES : Dr MJ Maseloa Tel No: (051) 405 1936

POST 35/171 : **DEPUTY MANAGER NURSING REPRODUCTIVE HEALTH (DEPUTY MANAGER NURSING PNA8) REF NO: H/D/17/2026**

SALARY : R1 069 215 per annum, all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements.

CENTRE : Corporate Office: Bloemfontein

REQUIREMENTS : Senior certificate, Basic R425 qualification i.e. Diploma/degree in nursing registration with the South African Nursing Council as a Registered Nurse in General Nursing. or a 4-year Bachelor's Degree in nursing (R174 registration with the South African Nursing Council as a Professional Nurse. Diploma in Health Care Management/ Nursing Administration or relevant Diploma or Degree in Management. A minimum of 9 years appropriate / recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 4 years of the period referred to above must be appropriate / recognizable experience at management level. Recognizable experience in the field/program applied for. Current registration with the South African Nursing Council (SANC) as a professional nurse. Midwery will be added as advantage. Knowledge And Skills: Monitor and analyse morbidity and mortality trends in material and perinatal care.

DUTIES : Provide guidance and leadership towards the realization of strategic goals and objectives of the division/program. Provide professional, technical and management support for the provision of quality care through proper management of health care program. Advocate and ensure the promotion of nursing ethos and professionalism. Develop and monitor the implementation of policies, programs, regulations, practices, procedure and standards pertaining to nursing healthcare. Utilize information technology and other

management information systems to manage nursing/healthcare information for the enhancement of service delivery. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes efficient and effective health care. Manage and utilize resources in accordance with relevant directives and legislation.

ENQUIRIES : Me. L Mangoejane Tel No: (051) 408 1897

POST 35/172 : **ASSISTANT MANAGER: NURSING: MATERNAL HEALTH: PNA7 REF NO: H/A/35/2026**

SALARY : R720 819 - R846 282 per annum, plus 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.

CENTRE : Corporate Office: Bloemfontein

REQUIREMENTS : Basic R425 qualification i.e. Diploma/degree in nursing registration with the South African Nursing Council as a Registered Nurse in General Nursing or a 4-year Bachelor's Degree in nursing (R174 that allows registration with the South African Nursing Council as a Professional Nurse and Midwife. Post graduate qualification in Health care management/ nursing administration. Current registration with South African Nursing Council (SANC) as a Professional Nurse. A minimum of 8 years appropriate / recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate / recognizable experience at management level. Recognizable experience in the field/program applied for. Valid drivers licence. Knowledge And Skills: Monitor and analyse morbidity and mortality trends in material and perinatal care.

DUTES : Supervise and coordinate the provision of effective and efficient patient care through adequate health care. Initiate and participate in health promotion ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop / establish and maintain constructive working relationships with relevant stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teams). Participate in the analysis, formulation and implementation of / health guidelines, practices, standards and procedures. Manage and ensure effective utilization of resources.

ENQUIRIES : Me. L Mangoejane Tel No: (051) 408 1897

POST 35/173 : **ASSISTANT MANAGER: NURSING: NON-COMMUNICABLE DISEASES AND PALLIATIVE CARE (PNA7) REF NO: H/A/36/2026**

SALARY : R720 819 - R846 282 per annum, plus 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.

CENTRE : Corporate Office

REQUIREMENTS : Matric plus basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Registered Nurse in General Nursing. OR - A 4-year Bachelor Degree in Nursing (R174) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with the SANC as a Professional Nurse. A minimum of 8 years appropriate or recognisable experience in nursing after registration as Professional Nurse with the SANC General Nursing. At least 3 years of the period referred to above must be appropriate or recognisable experience at management level. Valid drivers licence. Ancology will be added as advantage. Knowledge And Skills: Excellent negotiation, facilitation and communication skills (written and verbal). Appropriate understanding of nursing scope of practice and nursing standards. Knowledge on National Strategic Plan on the prevention and control of non-communicable diseases and National Policy Framework and Strategy on palliative care. Knowledge of the key stakeholders and their relevancy. Ability to work as part of multi-disciplinary team at all levels and work effectively to maintain a high level of service delivery. Basic understanding of HR and financial policies and practices. Basic computer literacy to enhance service delivery. Planning, organising, leading, controlling, delegation, supervisory, motivation, decision making and problem solving.

DUTIES : Ensure that development and implementation of policy guidelines and protocols for non-communicable diseases and palliative care. Ensure the development and implementation of policy guidelines and strategic or operational plans. Maintain service satisfaction through training and quality improvement. Coordinate and oversee the delivery of holistic nursing care for

palliative, geriatric and chronic disease patients across the province. Ensure care is patient - centred, evidence-based, and aligned to national guidelines to improve quality of life and clinical outcomes. Identify skills gaps in palliative care at district and facility level. Plan and facilitate in-service training, workshops and orientation for Professional Nurses, Doctors, Social Workers, Psychologists and CHWs. Conduct awareness campaigns on palliative care to reduce stigma. Advocate for early referral for palliative care - not only end-of-life. Ensure implementation of clinical protocols for pain management, frailty screening, diabetes/hypertension control and end of life care. Initiate treatment, implementation of programmes and evaluations of patients' clinical conditions. Ensure staff development and performance management by implementation of related human resource policies. Ensure effective utilisation of resources in line with applicable PFMA and Supply Chain Management policies. Ensure implementation, monitoring and evaluation of the programme and related contracts.

ENQUIRIES : Dr XTN Mthethwa Tel No. (051) 408 1540/1407

POST 35/174 : **ASSISTANT MANAGER NURSING: CLINICAL TRAINING AND DEVELOPMENT PNA7 REF NO: H/A/37/2026**

SALARY : R720 819 - R846 282 per annum, plus 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.

CENTRE : Corporate Office: Regional Training Centre

REQUIREMENTS : Matric plus basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Registered Nurse in General Nursing. OR - A 4-year Bachelor Degree in Nursing (R174) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse in General Nursing. Registration with the SANC as a Professional Nurse and Midwife. Diploma/Degree in Nursing Education and Nursing Management or Nursing Administration, registered with SANC. A minimum of 8 years appropriate or recognisable experience in nursing after registration as Professional Nurse in General N with the SANC General Nursing. At least 3 years of the period referred to above must be appropriate or recognisable experience at management level and human capacity building. Valid Drivers license. Computer literacy. Knowledge And Skills: Facilitation and communication skills (written and verbal). In-depth knowledge and understanding of nursing strategy of practice and nursing standards. Knowledge of all clinical programmes, including WBPHCOT programme. Driving skill. Basic understanding of HR and financial policies and practices. conflict management, problem solving and driving skills. Be able to work under pressure and extended hours.

DUTIES : Support the clerks to increase their technical capacity in data collection Provide support to Trainers to strengthen monitoring & evaluation components of their training programs Ensure consistent and correct use of data tools Monitor data collection, collation. Storage, analysis and reporting ensuring that data is audit worthy Analyse the training reports and address gaps. Collaborate with members of the health and social care teams to participate in decision-making pertaining to clinical trainings. Consult within the multi-disciplinary health teams, organizations and special interest groups when dealing with community health issues and needs. Disseminate guidelines and new updates and developments related to training. Participate in multi-disciplinary quality assurance task teams. Participate in peer review based on the agreed upon quality assurance monitoring indicators and training tools. Monitor the Provincial Master training plan Develop and implement quality improvement plans. Identify and develop nursing interventions to achieve expected outcomes. Analyse reports from evaluation forms post trainings and give feedback to the Trainers. Provide the Management with an ongoing comparison of the current reported performance outcomes against planned targets. Analyse staffing needs and develop a plan to meet the needs · Allocate nursing personnel in different units. Monitor the implementation of the PMDS. Carry out regular reviews and explore opportunities for professional development and ensure training and development of staff. Deal with grievances and labour relations issues in terms of the laid down policies/procedures i.e. manage workplace discipline. Compile and control duty roster, leave schedules and attendance register. Monitor and ensure that all nurses are licensed to practice. Participate in the development of the business plan and promote or identify ways of containing health care costs without

compromising standards. Motivate for relevant material resources. Manage and control assets. Develop the business plan in line with the strategic plan · Ensure proper implementation of the budget by monitoring, projecting and reporting expenditure. Ensure that spending is maximised in line with strategic objectives.

ENQUIRIES : Me. NP Mdalana Tel No. (051) 408 1814

POST 35/175 : **CLINICAL PROGRAM COORDINATOR: CLINICAL TRAINING AND DEVELOPMENT (PNA5): REGIONAL TRAINING CENTRE (X2 POSTS)**

SALARY : R571 161 – R654 285 per annum, plus 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.

CENTRE : Corporate Office: Regional Training Centre Ref No: H/C/23/2026 (X1 Post)
Lejweleputswa District: Regional Training Centre Ref No: H/AC/24/2026 (X1 Post)

REQUIREMENTS : Matric plus basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse Registered Nurse in General Nursing. OR - A 4-year Bachelor Degree in Nursing (R174) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with the SANC as a Professional Nurse and Midwife. Appropriate Diploma/Degree in Nursing Education with a duration of at least one year accredited by SANC. A minimum of 7 years appropriate or recognisable experience in nursing after registration as Professional Nurse with the SANC General Nursing. Valid Drivers license. Computer literacy. Knowledge And Skills: Demonstrate a basic understanding of HR and financial policies and practices. Good understanding of skills development policies, HIV/AIDS management and all treatment policies and guidelines. Ability to work independently and under pressure. Good communication, interpersonal, problem solving, driving and conflict management skills. Knowledge of key priority health programs and key priority health programs. Knowledge of all clinical programmes, including WBPHCOT program. Be willing to travel extensively.

DUTIES : Ensure the implementation of policies and guidelines in the province Develop an annual training plan for the district and province including the relevant stakeholders, according to the identified needs. Develop training strategies. Coordinate and facilitate the clinical trainings according to the training plan, including relevant stakeholders Participate in the analysis of data on program indicators and assist in developing action plans to address identified needs. Monitor the training progress and compile reports quarterly. Develop good working relationships within the department and with stakeholders. Participate with members of the health team in decision-making regarding clinical training. Consult and collaborate with multi-disciplinary health teams, organisations, and special interest groups. Participate in and represent RTC at various forms. Liaise and coordinate with governmental, non-governmental institutions, other structures and organisations. Attend meetings and communicate on a regular basis with various stakeholders. Develop relationships across diverse groups of stakeholders. Participate in the development of the business plan and promote or identify ways containing health care costs without compromising standards. Motivate for relevant material resources. Manage and control assets. Develop the business plan in line with the strategic plan. Ensure proper implementation of the budget by monitoring, projecting and reporting expenditure. Ensue the spending is maximised in line with strategic objectives. Convene regular meetings for planning and implementation of clinical trainings in the district/ province Ensure procurement & preparation of training material Ensure distribution & allocation of material to different Districts · Liaise with District Program Coordinators to ensure that the scheduled training logistics are in order. Implement appropriate training methods for targeted audience.

ENQUIRIES : Me. NP Mdalana Tel No: (051) 408 1814

PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

APPLICATIONS : To be posted to: The Chief Director, Human Resource Management & Development, Department of Cooperative Governance and Traditional Affairs, Private Bag X9078, Pietermaritzburg, 3200 or Hand Delivered To: The Chief Registry Clerk, 2nd Floor, South Tower, Natalia, 330 Langalibalele Street, Pietermaritzburg. Applications received after this date will not be accepted. Applicants can also submit their Z83 and CV via e-Recruitment System on www.eservices.gov.za

FOR ATTENTION : Ms E Perumal

CLOSING DATE : 16 October 2026

NOTE : To applicants: Applications must be submitted on the new Application for Employment Form (Z83) available from any Public Service Department and should be accompanied by a comprehensive CV. The Department discourages applications sent by registered mail 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. Failure to comply with any instruction will disqualify applicants. Appointment is subject to a positive outcome on the following checks (Security Clearance, Citizenship, qualification verification, criminal records, credit records and previous employment). Faxed or late applications will not be accepted. Should applicants not receive any response from the Department within three months of the closing date, please accept that your application was unsuccessful. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One will be a 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. The Department is an equal opportunity, affirmative action employer and is committed to empowering people with a disability.

OTHER POSTS

POST 35/176 : **GIS TECHNICIAN CONTROL GRADE B REF NO: 22/1/3/6/3/44/2026 (MP)**
Chief Directorate: Municipal Planning
Directorate: Geospatial Information Service

SALARY : R970 731 per annum, (OSD)

CENTRE : Pietermaritzburg

REQUIREMENTS : The ideal candidate must, at a minimum, be in possession of a recognised Diploma in GISc, Cartography or relevant qualification as recognised by SAQA coupled with 6-year post qualification Technical (GISc) experience, compulsory registration with SAGC as a GISc Technician and a valid driver's licence. Essential Knowledge, Skills And Competencies Required: The successful candidate must have knowledge of: Geo-database implementation; understanding of GIS applications and spatial data; theory; principles; and practices of GIS; knowledge of GIS standards; GIS software applications; GIS software customisations; basic understanding of technologies such as GPS, Photogrammetry and remote sensing; projections; principles of cartography; problem solving and analysis; decision making skills; team work; analytical skills; creativity skills; self-management; customer service; communication and interpersonal skills; planning; organising and execution; project Management and Computer skills.

DUTIES : The successful candidate will have the following key responsibilities: - Manage, supervise and perform technical GISc activities; Maintain GIS unit Effectiveness; People management; Functional Requirement analysis and Research. The candidate will be responsible for coordinating and implementing KZN COGTA's geospatial programmes and services by managing enterprise GIS platforms, maintaining the Integrated Land Information System (ILIS), developing and supporting geospatial dashboards, coordinating the georeferencing of strategic provincial projects, and providing spatial intelligence to support government planning and decision-making. The role supports key initiatives such as the District Development Model (DDM), Municipal Local Economic Development (MLED), Disaster Risk Reduction (DRR), Climate Change adaptation, municipal infrastructure and service

delivery projects, while also providing GIS support to municipalities through training, advisory services, data management and capacity-building. In addition, the position conducts spatial analysis, produces maps and analytical reports, supports disaster management and resilience planning, coordinates stakeholder engagements and GIS projects, and drives the adoption of innovative geospatial technologies to improve governance, monitoring, reporting and service delivery across the province.

ENQUIRIES : Mr M Naik at 082 806 4083

POST 35/177 : **DEPUTY DIRECTOR: FINANCIAL ADMINISTRATION REF NO: 22/1/3/6/3/43/2026 (FM)**
Chief Directorate: Financial Management
Directorate: Financial Accounting

SALARY : R932 292 per annum (Level 11), (all-inclusive remuneration package to be structured in accordance with the rules of the Middle Management Services)

CENTRE : Pietermaritzburg

REQUIREMENTS : The ideal candidate must be in possession of a NQF level 7 qualification in Financial Management as recognised by SAQA coupled with 3 years junior management experience in a financial management environment and a valid driver's licence. Essential Knowledge, Skills And Competencies Required: The successful candidate must have knowledge of:- Policy analysis and development; Financial Management; Treasury Regulations; PFMA; Public Service Act and regulations; Presentation skills; Team development; Decision making; Problem solving; Organising and co-ordinating meetings; Policy development; Analysing; Report writing; Project Management; Financial management; Ability to perform under pressure; Ability to work independently; Good Communication skills (written and verbal) with other Government Departments, Private Sector Organisations, Staff and Management; Computer literacy in Ms Word; PowerPoint and Ms Excel.

DUTIES : The successful candidate will be required to manage comprehensive payment administration system for the Department with the following key responsibilities:- Manage the financial control processes of the Department; Manage the payment and recording of financial obligations of the Department; Administer credit management service; Attend to financial administration queries/ enquires; Develop policies and strategies aimed at improving service delivery; Manage resources of the Sub-directorate.

ENQUIRIES : Mr B Cele Tel No: (033) 260 8017

POST 35/178 : **ASSISTANT DIRECTOR: DISTRICT SUPPPORT (X3 POSTS)**
Chief Directorate: Community Development Workers Programme and Public Participation
Directorate: CDWS & Rapid Response

SALARY : R605 742 per annum (Level 10)

CENTRE : Ugu: Ref No: 22/1/3/6/3/45/2026 (UGU)
Ethekwini: Ref No: 22/1/3/6/3/46/2026 (ETH)
Ulundi: Ref No: 22/1/3/6/3/47/2026 (ULU)

REQUIREMENTS : The ideal candidate must be in possession of a National Diploma or NQF Level 6 qualification in Community Development/ Social Science as recognised by SAQA coupled with 3 years' experience in a community development/ administrative environment and a valid driver's licence. Essential Knowledge, Skills And Competencies Required: The successful candidate must have Knowledge of the: Dynamics, culture and language of targeted communities; how government operates; Human Resources and Financial Management; Project management; relevant legislation; Local Government legislation ; Government policies, prescripts and legislation; Planning; Team work; Decision making skills; Problem solving skills; Networking skills; Leadership skills; Report writing skills; Employee development; Analytical skills; Presentation skills; People management; Good communication skills (verbal & written) with other Government organizations and Private sector and good computer literacy in MS Office.

DUTIES : The successful candidate will be required to Manage the Community Development Workers Programme within the district with the following responsibilities: Convene regular meetings with CDWs for briefing and reporting purposes on progress and problems experienced; Coordinate, monitor and report on the implementation of the CDW Programme within the

District; Promote and maintain stakeholder relations; Provide CDWs with relevant information on government programmes for communities to benefit; Manage the resources under your control.

ENQUIRIES : MS P Khumalo At 031 204 1766

POST 35/179 : **ASSISTANT DIRECTOR: FACILITIES MANAGEMENT REF NO: 22/1/3/6/3/48/2026 (CS)**
Chief Directorate: Corporate Services
Directorate: Auxiliary Services

SALARY : R487 197 per annum (Level 09)
CENTRE : Pietermaritzburg
REQUIREMENTS : The ideal candidate must be in possession of NQF 6 in Public Administration/ Business Administration/ Office Administration as recognised by SAQA coupled with 3 years supervisory experience in an office service environment and a valid driver's license (Code B). Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Knowledge of general administration; housing accommodation policy; major and minor works; Financial regulations; Treasury regulations; PFMA; Public Service Act and Regulations; Departmental Delegations; National Archives Act; Occupational Health and Safety Act; good planning; team development; leadership skills; decision Making; problem solving; organising ability; basic financial management; employee development; project management; good communication skills (written and verbal) with other government organisations, private sector, NGOs and departmental staff and computer literacy.
DUTIES : The successful candidate will be required to provide effective office services and facilities management to the Department with the following responsibilities: Manage office Services; Manage departmental accommodation and facilitate major works on behalf of the Department; Manage minor maintenance services within the Department; Provide advice, guidance and input to policy, procedures and processes; Manage resources under your control.
ENQUIRIES : MR MM Ntombela Tel No: (033) 260 8364

POST 35/180 : **ASSISTANT DIRECTOR: HRM INFORMATION SYSTEMS REF NO: 22/1/3/6/3/49/2026 (HRA)**
Chief Directorate: Human Resource Management and Development
Directorate: Human Resource Administration

SALARY : R487 197 per annum (Level 09)
CENTRE : Pietermaritzburg
REQUIREMENTS : The ideal candidate must be in possession of a National Diploma/ NQF Level 6 qualification in HR/ HR Systems as recognised by SAQA, successfully passed the PERSAL Controller training exam and have at least 3 years' administrative experience in the PERSAL Administration environment and a valid code 08 driver's licence. Essential Knowledge, Skills And Competencies Required: The successful candidate must have Knowledge of the: - Operation of HR Systems (PERSAL etc.); Knowledge of Public Service Act/ Regulations; Departmental Policies; Understanding HRM practices in the Public Service; Public Service reporting procedures and work environment; Investigation into and policy development processes; Interpretation of legislation, policies and statistics; Computer based Human Resource Management Information systems; understanding of all prescripts, practices and procedures. interpretation and application of policies/ legislation; problem solving and analytical thinking; financial management; team building; manipulation of information to compile reports; project management; presentation and facilitation silks; motivation /leadership skills and negotiation skills; good communication skills (verbal & written) with internal and external personnel, Office of the Priemer, auditors, management and staff of the department and Computer literacy (MS Word, MS Excel, MS PowerPoint, MS Access, PERSAL).
DUTIES : The successful candidate will be required to maintain a Departmental HRM information system with the following responsibilities: - Maintain an appropriate HR information system for the department; Manage the departmental PERSAL system; Provide analytical reports; Manage the provisioning and allocation of posts; Provide advice and guidance and input to policy; Manage the resources of the Division.
ENQUIRIES : Mrs A Rautenbach Tel No: (033) 260 8003

POST 35/181 : **SURVEY TECHNICIAN PRODUCTION GRADE C REF NO: 22/1/3/6/3/50/2026 (MP)**
Chief Directorate: Municipal Planning
Directorate: Survey Services

SALARY : R518 769 per annum, (OSD)
CENTRE : Pietermaritzburg
REQUIREMENTS : The ideal candidate must be in possession of a Grade 12 certificate and Diploma (NQF level 6) in Survey or Geomatics, or a relevant qualification as recognised by SAQA, coupled with 3 years post-qualification technical (Survey) experience, compulsory registration with the South African Geomatics Council (SACG) as a Geomatics Technician and a valid driver's licence. Essential Knowledge, Skills and Competencies Required: The successful candidate must have knowledge of programme and project management; survey design and analysis; research and development; computer-aided survey applications; legal compliance; technical report writing; and creating a high-performance culture. Job-related skills: Decision-making; team leadership; financial management; analytical skills; creativity; self-management; customer focus and responsiveness; communication (written and verbal); planning and organising; conflict management; problem-solving and analysis; innovation and computer literacy.
DUTIES : The successful candidate will be required to provide Survey Services with the following key responsibilities: provide technical survey services and support; perform administrative and related functions; perform surveys and survey computations; provide input into the budgeting process; liaise with relevant bodies/councils on survey-related matters; and conduct research and development.
ENQUIRIES : Ms T Nodada Tel No: (031) 204 1824

POST 35/182 : **SCM PRACTITIONER: TRADITIONAL ASSETS ADMINISTRATION REF NO: 22/1/3/6/3/51/2026 (CS)**
Chief Directorate: Financial Management
Directorate: Supply Chain Management

SALARY : R338 106 per annum (Level 07)
CENTRE : Pietermaritzburg
REQUIREMENTS : The ideal candidate must be in possession of a Senior Certificate/ Grade 12/NQF Level 4 with a minimum of 3 years asset management (SCM) experience and a valid driver's licence. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Sound knowledge of Supply Chain Management; Sound knowledge of PFMA, Treasury regulations, SCM prescripts; functional knowledge of assets management; Public Service Act; Public Service Regulation; Basic Conditions of Employment Act; numeracy skills, report writing skills; Listening skills; Interpersonal skills; Good communication skills (verbal & written) with staff, management, traditional institutions, public and other departments; intermediate computer literacy (MS Word, Excel).
DUTIES : The successful candidate will be required to ensure an asset administration service in respect of traditional assets with the following responsibilities: Undertake financial reconciliations (including adjusting entries) of the asset register with the general ledger and financial statement; Ensure support during traditional institutions stock takes; Facilitate the loss control procedure and effect correct journal entries on the LOCO system; Exercise control of human resources.
ENQUIRIES : Mr V Parbhoodeen Tel No: (033) 260 8023

POST 35/183 : **ADMINISTRATION OFFICER: LEGAL SERVICES REF NO: 22/1/3/6/3/52/2026 (CS)**
Head Of Department
Directorate: Legal Services

SALARY : R338 106 per annum (Level 07)
CENTRE : Pietermaritzburg
REQUIREMENTS : The ideal candidate must be in possession of Senior Certificate/Grade 12/ NQF level 4 coupled with 3 years' administration experience in Legal Services. Essential Knowledge, Skills And Competencies Required: The successful

candidate must have: - Knowledge of Policies; Legislation and Prescripts pertaining to Public Administration and Traditional Affairs; Computer Literacy (Excel); Administration procedures; Database maintenance; Professional skills; Client orientated; Loyal and dedicated; Honest; Tactful; Approachable; Innovative; Discipline; Ability to work under pressure; Innovative/creative; Ability to work in a team and independently; Good communication skills (written and verbal) with staff.

DUTIES : The successful candidate will be required to render administrative support services with the following responsibilities: - Provide administrative support services; Provide secretariat services; Manage database; Provide registry support services.

ENQUIRIES : Mr SP Mncwango Tel No: (033) 260 8034

POST 35/184 : **COMMUNITY DEVELOPMENT WORKER REF NO: 22/1/3/6/3/53/2026 (CDW)**
Chief Directorate: Community Development Workers and Public Participation
Directorate: CDWP and Rapid Response

SALARY : R280 278.per annum (Level 06)
CENTRE : Ophongolo
REQUIREMENTS : The ideal candidate must be in possession of a Senior Certificate/Grade 12 with no relevant experience. A qualification in Community Development Work will be an added advantage; experience in Community Development Work including but not limited to volunteering in Community Development projects and practices will be an added advantage. Essential Knowledge, Skills, and Competencies Required: The successful candidate must have:- Sound knowledge of Community Development; Municipal structures; Government services; Report writing; Interpersonal skills; Communication skills and Computer literacy.

DUTIES : The successful candidate will be required to liaise, co-ordinate, mobilize, inform and assist communities with access to services provided by government and to assist communities to identify and communicate their needs to Government at National, Provincial and Local Government level to bring government closer to the people with the following responsibilities:- determine the needs of communities and coordinate these needs to the relevant government structures; Co-ordinate the collation of information; Keep records of all services rendered by government and the processes and mechanisms to access those services; Promote networks and enhance the activities of existing local governance structures and other stakeholders (CBW, NGO's etc) aimed at improved service delivery; Inform and assist communities with access to the services provided by government structures.

ENQUIRIES : MS P Khumalo Tel No: (031) 204 1766

POST 35/185 : **FINANCE CLERK (X2 POSTS)**
Chief Directorate: Traditional Resource Administration
Directorate: Traditional Institutional Support

SALARY : R237 453 per annum (Level 05)
CENTRE : Umkhanyakude: Ref No: 22/1/3/6/3/54/2026 (UMK)
Ugu: Ref No: 22/1/3/6/3/55/2026 (UGU)
REQUIREMENTS : The ideal candidate must be in possession of a Senior Certificate/Grade 12 /NQF Level 4 with no experience required and a valid driver's licence. Essential Knowledge, Skills And Competencies Required: The successful candidate must have Knowledge of: - Knowledge of IsiZulu and African Culture; Administrative processes; Job Knowledge; Knowledge of financial/ accounting functions; Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics; Knowledge of SCM principles; Treasury Regulations; Public Finance Management Act; Traditional and Khoi-San Leadership Act; Public Service Act; Public Service Regulations; Labour Relations Act; Knowledge of basic financial operating system (PERSAL, BAS And LOGIS etc) Policy analysis; Planning skills; Decision making skills; Problem solving skills; Numerical skills; Financial Accounting/management; Good communication skills (verbal & written) with other Government organizations and Private sector and good computer literacy in MS Office.

DUTIES : The successful candidate will be required to render accounting services to the Local House of Traditional Leaders and Traditional Councils in the district with

		the following responsibilities: - Render financial services; Render payment services for Traditional Councils and Local Houses; Render administrative and financial support to Traditional Councils and Local Houses; Render administrative support on trust accounts; provide support with the management of assets of Traditional Councils and Local Houses.
ENQUIRIES	:	Ms B Nzimande at 060 885 5308 OR MS Z Maphanga at 060 882 0969
POST 35/186	:	**REMUNERATION OFFICER REF NO: 22/1/3/6/3/56/2026 (HRA)** Chief Directorate: Human Resource Management and Development Directorate: Human Resource Administration
SALARY	:	R237 453 per annum (Level 05)
CENTRE	:	Pietermaritzburg
REQUIREMENTS	:	The ideal candidate must be in possession of a Senior Certificate/ Grade 12 or equivalent with 0-6 months experience in Human Resource Management procedures in the Public Service and a valid driver's licence. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: In depth knowledge in the Public Service Human Resource Management; Sound knowledge of PERSAL; Computer literacy; Good numerical skills; Ability to work under pressure; Accuracy in checking and capturing information; Good communication skills (written and verbal). A PERSAL certificate; Introduction; Allowance and Deductions will be an added advantage.
DUTIES	:	The successful candidate will be required to provide a salary administration service to the Department with the following responsibilities: - Provide an effective and timeous service in respect of completion of all Persal salary related transactions; Provide an administration service with regard to salary related matters; process all abnormal appointments and related transactions; Provide advice and guidance with regard to salary related matters.
ENQUIRIES	:	Mrs NJ Shezi Tel No: (033) 260 8092
POST 35/187	:	**PERSONNEL OFFICER: CONDITIONS OF SERVICE REF NO: 22/1/3/6/3/57/2026 (HRA)** Chief Directorate: Human Resource Management and Development Directorate: Human Resource Administration
SALARY	:	R237 453 per annum (Level 05)
CENTRE	:	Pietermaritzburg
REQUIREMENTS	:	The ideal candidate must be in possession of a Senior Certificate/ Grade 12 with no experience required and a valid Driver's licence. Essential Knowledge, Skills And Competencies Required: The successful candidate must have knowledge of: Knowledge of the Public Service prescripts; Legislation; Policies and collective agreements relating to HRM; Practical demonstration of knowledge in key responsibility area; HR systems and their relation to other systems within the Department; PERSAL; Interpersonal relations; Policy interpretation; Presentation skills; Problem solving; Decision making; Good communication skills (verbal and written) with other departments, private sector, public and officials from the department and Computer literacy.
DUTIES	:	The successful candidate will be required to render conditions of service for employees of the department with the following key responsibilities: - Process appointments and transfers; Process exits; Attend to leave matters; Process long service awards and IOD's.
ENQUIRIES	:	Ms R Norris Tel No: (033) 260 8105
POST 35/188	:	**REGISTRY CLERK: FACILITIES REF NO: 22/1/3/6/3/58/2026 (CS)** Chief Directorate: Corporate Services Directorate: Auxiliary Services
SALARY	:	R237 453 per annum (Level 05)
CENTRE	:	Durban
REQUIREMENTS	:	The ideal candidate must be in possession of a Senior Certificate/ Grade 12 with no experience required. Essential Knowledge, Skills And Competencies Required: The successful candidate must have knowledge of: Registry procedures; Archives Act; Performance management procedures and policies; Good communication and writing skills; use of computer equipment and program; Communication skills (written and verbal) with other government organisations and private sector.

DUTIES : The successful candidate will be required to provide registry services with the following key responsibilities: - Provide registry counter services; Handle incoming and outgoing correspondence; Render an effective filing and record management service; Process documents for archiving and disposal.

ENQUIRIES : Mr MM Ntombela Tel No: (033) 260 8364

POST 35/189 : **ADMINISTRATION CLERK REF NO: 22/1/3/6/3/59/2026 (TRA)**
Chief Directorate: Traditional Resource Administration
Directorate: Administrative Support

SALARY : R237 453 per annum (Level 05)
CENTRE : Umkhanyakude District
REQUIREMENTS : The ideal candidate must be in possession of a Senior Certificate/ Grade 12 or equivalent with no previous experience required. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: - Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics; Knowledge and understanding of legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment; Computer skills; Planning and organisational skills; Language; Good communication skills (verbal and written).

DUTIES : The successful candidate will be required to render administrative support services with the following responsibilities: - Render general clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration clerical support services within the component; Provide financial administration support services in the component.

ENQUIRIES : Mrs VM Sikhosana Tel No: (035) 573 0885

DEPARTMENT OF HEALTH

Department of Health is an equal opportunity, affirmative action employer, whose aim is to promote representativity in all occupational categories in the Department

MANAGEMENT ECHELON

POST 35/190 : **CHIEF FINANCIAL OFFICER REF NO: G51/2026**
Cluster: Office Of the Head of Department

SALARY : R1 885 710 per annum (Level 15), (an all-inclusive SMS salary package)
CENTRE : Head Office: Pietermaritzburg
REQUIREMENTS : An undergraduate qualification in Accounting / Public Finance / Economics with Postgraduate / Honours (NQF Level 8) in Accounting / Public Finance / Economics and Honours as majors, OR a Post Graduate Diploma in Accounting/CTA OR CA qualification as recognized by SAQA. Eight (8) years' experience at a senior managerial level in a Financial Management environment. Three (3) years must be at a chief Director level, within the eight years, there must be three (3) years' experience in a Public Sector environment. Unendorsed valid Code B driver's license (Code 8). Additional Information (in their order of importance): Qualification as a Chartered Accountant. A post graduate qualification in Public Health/ Management. A recognized certification in Project Management will serve as a recommendation. NB: For the Pre-Entry Certificate for SMS, any individual may register for the course and complete such in anticipation of wishing to apply for an SMS post in future. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by following the link: https://www.thensg.gov.za/training-courses/sms-pre-entry-programme/.Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however it is not required that an applicant submit such when applying for the post prior to the closing date. However, prior to an appointment being made to any SMS post, the appointee to such a post must have completed the pre-entry certificate and must be in possession of such prior to taking up the post. NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Knowledge, Skills, Training And Competencies: The incumbent of this post will report to the Head of Department of Health, and will be responsible to support the Accounting Officer and other senior managers in the execution of their

functions in terms of the Public Finance Management Act, the Treasury Regulations and Practices Notes; and manage the financial, accounting and supply chain management systems of the Department ensuring good governance arrangements and value for money in the Department. The ideal candidate must: Possess sound technical knowledge of GRAP (Generally Recognized Accounting Practices) and GAAP (Generally Accepted Accounting Practices), which will encompass the transition to the "accrual" basis of accounting, performance budgeting and the Public Service Legislative Framework for Financial and Supply Chain Management. Have the ability to provide sound technical advice on the performance of the departmental financial system to the Accounting Officer and Cluster Managers ensuring compliance with the provisions of the Public Finance Management Act, Treasury Regulations and Provincial Treasury Practice Notes. Possess strong leadership ability in securing financial resources for the Department to adequately fund the Annual Performance Plan of the Department. Have the ability to translate the macro fiscal environment for core business managers into strategic financial direction. Possess sound knowledge of Strategic Planning Processes and associated budgetary processes. Have the ability to develop and utilize Monitoring and Evaluation Mechanisms in support of strategic resource management practices. Have the ability to capitalise on human potential and to build a strong financial delivery team at Head Office and at Institutions. Have the ability to use and manage advanced computer applications. Possess knowledge of the principles of Public Private Partnerships and the financial management of complex contractual arrangements. Have excellent verbal communication and report writing skills.

DUTIES : Develop implement and maintain appropriate mechanisms to timeously respond to the changing needs for financial information, the interpretation thereof and the rendering of technical advice to the Accounting Officer ensuring that the financial resources and assets of the Department are utilized effectively and economically to realize the objectives of the Annual Performance Plan. Provide technical advice to Accounting Officer and Senior Managers to ensure the equitably allocation, maintenance and effective utilization of resources in line with the Strategic Objectives of the Department, legislative imperatives and good governance arrangements inclusive of the management of working capital, assets, liabilities and revenue collection to achieve optimal operational efficiency in the Department. Ensure adequate financial, accounting and internal financial control arrangements and systems are in place and maintained in support of the decentralized financial management mode inclusive of appropriate mechanisms for the accountable delegation of financial powers, asset security, monitoring, evaluation, early warning and timeous corrective action. Oversee the budgetary process within the department, exercise budgetary control and provide at a strategic level early warning arrangements. Oversee the preparation and submission of the Annual Financial Statements and liaison with the Auditor-General inclusive of ensuring compliance with reporting requirements and standards under the PFMA, Division of Revenue Act and Financial Statements. Ensure the effective, efficient and economical management and utilization of resources allocated to the Financial Cluster as outlined in the legislative framework for good governance. Provide effective and efficient management of resources within the Cluster to ensure optimal functioning and performance of the Cluster in delivery linked to the strategy and policy imperatives. Provide financial advice and support to the Accounting Officer and other senior managers – i) in developing costing/funding options for strategic and other business plans within the MTEF arrangement, ii) in executing their functions in terms of the PFMA, Treasury Regulations and Departmental Financial Delegations. To Manage the Supply Chain Management systems of the Department ensuring good governance arrangements and value for money in the Department.

ENQUIRIES : Mrs TP Msimango Tel No: (033) 395 2589

APPLICATIONS : Interested applicants can visit the following website at www.kznonline.gov.za/kznjobs for full posts details. "Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs or submit their Z83 and CV directly to the following email address HeadOffice.HRJobApplication@kznhealth.gov.za. NB//The subject of your e-mail must be the post name that you are applying for. "Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online

or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs."

NOTE : Applications must be submitted on the new 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. The Z83 should be accompanied by a comprehensive CV (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be 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 and 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. We strive to create an environment that brings the power of diversity to life and as such, this Department is an equal opportunity, affirmative action employer, whose aim is to promote inclusiveness in all occupational levels in the Department".

CLOSING DATE : 16 October 2026

OTHER POSTS

POST 35/191 : **DEPUTY DIRECTOR: MATERNAL HEALTH/VTP REF NO: G53/2026**
Cluster: Maternal Child and Women's Health and Nutrition

SALARY : R932 292 per annum (Level 11), (an all-inclusive salary package)
CENTRE : Head Office: Pietermaritzburg
REQUIREMENTS : Matric Certificate (Grade 12). An undergraduate qualification (NQF 7) or Diploma (NQF 6) in Nursing. Or Medical degree (MBCHB) Plus. Current registration with SANC or HPCSA. A minimum of three (3) years' experience as an Assistant Director Plus. Five (5) years' experience after registration with professional body in Maternal Health Programme Plus. Valid code EB Driver's License (code 8) Plus. Computer literacy. Additional Information: A Masters' Degree in Public Health or similar in research will be an added advantage. NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Knowledge, Skills, Training and Competencies: Job Purpose: To develop, facilitate, monitor and evaluate evidence-based strategies to i) reduce maternal morbidity and mortality, including HIV-related and ii) vertical transmission prevention (VTP) of HIV, syphilis and Hepatits B; and improve the quality of maternal and perinatal health through improving service delivery, ensuring transfer of appropriate knowledge, skills and developing community intervention strategies. Manage resource allocation and monitor implementation of maternal health care and VTP policies within the province; comprehensive data collection, analysis and strategic planning in the field of maternal health and VTP. The ideal candidate must possess the following: Technical knowledge on maternal health policies and VTP. Knowledge of the current health and public health services legislation. Financial management skills. Project management skills. Understanding of epidemiology and statistics. Leadership skills, including good communication, decision making

and clinical skills. Possess sound knowledge of human resources. Management skills, including budgeting, planning, implementation, and quality assurance.

DUTIES : Develop, review and ensure implementation of relevant policies and guidelines: Performance standard. Update existing provincial maternal health and VTP related guidelines and policies. Develop new guidelines and policies for the Province in response to identified issues in maternal health and VTP field. Provide guidance to districts regarding best practices for maternal health and VTP coordinators. Identify maternal health and VTP advocacy needs according to priorities. Program Management & Implementation: Performance standard. Develop and implement strategies to reduce maternal and perinatal health-related morbidity and mortality, including HIV-related in each key programme area (preconception/ antenatal care; labour and childbirth, post-natal care) as per Saving Mothers recommendations and consolidated HIV guidelines. Report on key activities conducted aligned to these strategies. Facilitate engagement on programme performance at women's health management and provincial quarterly meetings. Offer assistance and technical support to all districts to improve Maternal Health and VTP Services: Performance standard. Support the district in devising district plans to address district-specific health issues. Provide technical assistance to district and facility management team. Conduct outreach support visits (on site or virtual to all districts) with priority given to districts with poorest performance. Facilitate training in all key areas of women's health programme. Offer assistance and technical support to all districts to improve Maternal Health Services. Stakeholder Collaboration - Liaise with national and provincial Departments of Health, funders (like UNICEF), partners, and local stakeholders to ensure coordinated effort and program integration. Improve service delivery through capacity building: performance standard: Facilitate training of midwives and doctors where applicable on the new developments and protocols, as well as to maintain and improve skills and knowledge (e.g. ESMOE, Emotive); engage districts to conduct skills audits for relevant trainings; Organize and provide orientation and training for healthcare providers and facility staff on VTP guidelines, screening, and preventative therapies. Monitor and evaluate maternal health services: performance standard. Review and update maternal health and VTP data elements. Quarterly reports prepared with remedial actions. Correct data errors. Analysis of relevant indicator performance with the team. Monitor quarterly the implementation of Saving mothers recommendations. Undertake other managerial and administration duties; performance standard. Coordinate provincial maternal mortality confidential enquiry. Coordinate Provincial perinatal morbidity and mortality committee. EPMDS completed. Compile DORA. Participate in provincial and district interviews as panel member.

ENQUIRIES : DR M Netshinombelo Tel No: (033) 395 2740

APPLICATIONS : All applications should be forwarded to: The Chief Director: Human Resource Management Services, KZN Department of Health Private Bag X9051, Pietermaritzburg, 3200 OR Hand delivered to: 330 Langalibalele Street Natalia Building, Registry, Minus 1:1 North Tower Interested applicants can visit the following website at www.kznonline.gov.za/kznjobs for full posts details. "Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs
" "Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs."

FOR ATTENTION : Mrs N Radebe

NOTE : Applications must be submitted on the new 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. The Z83 should be accompanied by a comprehensive CV (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted

candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be 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 and integrity (ethical conduct) assessment. We strive to create an environment that brings the power of diversity to life and as such, this Department is an equal opportunity, affirmative action employer, whose aim is to promote inclusiveness in all occupational levels in the Department".

CLOSING DATE : 16 October 2026

POST 35/192 : **OPERATIONAL MANAGER NURSING PHC, COMPONENT: GATEWAY CLINIC REF NO: OPM PHC GW 01/2026 (X1 POST)**

SALARY : Grade 1: R720 819 - R821 454 per annum. Other Benefits: medical aid (optional), rural allowance, housing allowance: employee must meet the prescribed requirements.

CENTRE : Eshowe District Hospital

REQUIREMENTS : Diploma/Degree in nursing or equivalent. Current registration with South African Nursing Council as a Professional Nurse. A minimum of 9 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing, of which at least 5 years must be appropriate/recognizable experience, after obtaining the one year post basic qualification in the relevant speciality. Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. NB: Only shortlisted candidates will be required to submit proof of experience/certificate of service endorsed by HR Department Knowledge, skills, training and competencies required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks i.e. Nursing Act, Occupational Health & Safety Act, Patient's Rights Charter, Batho Pele principles, Public Service Regulations, Grievance Procedures etc. Leadership, organizational, decision making and problem-solving abilities. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Computer skills.

DUTIES : Provision of advanced/more complex primary curative health. Continuous evaluation of nursing care and nursing services. Involvement with matching research to the needs of the community. Work effectively and amicably, at a supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Provide a safe and therapeutic environment to practice safe nursing care. Monitor and evaluate staff performance in terms of Employee Performance Management Development System (EPMDS). Ensure the effective management of complaints. Ensure quality data management. Ensure proper utilization of all resources and exercise care over government property. Facilitate the realization and maintenance of ideal clinic program. Deal with disciplinary and grievance matters including monitoring and managing absenteeism. Participate in operation sukuma sakhe. Support PHC re-engineering by ensuring that outreach teams are functional. Implement and monitor all relevant legislation frameworks and prescripts.

ENQUIRIES : Deputy Nursing Manager: Mr Mt Dube Tel No: (035) 473 4500

APPLICATIONS : Direct your application quoting the relevant reference number to: The Chief Executive Officer, Eshowe District Hospital, Private Bag X504, Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date. Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applicants can submit their Z83 and CV directly to the following email address. EshoweHospital.HRJobApplication@kznhealth.gov.za. Applicants may also

visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs

FOR ATTENTION : Mrs GZ Dube: Human Resource Manager

NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. 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. Selection panels shall score both technical exercises as an additional criterion in the interview process. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers licence, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. “People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

CLOSING DATE : 16 October 2026

POST 35/193 : **CLINICAL NURSE PRACTITIONER REF NO: VRH 08/2026 (X1 POST)**
Component: Thembumusa Clinic

SALARY : Grade 1: R495 423 – R571 161 per annum
Grade 2: R607 350 – R741 783 per annum
Other Benefits: Medical Aid – Optional, Housing Allowance - Employee must meet prescribed requirements, 13th Cheque and 12% rural allowance.

CENTRE : Vryheid District Hospital

REQUIREMENTS : An appropriate B degree/National Diploma in General nursing and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse. Post basic qualification with the duration of at least 1- year qualification in Curative Skills in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with SANC. Registration certificates with SANC as a General Nurse, Midwifery and Clinical Nursing Science. Current SANC receipt. Certificate of service from current and previous employers stamped and signed by the Human Resource Department. **Grade 1**: A minimum of 4 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing**. Grade 2**: A minimum of 14 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate / recognizable experience after obtaining the 1- year post-basic qualification in the relevant specialty. Knowledge, Skills, Training and Competences Required: Knowledge of all applicable legislations such as Nursing Acts, Mental Acts, OH & S Act, Batho Pele Principles and Patient’s Rights Charter, Labour Relations Act, Grievance procedure, etc. Leadership, organizational, decision making and problem solving, conflict handling and counselling. Good listening and communication skills. Co-ordination and planning skills. Team building and supervisory skills. Good interpersonal relationship skills. Good insight of procedures and policies pertaining to nursing care. Ability to assist in information of patient care related policies.

DUTIES : Provide quality, comprehensive Primary Health Care by providing promotive, preventive, curative and rehabilitative services for the clients and the community. Ensuring proper utilization and safekeeping of basic medical equipment, surgical and pharmaceutical stock. Assist in the orientation,

induction and monitoring of all nursing staff. Provide direct and indirect supervision of all nursing staff and to give guidance. Provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. Assist with conducting clinical audits and developing quality improvement plans. Improve the knowledge of staff and patients through health education and in-service training. Maintain a constructive working relationship with nursing and other stakeholders, implementation of the Integrated Multi Stakeholder Health Promotion Strategy. Management of patient's records, both written and electronic. Ensure the collection, collation and timeous submission of accurate verified data. Support the realization and maintenance of Ideal Clinic and OHSC Programme in the facility. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practises within a primary health care environment. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a primary health care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a primary health care facility. Demonstrate a basic understanding of human resource and financial policies and practices

ENQUIRIES : Ms. ATS Sibiya Tel No: (034) 982 2111, EXT. 4692

APPLICATIONS : All applications should be forwarded to: Assistant Director: HRM, Private Bag X9371, Vryheid, 3100 or be hand delivered at Coswald Brown Street, Vryheid 3100, HR office No: 09 or email to VryheidHospital.HRJobApplication@kznhealth.gov.za

NOTE : 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. The contents of this circular minute must be brought to the notice of all eligible employees on the establishment of all institutions without delay. It must be ensured that all employees who meet the requirements of the post are made aware on this circular minute even if they are absent from their normal places of work. Directions To Candidates: The following documents must be submitted: Application for employment form (Form Z83), which is obtainable at any Government Department OR from the website (www.kznhealth.gov.za) issued by Minister of DPSA in line with regulation 10 of the Public Service Regulations 2016. Applicant must utilize the most recent Z83 form. The Z83 must be fully completed: Failure to do so will result in disqualification. A detailed Curriculum Vitae (CV) and please note that it is no longer a requirement to submit any qualification or supporting documents, only shortlisted candidate will be required to produce certified copies of documents on or before the day of the interview. The Reference Number and the position for which you are applying (as stated in the advert) must be clearly indicated in the columns provided on the Z83 form. 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 appointments are subject to positive outcome obtained from the NIA to the following checks (Security clearance, credit records, qualifications, citizenship and previous experience verifications) It is the applicant's responsibility to have a foreign qualification which is the inherent requirement of the job evaluated by the South African Qualifications Authority (SAQA) and to provide proof when shortlisted. Failure to comply will result in the application not being considered. Applicants are respectfully informed that if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. People living with disabilities are encouraged to apply for the post. 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. The department reserves the right not to fill the post. Failure to comply with the above instructions will disqualify your application. The post will be filled in terms of the Employment Equity Target. NB: Sending applications using courier service/email is encouraged as we have challenges with the post office.

CLOSING DATE : 16 October 2026

POST 35/194 : **CLINICAL NURSE PRACTITIONER REF NO: VRH 09/2026 (X1 POST)**
Component: Mondlo 2 Clinic

SALARY : Grade1: R495 423 – R571 161 per annum
Grade 2: R607 350 – R741 783 per annum

Other Benefits: Medical Aid – Optional, Housing Allowance - Employee must meet prescribed requirements, 13th Cheque and 12% rural allowance.

CENTRE : Vryheid District Hospital

REQUIREMENTS : An appropriate Bachelor Degree / National Diploma in General nursing and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse. Post basic qualification with the duration of at least 1- year qualification in Curative Skills in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with SANC. Registration certificates with SANC as a General Nurse, Midwifery and Clinical Nursing Science. Current SANC receipt. Certificate of service from current and previous employers stamped and signed by the Human Resource Department. **Grade 1:** A minimum of 4 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2**: A minimum of 14 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate / recognizable experience after obtaining the 1- year post-basic qualification in the relevant specialty. Knowledge, Skills, Training and Competences Required: Knowledge of all applicable legislations such as Nursing Acts, Mental Acts, OH & S Act, Batho Pele Principles and Patient's Rights Charter, Labour Relations Act, Grievance procedure, etc. Leadership, organizational, decision making and problem solving, conflict handling and counselling. Good listening and communication skills. Co-ordination and planning skills. Team building and supervisory skills. Good interpersonal relationship skills. Good insight of procedures and policies pertaining to nursing care. Ability to assist in information of patient care related policies.

DUTIES : Provide quality, comprehensive Primary Health Care by providing promotive, preventive, curative and rehabilitative services for the clients and the community. Ensuring proper utilization and safekeeping of basic medical equipment, surgical and pharmaceutical stock. Assist in the orientation, induction and monitoring of all nursing staff. Provide direct and indirect supervision of all nursing staff and to give guidance. Provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. Assist with conducting clinical audits and developing quality improvement plans. Improve the knowledge of staff and patients through health education and in-service training. Maintain a constructive working relationship with nursing and other stakeholders, implementation of the Integrated Multi Stakeholder Health Promotion Strategy. Management of patient's records, both written and electronic. Ensure the collection, collation and timeous submission of accurate verified data. Support the realization and maintenance of Ideal Clinic and OHSC Programme in the facility. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practises within a primary health care environment. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a primary health care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a primary health care facility. Demonstrate a basic understanding of human resource and financial policies and practices

ENQUIRIES : Ms. ATS Sibiya Tel No: (034) 982 2111, EXT. 4692

APPLICATIONS : All applications should be forwarded to: Assistant Director: HRM, Private Bag X9371, Vryheid, 3100 or be hand delivered at Coswald Brown Street, Vryheid 3100, HR office No: 09 or email to VryheidHospital.HRJobApplication@kznhealth.gov.za

NOTE : 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. The contents of this circular minute must be brought to the notice of all eligible employees on the establishment of all institutions without delay. It must be ensured that all employees who meet the requirements of the post are made aware on this circular minute even if they are absent from their normal places of work. Directions To Candidates: The following documents must be submitted: Application for employment form (Form Z83), which is obtainable at any Government Department OR from the website (www.kznhealth.gov.za) issued by Minister of DPSA in line with regulation 10 of the Public Service Regulations 2016. Applicant must utilize the most recent Z83 form. The Z83 must be fully completed: Failure to do so will result in disqualification. A detailed Curriculum Vitae (CV) and please note that it is no longer a requirement to submit any qualification or supporting documents, only shortlisted candidate

will be required to produce certified copies of documents on or before the day of the interview. The Reference Number and the position for which you are applying (as stated in the advert) must be clearly indicated in the columns provided on the Z83 form. 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 appointments are subject to positive outcome obtained from the NIA to the following checks (Security clearance, credit records, qualifications, citizenship and previous experience verifications) It is the applicant's responsibility to have a foreign qualification which is the inherent requirement of the job evaluated by the South African Qualifications Authority (SAQA) and to provide proof when shortlisted. Failure to comply will result in the application not being considered. Applicants are respectfully informed that if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. People living with disabilities are encouraged to apply for the post. 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. The department reserves the right not to fill the post. Failure to comply with the above instructions will disqualify your application. The post will be filled in terms of the Employment Equity Target. NB: Sending applications using courier service/email is encouraged as we have challenges with the post office.

CLOSING DATE : 16 October 2026

POST 35/195 : **PROFESSIONAL NURSE GRADE 1 SPECIALTY STREAM REF NO: UMZ04/2026 (X1 POST)**

SALARY : Grade 1: R495 423 - R581 931 per annum. Other Benefits:13th Cheque, Home Owner Allowance (conditions apply), Medical Aid (Optional), Danger Allowance, 12% Rural Allowance.

CENTRE : Umzimkhulu Psychiatric Hospital

REQUIREMENTS : Senior Certificate / Grade 12 or equivalent qualification. Degree / Diploma in General Nursing or equivalent qualification that allows for registration as a Professional Nurse. Registration with the South African Nursing Council as a Professional Nurse. One (1) year Post Basic qualification in Psychiatric Nursing Science. A minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Current registration with South African Nursing Council (2026 SANC receipt). Certificate of service from previous/current employer endorsed and stamped by HR. Knowledge, Skills, Training And Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal framework such as: Nursing Act, SANC rules and regulations, Mental Health Care Act, Health Act, Occupational Health and Safety Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Knowledge of nursing care delivery approaches and special interest in Psychiatric Nursing. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations. Plan and organize own work and that of support personnel to ensure proper nursing care. Knowledge of Occupational Health and Safety, Infection Prevention & Control, medical waste and risk assessment. Good communication skills, report writing skills, facilitation skills, coordination skills, decision-making, problem solving skills, supervisory skills, planning and organizing, team building, conflict management skills, Information and Data Management and Computer Literacy.

DUTIES : Execute duties and functions with proficiency within the prescripts of applicable legislation. Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Ensure that all programs related to psychiatric nursing are implemented. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Provide direction and supervision for the implementation of nursing plan (clinical practice/ quality patient care). Maintain clinical competence by ensuring that scientific principles of nursing are implemented. Ensure and advocate for provision and supervision of patient's

needs. Maintain accurate and complete patient records according to legal requirements. Participate in the analysis, formulation and monitoring of objectives, policies and procedures including quality improvement programmes and clinical audits to ensure good practices. Manage and supervise effective utilization of all resources e.g. Human, Financial and material resources. Exercise control over discipline, grievance and labour relations issues. Assist with performance reviews i.e. EPMDS as well as student progress reports. Ensure the provision of a safe and therapeutic environment for patients, staff and public through implementation of Occupational Health and Safety Act and prevention of medical/legal risks. Ensure infection prevention and control (IPC) standards and maintain patient safety. Ensure the provision of accurate statistical information for data management. Participate in Continuous Professional Development (CPD), research, and implementation of evidence-based practices. Assist the unit manager with overall management and necessary support for the effective functioning of the unit.

ENQUIRIES : MS. P.N Mbelu Tel No: (039) 259 0310

APPLICATIONS : Applications to be forwarded to the Human Resource Manager, Umzimkhulu Hospital, Private Bag X514, Umzimkhulu, 3297 OR Drop off in the application Box, Umzimkhulu Hospital, 3297 or email: Umzimkhulu. E-Recruitment@kznhealth.gov.za

FOR ATTENTION : Mr M TIti

NOTE : Directions to candidates: The following documents must be submitted: Application for employment form (Z83 fully completed), which is obtained at any Government Department OR from the website: www.kznhealth.gov.za and curriculum vitae. Only shortlisted candidates for the post will be required to submit certified documents, proof of experience and proof of current registration with the respective council on or before the date of interview following communication with HR. 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. NB: Certified copies should not be older than three months, not copies of certified copies & faxed applications will not be considered. The reference number must be indicated in the column provided on the form Z83, e.g.UMZ 01/2026. Failure to comply with the above instruction will lead to disqualification of applicants. Please note that due to the large number of applications, we anticipate to receive applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T and resettlement claims will be considered for payment to candidates that are invited to interviews. Please note that pre-employment screening and verification process, including CIPC, criminal records verification will be undertaken. Only Z83 and CV submitted on application, all other documents including proof/s are submitted by shortlisted candidates. Non-RSA Citizens / Permanent Residents/ Work Permit holders must submit documentary proof when the applicant is shortlisted). This department is an equal opportunity, affirmative action employer whose aim is to promote respectively in all levels of all occupational categories in the department. People with disabilities are encouraged to apply.

CLOSING DATE : 23 October 2026

POST 35/196 : **SUPPLY CHAIN CLERK (SUPERVISOR) REF NO: SMCHC 02/2026 (X1 POST)**
Directorate: SMCHC

SALARY : R338 106 - R398 277 per annum, plus 13th Cheque, Medical Aid (optional). Housing / Home Owners allowance (Employee must meet prescribed conditions)

CENTRE : ST Margaret's CHC

REQUIREMENTS : Grade 12 Certificate /Standard 10 or Equivalent, 3-5 years' Experience. Valid Driver's licence code 08/10. Computer Literacy in MS Word, Ms Excel, Ms outlook, Ms power-point (Computer Certificate) will be an added advantage), NB: all shortlisted candidates will be required to provide certified copies of educational qualifications, Identity Documents, Drivers Licence, Computer certificate and proof of experience (Not Z17) endorsed by HR office indicating clearly n details periods of experience and roles. Knowledge, Skills, Training and Competence Required: Job Knowledge, Interpersonal relations, Flexibility,

Teamwork, Planning and organising, Language, Good verbal and written communication skills, Knowledge and understanding of Public Finance Management service, Treasure, Regulations, Supply Chain Management, HR prescripts and Policies, Basic knowledge and understanding of the legislative framework governing the Public Service, Basic knowledge of work procedures in terms of the working environment, Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics.

DUTIES : Oversee SCM department such acquisition, demand, logistic and assets control. Provide for Human resource management, such implement in-service training and Development programmes. Monitor staff performance do staff EPMDS. Plan and organise resources in the most effective manner whilst ensuring the optimal utilisation of those resources. Ensure that their management of assets such as asset register, barcoding and Disposal of condemned assets. Ensure proper management of contracts such as monitoring and monthly payments. Compile monthly and quarterly reports and submit to the Head Office. Oversee the management of stock level, proper storage of stock according stock Management procedure. Ensure stock taking is conducted on a quarterly basis at stores. Monitor, train and supervise SCM staff members.

ENQUIRIES : All enquiries must be directed to Mrs. TP Khumalo: Assistant Director: Finance. Tel No: (039) 2599 222

APPLICATIONS : 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 uMzimkhulu 3297 or Email to StmargaretsHospital.HRjobApplication@kznhealth.gov.za

FOR ATTENTION : Mr. TL Nzimande: Human Resource Manager

NOTE : 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 SMCHC02/2026. 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.

CLOSING DATE : 16 October 2026

POST 35/197 : **PROFESSIONAL NURSE GRADE 1 GENERAL STREAM REF NO: UMZ03/2026 (X3 POSTS)**

SALARY : Grade 1: R337 359 - R397 392 per annum. Other Benefits: 13th Cheque, Home Owner Allowance (conditions apply), Medical Aid (Optional), Danger Allowance, 12% Rural Allowance

CENTRE : Umzimkhulu Psychiatric Hospital

REQUIREMENTS : Senior Certificate/Grade 12 or equivalent qualification. Basic R425 qualification (Degree/Diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with SANC as Professional Nurse. Certificate of service from previous/current employer endorsed and stamped by HR. Current registration with South African Nursing Council (2026 SANC Receipt) Knowledge, Skills,

Training And Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal framework such as: Nursing Act, Mental Health Care Act, Health Act, Occupational Health and Safety Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Knowledge of nursing care delivery approaches and special interest in Psychiatric Nursing. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations. Plan and organize own work and that of support personnel to ensure proper nursing care. Knowledge of Occupational Health and Safety, Infection Prevention & Control, medical waste and risk assessment. Good communication skills, report writing skills, facilitation skills, coordination skills, networking skills, problem solving skills, supervisory skills, planning and organizing, team building, Information and Data Management and Computer Literacy.

DUTIES : Provide direction and supervision for the implementation of nursing plan (clinical practice/ quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practice.) Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Perform clinical nursing care in accordance with the professional scope of practice and standards as determined by the relevant health facility. Execute duties and functions with proficiency in support of the aims and strategic objectives of the institution. Maintain accurate and complete patient records according to legal requirements. Ensure the provision of accurate statistical information for data management. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Assist the unit manager with overall management and necessary support for the effective functioning of the unit. Work as part of a multi-disciplinary team to ensure good nursing care and work effectively, cooperatively and amicably with persons of diverse intellectual, cultural and racial or religious differences. Participate in health promotion and illness prevention initiatives within the institution and outreach programme. Promote the culture of ethics and professionalism within the nursing profession. Assist with performance planning, monitoring and evaluation of staff. Ensure proper utilization of human and material resources and liaise with multidisciplinary team to ensure continuity of patient care and supervise the provisions of nursing care services by the other categories of nursing staff. Exercise control over discipline, grievance and labour relations issues. Participate in Continuous Professional Development (CPD). Must be prepared to work shifts as per allocation; includes night shift, weekends and Public Holidays.

ENQUIRIES : MS. P.N Mbelu Tel No: (039) 259 0310

APPLICATIONS : Applications to be forwarded to the Human Resource Manager, Umzimkhulu Hospital, Private Bag X514, Umzimkhulu, 3297 OR Drop Off in the application Box, Umzimkhulu Hospital, 3297 or email: Umzimkhulu. E-Recruitment@kznhealth.gov.za

FOR ATTENTION : Mr. M Titi

NOTE : Directions to candidates: The following documents must be submitted: Application for employment form (Z83 fully completed), which is obtained at any Government Department OR from the website: www.kznhealth.gov.za and curriculum vitae. Only shortlisted candidates for the post will be required to submit certified documents, proof of experience and proof of current registration with the respective council on or before the date of interview following communication with HR. 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. NB: Certified copies should not be older than three months, not copies of certified copies & faxed applications will not be considered. The reference number must be indicated in the column provided on the form Z83, e.g.UMZ 01/2026. Failure to comply with the above instruction will lead to disqualification of applicants. Please note that due to the large number of applications, we anticipate to receive applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Please note that

due to financial constraints no S&T and resettlement claims will be considered for payment to candidates that are invited to interviews. Please note that pre-employment screening and verification process, including CIPC, criminal records verification will be undertaken. Only Z83 and CV submitted on application, all other documents including proof/s are submitted by shortlisted candidates. Non-RSA Citizens / Permanent Residents/ Work Permit holders must submit documentary proof when the applicant is shortlisted). This department is an equal opportunity, affirmative action employer whose aim is to promote respectively in all levels of all occupational categories in the department. People with disabilities are encouraged to apply.

CLOSING DATE : 23 October 2026

POST 35/198 : **NURSING ASSISTANT GRADE 1 REF NO: UMZ02 /2026 (X1 POST)**

SALARY : Grade 1: R181 230 - R207 225 per annum. Other Benefits: 13th Cheque, Housing Allowance (employee to meet prescribed requirements) Medical Aid (Optional), Danger Allowance

CENTRE : Umzimkhulu Psychiatric Hospital

REQUIREMENTS : Senior Certificate/Grade 12 or equivalent qualification. Nursing Assistant certificate that allows registration with South African Nursing Council. Current registration with South African Nursing Council (2026 SANC receipt) Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal framework such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure. Elementary communication skills. Elementary writing skills. Ability to function as part of a multidisciplinary team. Good interpersonal skills. Knowledge of scope of practice of Enrolled Nursing Assistant. Ability to perform structured task under direct and indirect supervision of a Registered Nurse. Empathy, sensitivity and drive for excellence. Knowledge of SANC rules and regulations. Knowledge of code of conduct for the Public Service.

DUTIES : Provide elementary clinical nursing practice in accordance with the scope of practice and nursing standards Assist patients with activities of daily living (physical care). Provision of quality nursing care through the implementation of standards, policies and procedures, ensure effective utilization of resources. Maintain professional growth/ethical standards and self- development. Provide health education to the patients, family and community according to knowledge and scope of practice. Abide by and ensure implementation of Nursing Care Plans. Provide a safe and therapeutic environment as laid down by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts. Maintain accurate and complete patient records according to legal requirements and scope of practice. Maintain client satisfaction through quality service delivery and upholding the Batho Pele Principles. Abide by Infection Prevention and Control Protocols. Execute duties and functions with proficiency within the scope of practice, prescripts and to support the objectives of the institution. Assist in escorting patients to other hospitals. Maintain hygiene needs of patients and render assistance to all team members. Participate in Continuous Professional Development (CPD).

ENQUIRIES : MS. P.N Mbelu Tel No: (039) 259 0310

APPLICATIONS : Applications to be forwarded to the Human Resource Manager, Umzimkhulu Hospital, Private Bag X514, Umzimkhulu, 3297 OR Drop off in the application Box, Umzimkhulu Hospital, 3297 or email: Umzimkhulu.E-Recruitment@kznhealth.gov.za

FOR ATTENTION : Mr M.Titi

NOTE : Directions to candidates: The following documents must be submitted: Application for employment form (Z83 fully completed), which is obtained at any Government Department OR from the website: www.kznhealth.gov.za and curriculum vitae. Only shortlisted candidates for the post will be required to submit certified documents, proof of experience and proof of current registration with the respective council on or before the date of interview following communication with HR. 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. NB: Certified copies should not be older than three months, not copies of certified copies & faxed applications will not be considered. The

reference number must be indicated in the column provided on the form Z83, e.g.UMZ 01/2026. Failure to comply with the above instruction will lead to disqualification of applicants. Please note that due to the large number of applications, we anticipate to receive applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T and resettlement claims will be considered for payment to candidates that are invited to interviews. Please note that pre-employment screening and verification process, including CIPC, criminal records verification will be undertaken. Only Z83 and CV submitted on application, all other documents including proof/s are submitted by shortlisted candidates. Non-RSA Citizens / Permanent Residents/ Work Permit holders must submit documentary proof when the applicant is shortlisted). This department is an equal opportunity, affirmative action employer whose aim is to promote respectively in all levels of all occupational categories in the department. People with disabilities are encouraged to apply.

CLOSING DATE : 23 October 2026

PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF HEALTH

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

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za
CLOSING DATE : 16 October 2026
NOTE : N.B. Applicants are advised to apply as early as possible to avoid disappointments. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. In order to alleviate the administration burden on HR Sections as well as considering the cost for applicants, Departments are encouraged to request certified copies of qualifications and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview following communication from the relevant HR section of the Department. All posts, health/engineering posts that are advertised within the Department professional registration will be required from various statutory councils for shortlisted candidates. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they fully complete and sign form Z83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short-listed candidates will be subject to a vetting process prior to appointment. If no response is received from the Mpumalanga Department of Health within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. Please quote the Correct references when applying and where possible the station / centre where the post is. www.mpuhealth.gov.za Only Online Applications will be accepted. NB: Candidates who are not contacted within 90 days after the closing date must consider their applications as having been unsuccessful. Please note the department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications). 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 post was posted in the Public Service Vacancy Circular 32 dated 04 September 2026, the post of Director: Communicable Diseases Control (Provincial Office, Mbombela, Nelspruit) with Ref No: MPDoH/Sep/26/1511 has been withdrawn.

OTHER POSTS

POST 35/199 : **MEDICAL SPECIALIST GRADE 1: PAEDIATRIC REF NO: MPDOH/OCT/26/1569**

SALARY : R1 395 528 - R1 479 723 per annum
CENTRE : Rob Ferreira Hospital (Ehlanzeni District)
REQUIREMENTS : Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Paediatric (2026). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. Grade 1: None after registration with the HPCSA as Medical Specialist (Independent Practice). Minimum of one 1-year relevant experience after registration with a recognized

Foreign Professions and / or the HPCSA as a Medical Specialist (Paediatric) for foreign qualified employees. Knowledge, skills, Training and Competences required. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Sound clinical knowledge. Competency and skills in general clinical domains. The ability to work independently and under pressure and beyond normal working hours and work with diverse team. Good communication, leadership, interpersonal, and engage when necessary. Knowledge of current health policies, legislation, programs and priorities within the domain. Ability to teach and guide junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship.

DUTIES : Supervising the management of and managing Paediatric and coordinate services. To execute duties and functions with proficiency, to support the aims and objectives of the institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programs. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services maintained. Comply with the performance Management and Development System (conducting quarterly reviews and final assessment).

ENQUIRIES : Ms. Gugu Nkosi Tel No: (013) 766 3103 / Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087, Ms. Samukelisiwe Mgwenya Tel No: (013) 766 3540 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 35/200 : **CHIEF CONSTRUCTION PROJECT MANAGER GRADE A: INFRASTRUCTURE PROGRAMME DELIVERY REF NO: MPDOH/OCT/26/1570**

SALARY : R1 317 108 - R1 504 797 per annum

CENTRE : Provincial Office, Mbombela (Nelspruit)

REQUIREMENTS : Senior Certificate / Grade 12 plus (NQF Level 7) in Built Environment Field as recognized by SAQA. Six (6) years post qualification experience required as a Professional Construction Project Manager with South African Council for Project and Management Professions (SACPCMP). Compulsory Six (6) years' experience as a registered professional with SACPCMP as a Professional Construction Project Manager. Current registration with SACPCMP) as a Professional Construction Project Manager (2026). A valid driver's licence. Computer literacy. Knowledge: Construction Industry Development Board Act of 2000 and Regulations. PFMA/Division of Revenue Act /Treasury Regulations/Practice Notes/ Instructions/Circulars/ Construction Procurement System. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Expanded Public Works Programme. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Architectural Profession Act of 2000.Engineering Profession Act of 2000. Quantity Surveying Profession Act of 2000. National Building Standards Act of 1977 and Regulations. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act and Regulations of 1993. Project and Construction Management Professions Act of 2000. Health Act and Regulations, Act 61 of 2003.National Environmental Management Act of 1998. Relevant Provincial Land Administration Legislation. ISO standards. All different types and forms of construction contracts. Construction Procurement Standard as Issued by CIDB.

DUTIES : Infrastructure Programme and Project Planning in line with IDMS. Infrastructure Programme and Project Implementation and Monitoring. Infrastructure Project Commissioning. Infrastructure Programme and Project Evaluation. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils.

ENQUIRIES : Ms. Gugu Nkosi Tel No: (013) 766 3103 / Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087, Ms. Samukelisiwe Mgwenya

Tel No: (013) 766 3540 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 35/201 : **CHIEF ELECTRICAL ENGINEER GRADE A: INFRASTRUCTURE PROGRAMME DELIVERY REF NO: MPDOH/OCT/26/1571**

SALARY : R1 317 108 - R1 504 797 per annum
CENTRE : Provincial Office, Mbombela (Nelspruit)
REQUIREMENTS : Senior Certificate / Grade 12 plus (NQF Level 7) in Engineer as recognized by SAQA. Six (6) years post qualification experience required as a registered professional Engineer. Compulsory Six (6) years' experience as a registered professional with Engineering Council of South Africa (ECSA) as a Professional Engineering. Current registration with Engineering Council of South Africa (ECSA) as a Professional Engineering (2026). A valid driver's licence. Computer literacy. Knowledge: Construction Industry Development Board Act of 2000 and Regulations. PFMA/Division of Revenue Act /Treasury Regulations/Practice Notes/ Instructions/Circulars/ Construction Procurement System. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Expanded Public Works Programme. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Architectural Profession Act of 2000.Engineering Profession Act of 2000. Quantity Surveying Profession Act of 2000. National Building Standards Act of 1977 and Regulations. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act and Regulations of 1993. Project and Construction Management Professions Act of 2000. Health Act and Regulations, Act 61 of 2003.National Environmental Management Act of 1998. Relevant Provincial Land Administration Legislation. ISO standards. All different types and forms of construction contracts. Construction Procurement Standard as Issued by CIDB.
DUTIES : Infrastructure Programme and Project Planning in line with IDMS. Infrastructure Programme and Project Implementation and Monitoring. Infrastructure Project Commissioning. Infrastructure Programme and Project Evaluation. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils. Effective and efficient resources management. Effective and efficient financial management.
ENQUIRIES : Ms. Gugu Nkosi Tel No: (013) 766 3103 / Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087, Ms. Samukelisiwe Mgwenya Tel No: (013) 766 3540 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 35/202 : **CHIEF CIVIL / STRUCTURAL ENGINEER GRADE A: INFRASTRUCTURE PLANNING REF NO: MPDOH/OCT/26/1572**

SALARY : R1 317 108 - R1 504 797 per annum
CENTRE : Provincial Office, Mbombela (Nelspruit)
REQUIREMENTS : Senior Certificate / Grade 12 plus (NQF Level 7) in Engineer as recognized by SAQA. Six (6) years post qualification experience required as a registered professional Engineer. Compulsory Six (6) years' experience as a registered professional with Engineering Council of South Africa (ECSA) as a Professional Engineering. Current registration with Engineering Council of South Africa (ECSA) as a Professional Engineering (2026). A valid driver's licence. Computer literacy. Knowledge: PFMA/Treasury Regulations/Practice Notes/ Instructions/Circulars. Provincial/Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007.Health Act and Regulations. Engineering Profession Act of 2000.
DUTIES : Functional and Technical norms and standards from an engineering perspective. Innovative service delivery mechanisms and feasibility studies. Strategic Briefing Documentation. Infrastructure Plans. Strategies, policies and procedures. Research/literature studies and interaction with relevant professional development boards/councils. Effective and efficient resources management.

ENQUIRIES	:	Ms. Gugu Nkosi Tel No: (013) 766 3103 / Mr. Mxolisi Maseko (013) 766 3351, Mr. Samson Nyoni (013) 766 3087, Ms. Samukelisiwe Mgwenya (013) 766 3540 and IT related queries: Help desk Tel No: (013) 766 3018.
POST 35/203	:	**CHIEF CIVIL / STRUCTURAL ENGINEER GRADE A: PROGRAMME DELIVERY REF NO: MPDOH/OCT/26/1573**
SALARY	:	R1 317 108 - R1 504 797 per annum
CENTRE	:	Provincial Office, Mbombela (Nelspruit)
REQUIREMENTS	:	Senior Certificate / Grade 12 plus (NQF Level 7) in Engineer as recognized by SAQA. Six (6) years post qualification experience required as a registered professional Engineer. Compulsory Six (6) years' experience as a registered professional with Engineering Council of South Africa (ECSA) as a Professional Engineering. Current registration with Engineering Council of South Africa (ECSA) as a Professional Engineering (2026). A valid driver's licence. Computer literacy. Knowledge: PFMA/Treasury Regulations/Practice Notes/ Instructions/Circulars. Provincial/Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007.Health Act and Regulations. Engineering Profession Act of 2000.
DUTIES	:	Functional and Technical norms and standards from an engineering perspective. Innovative service delivery mechanisms and feasibility studies. Strategic Briefing Documentation. Infrastructure Plans. Strategies, policies and procedures. Research/literature studies and interaction with relevant professional development boards/councils. Effective and efficient resources management.
ENQUIRIES	:	Ms. Gugu Nkosi Tel No: (013) 766 3103 / Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087, Ms. Samukelisiwe Mgwenya Tel No: (013) 766 3540 and IT related queries: Help desk Tel No: (013) 766 3018.
POST 35/204	:	**CHIEF ARCHIT GRADE A: INFRASTRUCTURE PROGRAMME DELIVERY REF NO: MPDOH/OCT/26/1574**
SALARY	:	R1 143 468 - R1 300 944 per annum
CENTRE	:	Provincial Office, Mbombela (Nelspruit)
REQUIREMENTS	:	Senior Certificate / Grade 12 plus (NQF Level 7) in Architecture as recognized by SAQA. Six (6) years' experience post qualification. Current registration with the South African Council for Architectural Profession (SACAP) as a Professional Architect (2026). Valid driver's licence. Computer literacy. Knowledge: Health Act and Regulations. Construction Industry Development Board Act of 2000 and Regulations. National Building Standards Act of 1977 and Regulations. Architectural Profession Act of 2000. PFMA, Treasury Regulations, Treasury Practice Notes and Circulars. Government Immovable Asset Management Act of 2007.Occupational Health and Safety Act of 1993 and Regulations.
DUTIES	:	Architectural functional and technical norms and standards. Architectural policies, strategies, plans, procedures and criteria of all infrastructure programmes and projects. Master Planning, Project Briefs, Business Cases, Accommodation Schedules and Operational Narratives. Preparation of architectural inputs to the development of the User Asset Management Plan and Project List. Manage facility planning. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils. Effective and efficient resources management.
ENQUIRIES	:	Ms. Gugu Nkosi Tel No: (013) 766 3103 / Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087, Ms. Samukelisiwe Mgwenya Tel No: (013) 766 3540 and IT related queries: Help desk Tel No: (013) 766 3018.
POST 35/205	:	**CHIEF QUANTITY SURVEYOR GRADE A REF NO: MPDOH/OCT/26/1575**
SALARY	:	R1 143 468 - R1 300 944 per annum
CENTRE	:	Provincial Office, Mbombela (Nelspruit)

REQUIREMENTS : Senior Certificate / Grade 12 plus (NQF Level 7) in Quantity Surveying as recognized by SAQA. Six (6) years' experience post qualification plus Compulsory Six (6) years' experience as a registered professional. Current registration with the South African Council for the Quantity Surveying Profession (SACQSP) as Quantity Surveyor (2026). A valid driver's licence. Computer literacy. Knowledge: Construction Industry Development Board Act of 2000 and Regulations. PFMA/Division of Revenue Act /Treasury Regulations/Practice Notes/Instructions/Circulars/Construction Procurement System. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Expanded Public Works Programme. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Architectural Profession Act of 2000.Engineering Profession Act of 2000.Quantity Surveying Profession Act of 2000. National Building Standards Act of 1977 and Regulations. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act and Regulations of 1993. Project and Construction Management Professions Act of 2000.Health Act and Regulations. National Environmental Management Act of 1998.Relevant Provincial Land Administration Legislation. ISO standards. All different types and forms of construction contracts. Construction Procurement Standard as Issued by CIDB.

DUTIES : Infrastructure Programme and Project Planning in line with IDMS. Infrastructure Programme and Project Implementation and Monitoring. Infrastructure Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils. Project Commissioning. Infrastructure Programme and Project Evaluation. Effective and efficient resources management. Effective and efficient financial management.

ENQUIRIES : Ms. Gugu Nkosi Tel No: (013) 766 3103 / Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087, Ms. Samukelisiwe Mgwenya Tel No: (013) 766 3540 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 35/206 : **DEPUTY DIRECTOR: INSTITUTIONAL IMPROVEMENT (INFRASTRUCTURE PROGRAMME DELIVERY) REF NO: MPDOH/OCT/26/1576**

SALARY : R932 292 per annum. (Level 11), (all-inclusive package)

CENTRE : Provincial Office, Mbombela (Nelspruit)

REQUIREMENTS : Senior Certificate / Grade 12 plus an undergraduate qualification (NQF Level 7) in Health Sciences / of Public Administration / Public Management / Commerce Personnel Management as recognized by SAQA. A minimum of three (3) years' relevant experience at management level at an Assistant Director (Level 9/10) or equivalent position. Experience of the health system, standards, management practices, information systems, organisation development and change management. A valid driver's licence. Computer literacy. Knowledge: PFMA/DORA/Treasury Regulations, Practice Notes, Instructions, Circulars. Public Service Act of 1994 and Regulations of 2001.Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils. Human Resources Development and Skills Development Frameworks of Government. Government Immovable Asset Management Act of 2007.Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Health Act and Regulations.

DUTIES : Undertake a detailed analysis of the health facility requirements for each Project Strategic Brief based on the clinical brief. Validate the requirements against national and provincial functional and technical norms and standards. Interact extensively with Chief Executive Officers of Hospitals and Service Planning Senior Managers to align the health facility requirements with the Service Plans of the Health Facility before any procurement commences. Interact extensively with the Deputy Director Health Technology Projects to align the needs for health technology equipment with the planning of the capex and or maintenance projects. Document requirements defined for the preparation of Project Strategic Briefs. Interact with relevant professionals in the Chief Directorate to obtain data, information and inputs required for the preparation of Project Briefs. Package of information to promote to seamless development of Project Strategic Briefs. Identify key issues to be reviewed in

terms of Business Cases for capex and maintenance projects. Assist Health Facilities to develop and apply prioritisation models aligned to the requirements stated in the PFMA and the Service Plans of the Health Facilities. Validate that all projects are aligned to the Departmental Service Plans and the roll out of the National Health Insurance System. Undertake a detailed analysis of key issues. Validate the design requirements from a health perspective to enforce seamless flow, improved service delivery and directly supporting the achievement of health goals. Make recommendations on how each issue can be addressed in the business cases. Assist the Health Facility to prepare the business case. Participate in peer reviews in the province when these implemented by the National Department of Health. Assist the Health Facilities to review recommendations and amend business plans. Develop appropriate training material, norms and standards required to capacitate managers at Health Facilities to prepare business cases. Present the training courses and work with Hospital Managers in the preparation of business cases as part of the training programme. Prepare tools from a Health perspective that the province can use to inform prioritisation models and assessment of business cases. Provide to the built environment team the required guidance and information during the design of projects to enforce that project designs are based on health specific requirements.

ENQUIRIES : Ms. Gugu Nkosi Tel No: (013) 766 3103 / Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087, Ms. Samukelisiwe Mgwenya Tel No: (013) 766 3540 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 35/207 : **DEPUTY DIRECTOR: HEALTH FACILITY PLANNER (INFRASTRUCTURE PLANNING REF NO: MPDOH/OCT/26/1577**

SALARY : R932 292 per annum (Level 11), (all-inclusive package)
CENTRE : Provincial Office, Mbombela (Nelspruit)
REQUIREMENTS : Senior Certificate / Grade 12 plus an undergraduate qualification (NQF Level 7) in Health Sciences as recognized by SAQA. Current registration as a Health Professional (2026). A minimum of three (3) years' relevant experience at management level at an Assistant Director (Level 9/10) or equivalent position. Knowledge: National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. Health Act and Regulations, Act 61 of 2003. PFMA/DORA/Treasury Regulations, Practice Notes, Instructions, Circulars. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Intergovernmental Fiscal Relations Act of 1997. Intergovernmental Framework Act of 2005. Construction Industry Development Board Act of 2000 and Regulations.

DUTIES : Undertake a detailed analysis of the health facility requirements for each Project Strategic Brief based on the clinical brief. Validate the requirements against national and provincial functional and technical norms and standards. Interact extensively with Chief Executive Officers of Hospitals and Service Planning Senior Managers to align the health facility requirements with the Service Plans of the Health Facility before any procurement commences. Interact extensively with the Deputy Director Health Technology Projects to align the needs for health technology equipment with the planning of the capex and or maintenance projects. Document requirements defined for the preparation of Project Strategic Briefs. Interact with relevant professionals in the Chief Directorate to obtain data, information and inputs required for the preparation of Project Briefs. Package of information to promote to seamless development of Project Strategic Briefs. Identify key issues to be reviewed in terms of Business Cases for capex and maintenance projects. Assist Health Facilities to develop and apply prioritisation models aligned to the requirements stated in the PFMA and the Service Plans of the Health Facilities. Validate that all projects are aligned to the Departmental Service Plans and the roll out of the National Health Insurance System. Undertake a detailed analysis of key issues. Validate the design requirements from a health perspective to enforce seamless flow, improved service delivery and directly supporting the achievement of health goals. Make recommendations on how each issue can be addressed in the business cases. Assist the Health Facility to prepare the business case. Participate in peer reviews in the province when these implemented by the National Department of Health. Assist the Health Facilities

to review recommendations and amend business plans. Develop appropriate training material, norms and standards required to capacitate managers at Health Facilities to prepare business cases. Present the training courses and work with Hospital Managers in the preparation of business cases as part of the training programme. Prepare tools from a Health perspective that the province can use to inform prioritisation models and assessment of business cases. Provide to the built environment team the required guidance and information during the design of projects to enforce that project designs are based on health specific requirements.

ENQUIRIES : Ms. Gugu Nkosi Tel No: (013) 766 3103 / Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087, Ms. Samukelisiwe Mgwenya Tel No: (013) 766 3540 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 35/208 : **ELECTRICAL ENGINEER (PRODUCTION) GRADE A: INFRASTRUCTURE PLANNING REF NO: MPDOH/OCT/26/1578**

SALARY : R914 517 - R975 582 per annum
CENTRE : Provincial Office, Mbombela (Nelspruit)
REQUIREMENTS : Senior Certificate / Grade 12 plus (NQF Level 7) in Engineering as recognized by SAQA. A minimum (3) years' experience post qualification. Current registration with Engineering Council of South Africa (ECSA) as a Professional Engineer: Electrical Engineer (2026). A valid driver's licence. Computer literacy. Knowledge: PFMA / Treasury Regulations / Practice Notes / Instructions / Circulars. Provincial / Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. Health Act and Regulations. Engineering Profession Act of 2000.

DUTIES : Development, interpretation and customisation of functional and technical norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications from an engineering perspective. Investigate electronic and electrical engineering installations and equipment, undertake design work and implement corrective measures. Oversee implementation (construction) and commissioning of electrical engineering installations. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils.

ENQUIRIES : Ms. Gugu Nkosi Tel No: (013) 766 3103 / Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087, Ms. Samukelisiwe Mgwenya Tel No: (013) 766 3540 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 35/209 : **ELECTRICAL ENGINEER (PRODUCTION) GRADE A: PROGRAMME DELIVERY REF NO: MPDOH/OCT/26/1579**

SALARY : R914 517 - R975 582 per annum
CENTRE : Provincial Office, Mbombela (Nelspruit)
REQUIREMENTS : Senior Certificate / Grade 12 plus (NQF Level 7) in Engineering as recognized by SAQA. A minimum (3) years' experience post qualification. Current registration with Engineering Council of South Africa (ECSA) as a Professional Engineer: Electrical Engineer (2026). A valid driver's licence. Computer literacy. Knowledge: PFMA / Treasury Regulations / Practice Notes / Instructions / Circulars. Provincial / Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. Health Act and Regulations. Engineering Profession Act of 2000.

DUTIES : Development, interpretation and customisation of functional and technical norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications from an engineering perspective. Investigate electronic and electrical engineering installations and equipment, undertake design work and implement corrective measures. Oversee implementation [construction] and commissioning of electrical

engineering installations. Research / literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils.

ENQUIRIES : Ms. Gugu Nkosi Tel No: (013) 766 3103 / Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087, Ms. Samukelisiwe Mgwenya Tel No: (013) 766 3540 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 35/210 : **ELECTRICAL ENGINEER (PRODUCTION) GRADE A: MAINTENANCE REF NO: MPDOH/OCT/26/1580**

SALARY : R914 517 - R975 582 per annum
CENTRE : Provincial Office, Mbombela (Nelspruit)
REQUIREMENTS : Senior Certificate / Grade 12 plus (NQF Level 7) in Engineering as recognized by SAQA. A minimum (3) years' experience post qualification. Current registration with Engineering Council of South Africa (ECSA) as a Professional Engineer: Electrical Engineer (2026). A valid driver's licence. Computer literacy. Knowledge: PFMA / Treasury Regulations / Practice Notes / Instructions / Circulars. Provincial/ Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. Health Act and Regulations. Engineering Profession Act of 2000.

DUTIES : Development, interpretation and customisation of functional and technical norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications from an engineering perspective. Investigate electronic and electrical engineering installations and equipment, undertake design work and implement corrective measures. Oversee implementation (construction) and commissioning of electrical engineering installations. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils.

ENQUIRIES : Ms. Gugu Nkosi Tel No: (013) 766 3103 / Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087, Ms. Samukelisiwe Mgwenya Tel No: (013) 766 3540 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 35/211 : **MECHANICAL ENGINEER (PRODUCTION) GRADE A: INFRASTRUCTURE PLANNING REF NO: MPDOH/OCT/26/1581**

SALARY : R914 517 - R975 582 per annum
CENTRE : Provincial Office, Mbombela (Nelspruit)
REQUIREMENTS : Senior Certificate / Grade 12 plus (NQF Level 7) in Engineering as recognized by SAQA. A minimum (3) years' experience post qualification. Current registration with Engineering Council of South Africa (ECSA) as a Professional Engineer: Mechanical Engineer (2026). A valid driver's licence. Computer literacy. Knowledge: PFMA / Treasury Regulations / Practice Notes / Instructions/ Circulars. Provincial / Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. Health Act and Regulations. Engineering Profession Act of 2000.

DUTIES : Provide inputs to technical and functional norms and standards from an engineering perspective to be issued in terms of the Provincial Health Facilities Guidelines. Monitor that infrastructure projects implemented by Implementing Agent[s] comply with approved engineering functional and technical norms and standards and that the planning and design are according to sound engineering principles and code of practice. Monitor that planning and design completed through insourced engineering services is done according to sound engineering principles and according to norms and standards and code of practice. Update functional and technical norms and standards updated based on learning generated through Post Project and Post Occupancy Evaluation [POE] exercises. Maintain mechanical engineering norms & standards. Prepare reports stating the advisability, desirability, impact and legality of

proposals for innovative service delivery mechanisms. Undertake feasibility studies and prepare reports detailing service impact, financial impact, infrastructure impact, constraints, alternatives and attainability. Develop cost effective solutions according to standards. Prepare reports on mechanical engineering investigations. Determine mechanical engineering proposals and design work for solutions, where necessary. Prepare reports on effectiveness of corrective measures. Provide mechanical engineering inputs to implement projects successfully. Provide mechanical engineering professional and technical advice in the form of verbal and written advice, reports, calculations, specifications and drawings.

ENQUIRIES : Ms. Gugu Nkosi Tel No: (013) 766 3103 / Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087, Ms. Samukelisiwe Mgwenya Tel No: (013) 766 3540 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 35/212 : **MECHANICAL ENGINEER (PRODUCTION) GRADE A: PROGRAMME DELIVERY REF NO: MPDOH/OCT/26/1582**

SALARY : R914 517 - R975 582 per annum
CENTRE : Provincial Office, Mbombela (Nelspruit)
REQUIREMENTS : Senior Certificate / Grade 12 plus (NQF Level 7) in Engineering as recognised by SAQA. A minimum (3) years' experience post qualification. Current registration with Engineering Council of South Africa (ECSA) as a Professional Engineer: Mechanical Engineer (2026). A valid driver's licence. Computer literacy. Knowledge: PFMA / Treasury Regulations / Practice Notes / Instructions / Circulars. Provincial / Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. Health Act and Regulations. Engineering Profession Act of 2000.

DUTIES : Provide inputs to technical and functional norms and standards from an engineering perspective to be issued in terms of the Provincial Health Facilities Guidelines. Monitor that infrastructure projects implemented by Implementing Agent[s] comply with approved engineering functional and technical norms and standards and that the planning and design are according to sound engineering principles and code of practice. Monitor that planning and design completed through insourced engineering services is done according to sound engineering principles and according to norms and standards and code of practice. Update functional and technical norms and standards updated based on learning generated through Post Project and Post Occupancy Evaluation [POE] exercises. Maintain mechanical engineering norms & standards. Prepare reports stating the advisability, desirability, impact and legality of proposals for innovative service delivery mechanisms. Undertake feasibility studies and prepare reports detailing service impact, financial impact, infrastructure impact, constraints, alternatives and attainability. Develop cost effective solutions according to standards. Prepare reports on mechanical engineering investigations. Determine mechanical engineering proposals and design work for solutions, where necessary. Prepare reports on effectiveness of corrective measures. Provide mechanical engineering inputs to implement projects successfully. Provide mechanical engineering professional and technical advice in the form of verbal and written advice, reports, calculations, specifications and drawings.

ENQUIRIES : Ms. Gugu Nkosi Tel No: (013) 766 3103 / Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087, Ms. Samukelisiwe Mgwenya Tel No: (013) 766 3540 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 35/213 : **MECHANICAL ENGINEER (PRODUCTION) GRADE A: MAINTENANCE REF NO: MPDOH/OCT/26/1583**

SALARY : R914 517 - R975 582 per annum
CENTRE : Provincial Office, Mbombela (Nelspruit)
REQUIREMENTS : Senior Certificate / Grade 12 plus (NQF Level 7) in Engineering as recognized by SAQA. A minimum (3) years' experience post qualification. Current registration with Engineering Council of South Africa (ECSA) as a Professional Engineer: Mechanical Engineer (2026). A valid driver's licence. Computer literacy. Knowledge: PFMA / Treasury Regulations / Practice Notes /

Instructions / Circulars. Provincial / Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. Health Act and Regulations. Engineering Profession Act of 2000.

DUTIES : Provide inputs to technical and functional norms and standards from an engineering perspective to be issued in terms of the Provincial Health Facilities Guidelines. Monitor that infrastructure projects implemented by Implementing Agent[s] comply with approved engineering functional and technical norms and standards and that the planning and design are according to sound engineering principles and code of practice. Monitor that planning and design completed through insourced engineering services is done according to sound engineering principles and according to norms and standards and code of practice. Update functional and technical norms and standards updated based on learning generated through Post Project and Post Occupancy Evaluation [POE] exercises. Maintain mechanical engineering norms & standards. Prepare reports stating the advisability, desirability, impact and legality of proposals for innovative service delivery mechanisms. Undertake feasibility studies and prepare reports detailing service impact, financial impact, infrastructure impact, constraints, alternatives and attainability. Develop cost effective solutions according to standards. Prepare reports on mechanical engineering investigations. Determine mechanical engineering proposals and design work for solutions, where necessary. Prepare reports on effectiveness of corrective measures. Provide mechanical engineering inputs to implement projects successfully. Provide mechanical engineering professional and technical advice in the form of verbal and written advice, reports, calculations, specifications and drawings.

ENQUIRIES : Ms. Gugu Nkosi Tel No: (013) 766 3103 / Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087, Ms. Samukelisiwe Mgwenya Tel No: (013) 766 3540 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 35/214 : **CONSTRUCTION PROJECT MANAGER GRADE A: INFRASTRUCTURE PROGRAMME DELIVERY REF NO: MPDOH/OCT/26/1584**

SALARY : R914 517 - R975 582 per annum
CENTRE : Provincial Office, Mbombela (Nelspruit)
REQUIREMENTS : Senior Certificate / Grade 12 plus (NQF Level 7) in Built Environment Field as recognized by SAQA. Three (3) years post qualification experience required as a Professional Construction Project Manager with South African Council for Project and Management Professions (SACPCMP). Compulsory Three (3) years' experience as a registered professional with SACPCMP as a Professional Construction Project Manager. Current registration with SACPCMP) as a Professional Construction Project Manager (2026). A valid driver's licence. Computer literacy. Knowledge: Construction Industry Development Board Act of 2000 and Regulations. PFMA/Division of Revenue Act /Treasury Regulations/Practice Notes/ Instructions/Circulars/ Construction Procurement System. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Expanded Public Works Programme. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Architectural Profession Act of 2000.Engineering Profession Act of 2000. Quantity Surveying Profession Act of 2000. National Building Standards Act of 1977 and Regulations. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act and Regulations of 1993. Project and Construction Management Professions Act of 2000. Health Act and Regulations, Act 61 of 2003.National Environmental Management Act of 1998. Relevant Provincial Land Administration Legislation. ISO standards. All different types and forms of construction contracts. Construction Procurement Standard as Issued by CIDB.

DUTIES : Infrastructure Programme and Project Planning in line with IDMS. Infrastructure Programme and Project Implementation and Monitoring. Infrastructure Project Commissioning. Infrastructure Programme and Project Evaluation. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils.

ENQUIRIES	:	Ms. Gugu Nkosi Tel No: (013) 766 3103 / Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087, Ms. Samukelisiwe Mgwenya Tel No: (013) 766 3540 and IT related queries: Help desk Tel No: (013) 766 3018.
POST 35/215	:	**ARCHITECT (PRODUCTION) GRADE A: INFRASTRUCTURE PLANNING REF NO: MPDOH/OCT/26/1585**
SALARY	:	R791 604 - R849 525 per annum
CENTRE	:	Provincial Office, Mbombela (Nelspruit)
REQUIREMENTS	:	Senior Certificate / Grade 12 plus (NQF Level 7) in Architecture as recognised by SAQA. Three (03) years' experience post qualification. Current registration with the South African Council for Architectural Profession (SACAP) as a Professional Architect (2026). Valid driver's licence. Computer literacy. Knowledge: Health Act and Regulations, Act 61 of 2003.Construction Industry Development Board Act of 2000 and Regulations. National Building Standards Act of 1977 and Regulations. Architectural Profession Act of 2000.PFMA, Treasury Regulations, Treasury Practice Notes and Circulars. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act of 1993 and Regulations.
DUTIES	:	Architectural functional and technical norms and standards. Architectural policies, strategies, plans, procedures and criteria of all infrastructure programmes and projects. Master Planning, Project Briefs, Business Cases, Accommodation Schedules and Operational Narratives Preparation of architectural inputs to the development of the User Asset Management Plan and Project List. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils.
ENQUIRIES	:	Ms. Gugu Nkosi Tel No: (013) 766 3103 / Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087, Ms. Samukelisiwe Mgwenya Tel No: (013) 766 3540 and IT related queries: Help desk Tel No: (013) 766 3018.
POST 35/216	:	**CANDIDATE ENGINEER REF NO: MPDOH/OCT/26/1586** (Five Year Contract)
SALARY	:	R791 604 - R840 180 per annum
CENTRE	:	Provincial Office, Mbombela (Nelspruit)
REQUIREMENTS	:	Senior Certificate / Grade 12 plus (NQF Level 7) in Engineer as recognized by SAQA. Current registration as a Candidate Engineer with Engineering Council of South Africa (ECSA) (2026). Valid driver's licence. Computer literacy. Knowledge: Construction Industry Development Board Act of 2000 and Regulations. PFMA/Division of Revenue Act /Treasury Regulations / Practice Notes/Instructions / Circulars / Construction Procurement System. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Expanded Public Works Programme. Broad Based Black Empowerment Act of 2003.Preferential Procurement Act of 2000 and Regulations. Architectural Profession Act of 2000. Engineering Profession Act of 2000.Quantity Surveying Profession Act of 2000.National Building Standards Act of 1977 and Regulations. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act and Regulations of 1993. Project and Construction Management Professions Act of 2000. Health Act and Regulations, Act 61 of 2003. National Environmental Management Act of 1998. Relevant Provincial Land Administration Legislation. ISO standards. All different types and forms of construction contracts. Competence Standards for Construction Procurement as issued by the CIDB.
DUTIES	:	Infrastructure Programme and Project Planning in line with IDMS. Infrastructure Programme and Project Implementation and Monitoring. Infrastructure Project Commissioning. Infrastructure Programme and Project Evaluation. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils.
ENQUIRIES	:	Ms. Gugu Nkosi Tel No: (013) 766 3103 / Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087, Ms. Samukelisiwe Mgwenya

Tel No: (013) 766 3540 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 35/217 : **OPERATIONAL MANAGER NURSING (PN-B3): PHC REF NO: MPDOH/OCT/26/1587**

SALARY : R720 819 – R821 484 per annum
CENTRE : Vukuzakhe Clinic (Gert Sibande District)
REQUIREMENTS : Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) that allows registration with the SANC as a Professional Nurse (2026) plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in Primary Health Care. A minimum of nine (09) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council (SANC) in General Nursing. At least five (05) years of period referred to above must be appropriate/recognizable in the specific specialty after obtaining the one (01) year post basic qualification in Primary Health Care Nursing Science. A post basic qualification in Nursing Administration/Health service management. Experience and knowledge of the District Health System. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how these impact on service delivery. Demonstrate a basic understanding of HR and finance and practices. Knowledge of relevant legal framework such as Nursing Act, Health Occupational and Safety Act, Patients Right Charter, Batho Pele Principles, Operational Management Skills. Problem Solving, planning and Organizing Skills. Expected to work under pressure and on night duty. Leadership. Supervisory, problem-solving, conflict resolution, inter-personal and communication and communication skills. Demonstrate an in-depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Computer literacy will be an added advantage (MS Word, Excel, PowerPoint and Outlook). Computer literacy.
DUTIES : Manage and provide PHC facility supervisory in line with the PHC Supervision Guideline. Ensure clinical nursing practice by the nursing team in the facility in accordance with the scope and practice and nursing standard as determined by the relevant health facility. Promote quality nursing care as directed by the professional scope of practice and standard in accordance with the PHC delivery package. Ensure the implementation on National Core Norms and Standards including Six Priority Areas. Advocate for patients through ensuring adherence to Batho Pele Principles. Coordinate community involvement and participation. Manage and monitor effective use and maintenance of assets and infrastructure of the facility. Monitor information management and documentation.
ENQUIRIES : Ms. Gugu Nkosi Tel No: (013) 766 3103 / Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087, Ms. Samukelisiwe Mgwenya Tel No: (013) 766 3540 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 35/218 : **CANDIDATE ARCHITECT REF NO: MPDOH/OCT/26/1588**
(Five Year Contract)

SALARY : R687 036 - R729 195 per annum
CENTRE : Provincial Office, Mbombela (Nelspruit)
REQUIREMENTS : Senior Certificate / Grade 12 plus (NQF Level 7) in Architecture as recognized by SAQA. Three (03) years' experience post qualification. Current registration with the South African Council for Architectural Profession (SACAP) as a Professional Architect (2026). Valid driver's licence. Computer literacy. Knowledge: Construction Industry Development Board Act of 2000 and Regulations. PFMA/Division of Revenue Act /Treasury Regulations / Practice Notes/Instructions / Circulars / Construction Procurement System. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Expanded Public Works Programme. Broad Based Black Empowerment Act of 2003.Preferential Procurement Act of 2000 and Regulations. Architectural Profession Act of 2000. Engineering Profession Act of 2000.Quantity Surveying Profession Act of 2000.National Building Standards Act of 1977 and Regulations. Government Immovable Asset Management Act

of 2007. Occupational Health and Safety Act and Regulations of 1993. Project and Construction Management Professions Act of 2000. Health Act and Regulations, Act 61 of 2003. National Environmental Management Act of 1998. Relevant Provincial Land Administration Legislation. ISO standards. All different types and forms of construction contracts. Competence Standards for Construction Procurement as issued by the CIDB.

DUTIES : Assist to prepare the Procurement Strategy, Infrastructure Programme Management Plan (IPMP) and updating of the plan. Assist to prepare the infrastructure budget and Final Project List. Assist to prepare the Packages/Individual Project Briefs; presenting these to the Implementing Agent [IA] – referred to as Project Execution Plan v1 with all the inputs obtained from the Directorate Infrastructure Planning. Assist to manage preparation of Packages/Individual Project Briefs for projects that are not allocated to an Implementing Agent [IA]. Assist to manage project implementation of projects that are not allocated to an Implementing Agent (IA). Assist to review the Project Execution Plans Versions 2 – 7 prepared by the Implementing Agent (IA) with inputs received from the Directorate Infrastructure Planning. Assist to review Variation Orders in terms of contract management practice and financial implications in collaboration with professionals in the Directorate Infrastructure Planning. Assist to develop Project Stage reports & designs, in accordance with strategic decision-making points as defined in the Provincial Infrastructure Delivery Framework. (IDMS). Assist to manage the updating of project/programme documentation. Coordinate and participate in project commissioning, including site visits. Review the Maintenance Plans and budgets completion of projects. Collect and update information on systems in terms of Technical Condition Assessments on completion of projects. Assist to provide feedback to Directorate Infrastructure Planning on functional and technical norms and standards that should be updated from a space and design perspective. Assist to participate in the continuous improvement of best practices, standardised processes and procedures, software applications and tools.

ENQUIRIES : Ms. Gugu Nkosi Tel No: (013) 766 3103 / Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087, Ms. Samukelisiwe Mgwenya Tel No: (013) 766 3540 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 35/219 : **CLINICAL PROGRAMME CO-ORDINATOR GRADE 1 (PN-A5): MOTHER, CHILD, WOMEN, YOUTH AND HEALTH (MCWYH) REF NO: MPDOH/OCT/26/1589**
(Re-advertisement)

SALARY : R571 161 - R654 285 per annum
CENTRE : Msukaligwa Sub-District (Gert Sibande District)
REQUIREMENTS : Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2026). A minimum of seven (7) years appropriate / recognisable experience in nursing after registration as a Professional nurse with SANC in General Nursing. Ability to work in a team as well as independently. Specialized experience: for the MCWYH stream, departments often prioritize candidates who have at least 3 to 5 years of experience specifically within Maternal and Child Health services (e.g., Antenatal Care, PMTCT, and Integrated Management of Childhood Illness). Computer literacy (MS Word, Excel, and PowerPoint) is essential for data analysis and report writing as an added advantage. Valid driver's licence.

DUTIES : Program Coordination: Implementing and monitoring MCWYH policies and guidelines across clinics and hospitals. Quality Assurance: Conducting clinical audits and ensuring adherence to the "Ideal Clinic" or "Ideal Hospital" Realization and Maintenance Framework. Data Management: Analysing program indicators (e.g., maternal mortality rates, immunization coverage) to develop Quality Improvement Plans (QIPs). Staff Development: Facilitating training and clinical accompaniment for junior staff and students.

ENQUIRIES : Ms. Gugu Nkosi Tel No: (013) 766 3103 / Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087, Ms. Samukelisiwe Mgwenya Tel No: (013) 766 3540 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 35/220 : **OPERATIONAL MANAGER NURSING GRADE 1 (PN-A5): GENERAL UNIT REF NO: MPDOH/OCT/26/1590**

SALARY : R571 161 - R654 285 per annum
CENTRE : Mapulaneng Hospital (Ehlanzeni District)
REQUIREMENTS : Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of seven (7) years of appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing (2026). A Diploma / Degree in Nursing Administration and Management will be an added advantage. Knowledge/skills: Basic computer literacy, strong Leadership, Good communication and Sound Interpersonal skills. Ability to work under pressure, manage own time, function as an effective leader of the nursing tea m. Implement and manage change. Willingness to work shifts and standby in accordance with the requirements of the unit and nursing services. Report writing.
DUTIES : The candidate will be responsible for Planning, Organizing, Managing, and coordinating as well as maintaining optimal Nursing Services as an Operational Manager in General Ward. Develop / establish and maintain constructive working relationships with Nursing and stakeholders (i.e. inter- Professional, inter–sectoral and multi – disciplinary team workers). Participate in the analysis, formulation, and implementation of nursing guidelines, practices, Standards, and procedures. Effectively manage the utilization of Human, Financial and Physical resources. Maintain professional Growth / Ethical standards and self-development. Deliver a supportive service to the Nursing Service and the institution by taking overall supervision after hours and on weekends. Ensure implementation of Norms and Standards and Ideal Hospital Framework and develop Quality Improvement Plans. Manage Performance and Development of staff as well as participating in the Managers scheduled meetings. Exercise control of discipline, grievance and other labour related issues in terms of laid down policies or procedures. Manage data in the unit and ensure submission to the facility information office. Identity develops and control Risk Management Systems within the unit. Provide safe therapeutic environment as laid by Nursing Acts, Occupational Health and safety Acts and all the applicable prescripts. Implementation and management of Infection Prevention and Control protocols. Uphold the Batho Pele and Patients Right Principles.
ENQUIRIES : Ms. Gugu Nkosi Tel No: (013) 766 3103 / Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 35/221 : **PROFESSIONAL NURSE GRADE 1 (PN-B1): ADVANCED MIDWIFERY REF NO: MPDOH/OCT/26/1592 (X2 POSTS)**

SALARY : R495 423 - R581 931 per annum
CENTRE : Mapulaneng Hospital (Ehlanzeni District)
REQUIREMENTS : Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2026), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Advanced Midwifery Nursing Science. **Grade 1**: A minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. **Grade 2**: A minimum of fourteen (14) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council (SANC) in General Nursing. At least ten (10) years of the period referred to above must be appropriate / recognisable experience in the specific speciality after obtaining the 1-year post basic qualification in Advanced Midwifery. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills.
DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the Advanced Midwifery Unit. Ensure effective and efficient

management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that the equipment is functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize your own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with people of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.

ENQUIRIES : Ms. Gugu Nkosi Tel No: (013) 766 3103 / Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087and IT related queries: Help desk Tel No: (013) 766 3018.

POST 35/222 : **ENVIRONMENTAL HEALTH PRACTITIONER GRADE 1 REF NO: MPDOH/OCT/26/1593**

SALARY : R413 121 – R472 359 per annum
CENTRE : Embalenhle CHC (Gert Sibande District)
REQUIREMENTS : Senior Certificate / Grade 12 or equivalent qualification plus an appropriate qualification that allows for the required registration with the Health Professional Council of South Africa (HPCSA) in the relevant profession (where applicable) (2026). **Grade 1:** SA Qualified employees: None after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service, as required in SA. Foreign Qualified employees: One (1) year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees of whom it is not required to perform Community Service, as required in SA. Hospital experience and extensive knowledge in Occupational Health and Safety will be an added advantage. Good interpersonal Skills, written, verbal and presentation Skills. Accuracy and attention to detail. Ability to work under pressure. Ability and willingness to travel. Good interpersonal relationship, Leadership skill. Valid drivers' licence.

DUTIES : Waste management (ensure proper handling and monitor of general waste and health care risk waste). Safety health environment risk and quality (SHERQ) management. Waste quality monitoring (collection of water samples and analysing results). Food control (collection of food samples, inspection of food premises and training of staff). Vector control within the facility (organize pest control programme). Disease surveillance (from part of the outbreak response team, investigate outbreaks and liaise with relevant stakeholders). Monitor Environmental health indicators and provide reports to management. Pollution control. Environmental health hygiene. Occupational hygiene surveillance.

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

POST 35/223 : **CHIEF PERSONNEL OFFICER REF NO: MPDOH/OCT/26/1594**

SALARY : R413 001 per annum (Level 08), (plus service benefits)
CENTRE : Barberton Hospital (Ehlanzeni District)
REQUIREMENTS : Senior Certificate/ Grade 12 plus six (6) years' relevant experience in Human Resource Management or Diploma / Degree (NQF Level 6/7) in Human Resource Management, Public Administration / Public Management as recognized by SAQA plus three (3) years' relevant experience in Human Resource Development. At least three (3) years' experience in the post of Personnel Practitioner / Principal Personnel Officer / Administrative Officer (Level 7). A least a minimum of three (3) PERSAL courses is inherent requirement. Extensive knowledge of PERSAL including interpreting PERSAL reports. Skills and competencies: In-depth knowledge of policies, systems, processes, procedures and best practices pertaining to Recruitment and Selection, Condition of Services, Employees Benefits, Administration,

Performance Management, Human Resource Development and Skills development. A good understanding and knowledge of the PFMA, Public Service Regulations, Basic Conditions of Employment and Employment Equity Act. Promotion of Access to Information Act (PAIA), Public Service Act, Public Service Regulations and 245 Treasury Regulations. Computer literacy particularly MS, Excel, Outlook & Word. Good interpersonal relationship, networking, written and verbal communication skills at levels. Logical and innovative thinking abilities and leadership skills. Valid driver's license.

DUTIES : Co-ordination and compilation of reports regarding the filing of posts. Monitor the development and review of the system of administering processes in the area of HR strategy and the management of demand and supply of human resources. Monitor and advise the process of recruitment and selection within the Department. Development of service in the standards in the area of responsibility. Monitor the implementation of Operational Plan of the unit. Manage staff in terms of the approved Performance Management and Development system: Conduct performance midterm reviews and annual performance assessment of staff. Ensure compliance and effective implementation of employment equity and skill development. Facilitate processing of pension benefits and leave payouts. Create and maintain the complete and accurate Human Resource records. Approve PERSAL Transactions captured. Utilize resources effectively, adhere to Batho Pele Principle and service standard.

ENQUIRIES : Ms. Gugu Nkosi Tel No: (013) 766 3103 / Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087, Ms. Samukelisiwe Mgwenya Tel No: (013) 766 3540 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 35/224 : **ENGINEERING TECHNICIAN (PRODUCTION) GRADE A: MAINTENANCE REF NO: MPDOH/OCT/26/1595**

SALARY : R407 337 - R435 066 per annum
CENTRE : Provincial Office, Mbombela (Nelspruit)
REQUIREMENTS : Senior Certificate / Grade 12 plus National Diploma in in Engineering or equivalent qualification as recognized by SAQA. Current registration with Engineering Council of South Africa (ECSA) as Engineering Technician (2026). Three (3) years' experience post qualification. A valid driver's licence. Computer literacy. Knowledge: Hazardous Substances Act 15 of 1973.Occupational Health and Safety Act of 1993. Health Act and Regulations. Engineering Profession Act of 2000.

DUTIES : Technical Services. Engineering services and management methods. Use of Utilities. Effective. Engineering Services for Projects and Programmes. Administrative Functions. People Management. Research.

ENQUIRIES : Ms. Gugu Nkosi Tel No: (013) 766 3103 / Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087, Ms. Samukelisiwe Mgwenya Tel No: (013) 766 3540 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 35/225 : **PRINCIPAL PERSONNEL OFFICER: RECRUITMENT AND SELECTION REF NO: MPDOH/OCT/26/1596**

SALARY : R338 106 per annum (Level 07), (plus service benefits)
CENTRE : Provincial Office, Mbombela (Nelspruit)
REQUIREMENTS : Senior Certificate / Grade 12 or equivalent plus three (3) years' experience in Human Resource unit or Diploma / Degree (NQF Level 6/7) in Human Resource Management, Public Administration / Public Management as recognized by SAQA. At least a minimum of three (3) PERSAL courses is an inherent requirement. Extensive knowledge of PERSAL includes interpreting PERSAL reports. A Good understanding and Functional knowledge of the Public Service Act, Public Service regulations, Basic condition of employment Act, Employment Equity Act, Computer literacy, Good interpersonal skills, Good written and verbal communication skills. Ability to work under pressure. Sound communication and interpersonal skills. Analytical skills on problem solving, decision making and organizational skills. Computer literacy particularly MS, Excel, outlook & Word. A valid driver's licence will serve as an added advantage.

DUTIES : Implement and maintain human resource administration practices. Render administrative functions including the following: recruitment and selection of

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

ENQUIRIES : Ms. Gugu Nkosi Tel No: (013) 766 3103 / Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087, Ms. Samukelisiwe Mgwenya Tel No: (013) 766 3540 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 35/226 : **PROFESSIONAL NURSE GRADE 1 (PN-A2): WITH MIDWIFERY REF NO: MPDOH/OCT/26/1598 (X2 POSTS)**

SALARY : R337 359 – R397 392 per annum
CENTRE : Rob Ferreira Hospital (Ehlanzeni District)
REQUIREMENTS : Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse (2026). Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills.

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

ENQUIRIES : Ms. Gugu Nkosi Tel No: (013) 766 3103 / Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087, Ms. Samukelisiwe Mgwenya Tel No: (013) 766 3540 and IT related queries: Help desk Tel No: (013) 766 3018.

ANNEXURE T

PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF SPORT, ARTS & CULTURE

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

APPLICATIONS	:	Applications quoting the relevant reference should be forwarded as follows: The Head of the Department, Department of Sport, Arts and Culture P/Bag X5004, Kimberley, 8300 or Hand Deliver to: Department of Sport, Arts and Culture, Mervin. J. Erlank Sports Complex, 10 Recreation Road, Florianville, Kimberley, 8301 or Email applications to: dsacrecruitment@ncpg.gov.za
FOR ATTENTION	:	Mr. TP. Lenyibi
CLOSING DATE	:	16 October 2026 @ 16h00
NOTE	:	Applications received after the closing date and time will not be considered. Only shortlisted candidates will be required to submit certified copies of qualifications, identity document and any other relevant documents on or before the day of the interview. Shortlisted candidates will be notified of the date, time and venue of the interview. Shortlisted candidate(s) will also be subjected to pre-entry and integrity/ethics assessments. The successful candidates will be subjected to personnel suitability checks that will consist of: criminal record checks, citizenship, financial record checks, qualifications, and verification of any dismissal for misconduct. Applicants are required to disclose whether they are directors or shareholders of companies, whether they conduct business with any organ of state, and whether they perform any remunerative work outside their normal duties, in accordance with applicable legislation and prescripts. Correspondence will be limited to shortlisted candidates only. If applicants have not been contacted within three (3) months after the closing date, they should consider their applications unsuccessful. The Department reserves the right not to make any appointment to the advertised posts. The 24-month Internship Programme is intended to provide graduates with practical workplace experience relevant to their qualifications. Applicants must be unemployed South African citizens who have not previously participated in an internship programme within any National or Provincial Government Department or State Institution. Failure to disclose previous participation in a government internship programme may result in the immediate termination of the internship contract. Applicants must submit proof of residence issued by the relevant Local Municipality or Traditional Authority. Enquiries regarding the advertised internship opportunities should be directed to the contact person indicated in the relevant advertisement.

GRADUATE INTERNSHIP PROGRAMME
24-month Internship Programme

OTHER POSTS

POST 35/227	:	**GRADUATE INTERNSHIP PROGRAMME: ZOOLOGY REF NO: DSAC/INT/2026/01**
STIPEND	:	R8 174.75 per month
CENTRE	:	Kimberley
REQUIREMENTS	:	Bachelor of Science (BSc) Degree in Zoology, Biology, Ecology, Conservation Biology, or related fields (NQF 7). Honours Degree in Zoology or Biodiversity will be an added advantage. Good analytical, research, data capturing and organisational skills.
DUTIES	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
ENQUIRIES	:	Ms. S. Swanepoel at 082 879 7377
POST 35/228	:	**GRADUATE INTERNSHIP PROGRAMME: LIBRARY & ARCHIVE SERVICES REF NO: DSAC/INT/2026/02**
STIPEND	:	R8 174.75 per month

CENTRE	:	Kimberley
REQUIREMENTS	:	National Diploma or Bachelor Degree in Library and Information Science (NQF 6/7). Strong organisational, administrative and ICT skills.
DUTIES	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
ENQUIRIES	:	Mr. NV. Midzi at 063 691 8831
POST 35/229	:	**GRADUATE INTERNSHIP PROGRAMME: SPORT & CLUB DEVELOPMENT REF NO: DSAC/INT/2026/03**
STIPEND	:	R8 174.75 per month
CENTRE	:	Kimberley
REQUIREMENTS	:	National Diploma or Bachelor Degree in Sport Management, Sport Science, or related fields (NQF 6/7). Strong communication, coordination, research and administrative skills.
DUTIES	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
ENQUIRIES	:	Mr. JR. Blaauw at 067 127 9791
POST 35/230	:	**GRADUATE INTERNSHIP PROGRAMME: HUMAN RESOURCE UTILISATION AND DEVELOPMENT REF NO: DSAC/INT/2026/04**
STIPEND	:	R8 174.75 per month
CENTRE	:	Kimberley
REQUIREMENTS	:	National Diploma or Bachelor Degree in Human Resource Management or Development (NQF 6/7). Skills in planning, organising, communication, computer literacy and report writing.
DUTIES	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
ENQUIRIES	:	Mr. C. Du Toit at 067 134 1681

ANNEXURE U

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

APPLICATIONS : The Head of Department, Department of Community Safety and Transport Management, Private Bag X19, Mmabatho, 2735 Office No. 105, 1st Floor, Tirelo Building, Cnr Albert Luthuli Drive and Dr. James Moroka Drive, or email to the relevant e-mail address associated with the post applied for. Non-compliance will lead to disqualification.

FOR ATTENTION : Kegomoditswe Makaota Tel No: (018) 200 8258

CLOSING DATE : 16 October 2026 at 15H30

NOTE : This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts and candidates whose transfer/promotion/appointment will promote representivity will receive preference. An indication in this regard will facilitate the processing of applications. African Females for Persons with Disabilities on salary levels 8 to 10; African Females on salary levels 11 to 13. Indian Males on salary levels 7 to 12 positions. Candidates within these categories are encouraged to apply. Applications must be submitted on the improved Z83, approved to be utilised with effect 01 January 2021, which must be completed in such a manner that provides sufficient information about your candidature and the post applied for by completing all relevant fields. The declaration must be signed and initials on the second page are not mandatory. Should the applicant/s use incorrect application form for employment (Z83), or not compliant to the notes, the application/s will not be considered for selection purposes (disqualified). The Z83 must be accompanied by detailed Curriculum Vitae with at least three (3) names of referees with current contact details. Major subjects of relevant qualification/s should be mentioned in the CV. Completion of the Z83 form: Part A: All fields must be fully and accurately completed. Parts B: Date of birth and ID number are compulsory, and other fields on Part B, Part C, D, E, F and G may be left blank, marked as not relevant, and use dashes or N/A if they do not apply to you or the position applied for and as long as the CV has been attached and provides the required information, however question related to conditions that prevent re-appointment under Part F is compulsory for applicants seeking re-employment into the Public Service. Applicants do not have to submit copies/proof/certificates/attachments/drivers licence/qualifications on application, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. The employment application form (Z83) is obtainable at any National or Provincial Department, and it is accessible on the DPSA website, www.dpsa.gov.za Failure to submit or comply with the requested documents will result in the application not being considered. Should the applicant fail to submit or not comply with the requested documents or not meet minimum requirements of the job as per the post advertised, this will result in the employment application not being considered. Qualifications of shortlisted candidates will be verified with SAQA. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). Positions requiring tertiary qualification/s must be accompanied by copies of academic record/transcript(s). Candidates must indicate the number of the post/reference number in their applications (i.e Candidates must submit a separate application for each post indicating the Centre and Reference number). Non-compliance will lead to disqualification. Candidates requiring additional information regarding an advertised post must direct their queries to the person reflected as enquiries below the post applied for. Applications should be forwarded in time to the department since applications received after the closing date indicated below will as a rule not be accepted. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. Personnel suitability check records will be conducted. Applicants must disclose if she/he is not a Director/Shareholder of a company or conducting any business with organ of State. They must also disclose or inform whether he/she is performing any additional remunerative work outside his /her normal duties. All appointments are subjected to a

positive qualification's verification as well as security clearance. 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. Selection panels shall score both technical exercises as an additional criterion in the interview process. 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. SMS appointments are also subjected to SMS competency assessment as a DPSA requirement. All shortlisted candidates for SMS posts and positions with requisite skills will be subjected to a technical exercise that intends to test relevant technical elements of the job. Applicants who do not possess SMS Pre-Entry Certificate shall be considered for shortlisting and interviews but cannot be appointed before they successfully obtain the certificate. (SMS Pre-Entry Programme) is offered by the National School of government, information can be accessed via this link: https://www.thensg.gov.za. The appointee to SMS post must be in possession of such, prior to taking up the post.

OTHER POST

POST 35/231 : **ASSISTANT DIRECTOR: DEMAND MANAGEMENT REF NO: 38/2026/2027**
(Re-advertisement, Candidates who previously applied are encouraged to reapply.)
Directorate: Supply Chain Management

SALARY : R487 197 per annum (Level 09)
CENTRE : Head Office
REQUIREMENTS : Matric/Grade 12 and an appropriate three (3) year National Diploma/ Bachelor's degree (NQF Level 6/7) in Supply Chain Management (SCM) Logistics Management / Financial Management. A minimum of 5 years work experience in Supply Chain Management. Three-year Supply Chain Management on supervisory level in demand management. Valid Driver's licence. Knowledge: Knowledge of legislation/ Acts governing SCM (PPPFA, PFMA, and Treasury Regulations). Knowledge of and experience in application of legislative framework governing SCM in the public service environment, procurement business and ability to manage demand system and controls. Knowledge of Batho Pele Principles and application thereof. Knowledge of public service regulations Act. Skills And Competencies: Advanced computer literate and leadership abilities, interpersonal skill, written and verbal communication and conflict resolution skill. Excellent verbal and written communications skills, sound analytical/innovative thinking and problem-solving skills. Computer literacy. Strong planning and coordination abilities. Ability to work under pressure and extended hours so as to meet the deadline dates.
DUTIES : Conduct total needs assessment within the Department. Manage implementation of Central Supplier Data Base. Conduct market, industry and commodity analysis and compile report for approval. Conduct trainings to all end users in relation to compilation of Demand and Procurement Plans for the Department. Compile memo to all End Users for submission of annual needs. Manage needs assessment performance in accordance with the framework. Compile Demand Management and Procurement Plan for the Department. Develop and maintain Demand Management and Procurement Plan for the Department. Implement Demand Management Plan and Procurement Plan for the Department. Implement Departmental Supply Chain Management policies, all legislative framework governing Supply Chain Management. Ensure the determination of specifications requirement are linked to the strategic Plan and budget of the Department. Serve in the Specification committee. Manage Key performance areas of team members. Be involved in the budget projection of the unit. Compile Bid files for all procurement plan projects. Compile progress report on procurement plan on monthly and quarterly basis. Perform any task delegated by the supervisor.
ENQUIRIES : Ms. KL Lebotse Tel No: (018) 200 8130, CSTMrecruitment38@nwpg.gov.za

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF AGRICULTURE

CLOSING DATE : 19 October 2026
NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates 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 selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 35/232 : **SCIENTIFIC MANAGER: INFORMATION AND ANALYTICAL SERVICES (ELSENBURG) REF NO: AGR 44/2026**

SALARY : Grade A: R1 143 468 per annum, (OSD as prescribed), (all-inclusive salary package)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate MSc degree in Meteorology / Environmental Science / Geoscience; Compulsory and valid registration with the SACNASP as a Professional Natural Scientist in the appropriate field of practice; A minimum of 6 years post qualification natural scientific experience; A valid code B driving license. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices; Management principles; Statistical information; Public Service Regulatory Framework; People Management processes; Project management; Public Financial Management Act and its Regulations; Skills in the following: Communication (written and verbal); Interpersonal; Analytical; Planning and organising; Motivational; Policy formulation; Presentation/facilitation; Financial management; People management; Problem solving skills.
DUTIES : Facilitate and coordinate policy, strategy development and implementation; Facilitate and oversee agricultural research and data management; People Management; Financial Management.
ENQUIRIES : Dr F Vries Tel No: (021) 808 5014
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 35/233 : **DISTRICT MANAGER: LANDCARE: EDEN REF NO: AGR 40/2026**

SALARY : R932 292 per annum (Level 11), (all-inclusive salary package)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : National Diploma in Civil Engineering or Degree in Civil Engineering or appropriate B.Sc. Degree or appropriate B.Sc. Degree in Agriculture; A minimum of 6 years' experience required in natural resources; 3 years managerial experience. Competencies: Knowledge of the following: Land Conservation Act and financial schemes; Protection of irrigated lands; Rehabilitation of agricultural lands; Engineering services; Risk and disaster management practices and disaster relief schemes; Public Finance Management Act; Legislation, regulatory frameworks, policies and best

practices in respect of natural resource use and management; Provincial, national and international matters related to natural resource use and management; Operational management practices; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Regulatory Framework that governs the Public Service; People management; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Policies of the government of the day; Labour Relations legislation and Regulations. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication skills (written and verbal); Negotiation; Planning and organising; Ability to function on a conceptual level; Motivational skills; Policy implementation; Research; Project Management; Diversity Management; Presentation; Facilitation; Stakeholder management; Report writing.

DUTIES : Manage the administration of schemes and provision of agricultural disaster risk reduction (prevention, mitigation, preparedness, response and relief) support services; Manage planning of farms and Landcare services in the conservation of the natural agricultural resources; Render advise to stakeholders and promote integrated governmental relations and partnerships building; Financial Management; People Management.

ENQUIRIES : Ms A Petersen Tel No: (021) 808 5010

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

POST 35/234 : **STATE VETERINARIAN: VETERINARY PUBLIC HEALTH (ELSENBURG) REF NO: AGR 48/2026**

SALARY : R932 292 per annum (Level 11), (all-inclusive salary package)

CENTRE : Department of Agriculture, Western Cape Government

REQUIREMENTS : NQF level 8 BVMch/BVSc as recognised by the South African Veterinary Council; Compulsory registration with the South African Veterinary Council (SAVC); A minimum of 1 year post qualification experience; A valid (Code EB or higher) driving license. Competencies: Computer literacy; Financial Management; Statistical; Research; Analytical; Communication; Interpretation.

DUTIES : Provide Animal Health services; Provide training and awareness programs (veterinary extension services) to communities with regard to Animal Health; Render a Veterinary Laboratory Diagnostic and Epidemiology Service; Render a Veterinary Public Health service; Render an animal disease surveillance service; Provide training and awareness programs (extension services) to communities with regards to VPH; Implement contingency plans and conduct risk assessments for the mitigation of outbreak of diseases; Perform all administrative and related functions.

ENQUIRIES : Dr M Wolhuter Tel No: (021) 808 7606

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

POST 35/235 : **SCIENTIST (PRODUCTION LEVEL): BREEDING/REPRODUCTION / ANIMAL HOUSING AND WELFARE (ELSENBURG) REF NO: AGR 49/2026**

SALARY : R791 604 per annum, (OSD as prescribed), (all-inclusive salary package)

CENTRE : Department of Agriculture, Western Cape Government

REQUIREMENTS : BSc (Agric) or BSc (Hons) degree in Animal Science; Compulsory registration with SACNASP (South African Council for Natural Scientific Professions) as a Professional Natural Scientist; Three years post qualification natural scientific experience; A valid Code B driving licence. Competencies: Working knowledge of the following: Research and development; Computer-aided scientific applications; Knowledge of legal compliance; Technical report writing; Creating high-performance culture; Professional judgment; Data analysis; Mentoring; Programme and project management; Scientific methodologies. Skills in the following: Decision making, Team leadership, Analytical skills, Creativity, Self-management, Financial management, Customer focus and responsiveness, Communication, Computer literacy, Networking, People management, Planning and organising, Conflict management, Change management, Problem solving and analysis.

DUTIES : Develop and implement methodologies, policies, systems and procedures; Perform scientific analysis and regulatory functions; Research and development; Human capital development.

ENQUIRIES : Ms M Mulaudzi Tel No: (021) 808 5220

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

POST 35/236 : **OFFICE MANAGER: RESEARCH AND TECHNOLOGY DEVELOPMENT SERVICES (ELSENBURG/STELLENBOSCH) REF NO: AGR 41/2026**

SALARY : R487 197 - R573 897 per annum (Level 09)

CENTRE : Department of Agriculture, Western Cape Government

REQUIREMENTS : An appropriate 3-year post school qualification at NQF level 6 (equivalent or higher qualification); A minimum of 3 years' experience in rendering executive support functions to top management; A valid code EB or higher driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Public Service Regulatory Framework; Policies and priorities of provincial and national government; Modern systems of governance and administration; Executive support function which include liaising with national/provincial ministers, national/provincial ministries, Office of the Premier and Office of the Provincial Standing Committee; Financial and people management; Information and records management; Relevant software packages; Intergovernmental and international relationships. Skills in the following: Numeracy; Computer literacy; Language skills; Analytical; Basic research; Financial management; Communication (written and oral); Presentation; Organising and planning; Interpersonal; Problem solving; Conflict resolution; Research.

DUTIES : Manage Research Project Process of Programme; Render line administrative support services; Manage resources in the office of the Chief Director: Research and Technology Development Services; Execute research, analyse information and compile complex documents; Provide support to the Chief Director with regard to meetings; Remain up to date with regard to the applicable prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support.

ENQUIRIES : Dr F Vries at (072) 776 4708

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

POST 35/237 : **ANIMAL HEALTH TECHNICIAN: ANIMAL HEALTH: (VARIOUS POSTS AVAILABLE IN MALMESBURY, BOLAND, SWELLENDAM AND BEAUFORT WEST) REF NO: AGR 37/2026**

SALARY : R413 001 - R486 501 per annum (Level 08)

CENTRE : Department of Agriculture, Western Cape Government

REQUIREMENTS : An appropriate National Diploma in Animal Health as recognized by SAQA; A minimum of 3 years appropriate experience (post-qualification experience); Valid registration with South African Veterinary Council; A valid Code EB driving licence. Competencies: Working knowledge of the following: Extensive fieldwork under varying environmental conditions; exposure to infectious diseases and biohazards; Physical mobility and ability to handle animals. Skills in the following: Communication skills (written and verbal); Investigation skills; Report writing; Analytical skills; Interpretation skills.

DUTIES : Plan and implement disease control measures; Render a support service to the State Veterinarian with regard to animal disease control, reproduction and production advancement, sample collection and law enforcement; Provide extension services on animal health to animal owners; Perform administrative and related functions.

ENQUIRIES : Mr. W Gouws Tel No: (028) 425 4862

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

POST 35/238 : **STATE ACCOUNTANT: COST MANAGEMENT (ELSENBURG) REF NO: AGR 45/2026**

SALARY : R413 001 - R486 501 per annum (Level 08)
CENTRE : Department of Agriculture, Western Cape Government.
REQUIREMENTS : An appropriate 3-year National Diploma on NQF Level 6 (equivalent or higher qualification) in Accounting, Financial Management, or a related field; A minimum of 1-year relevant experience in management accounting, budgeting, or a financial project management environment. Competencies: Knowledge of the following: Public Finance Management Act (PFMA) and Treasury Regulations; Management accounting principles (budgeting, monitoring and reporting); Government financial systems (e.g. BAS, LOGIS, SCOA); Applicable legislative, regulatory and governance frameworks; Financial analysis, data management and reporting methodologies. Skills in the following: Financial analysis and reporting; Budgeting and forecasting; Computer literacy (intermediate or advanced MS Excel, MS Word, MS Outlook); Numeracy and analytical thinking; Planning and organising; Communication (written and verbal); Problem-solving and decision-making; Data management and reconciliation; Report writing and presentation; Stakeholder engagement; Ability to work under pressure and meet deadlines; Attention to detail and accuracy.
DUTIES : Provide Budget Planning and Preparation; Provide Budget Support and Financial Control; Calculate Adjustments Estimate and Main Budget Development; Maintain Financial Governance, Compliance and Stakeholder Support; Departmental detail monthly reporting to detect and incorrect/misclassification of SCOA allocations.
ENQUIRIES : Ms D Zana Tel No: (021) 808 7604
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 35/239 : **VETERINARY PUBLIC HEALTH OFFICER REF NO: AGR 46/2026 (X2 POSTS AVAILABLE IN ELSENBURG)**

SALARY : R413 001 - R486 501 per annum (Level 08)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Relevant National Diploma in Environmental Health/ Animal Health/ Veterinary Public Health at NQF level 6 as recognised by SAQA; A minimum of 1-year relevant experience; A valid code B (or higher) driving licence. Competencies: Knowledge of the following: Environmental health legislation and policies; Meat safety legislation and policies; Regulatory framework of the public service; Municipal by-laws that governs matters related to meat safety; Environmental affairs legislation; Food safety risk analysis; Food safe auditing. Skills in the following: Computer literacy; Report writing; Organising and planning; Communication skills (written and verbally); Analytical and presentation skills.
DUTIES : Inspect abattoirs for compliance with Meat Safety legislation; Audit abattoirs for compliance with Meat Safety legislation; Perform general functions required by the Meat Safety legislation; Contribute to meat safety in the province.
ENQUIRIES : Dr M Wolhuter Tel No: (021) 808 7606
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 35/240 : **SCIENTIFIC TECHNICIAN (PRODUCTION LEVEL): BREEDING / REPRODUCTION / ANIMAL HOUSING AND WELFARE (OUDTSHOORN) REF NO: AGR 50/2026**

SALARY : Grade A: R407 337 - Grade C: R610 131 per annum, (Salary will be determined based on post registration experience as per OSD prescribed).
CENTRE : Department of Agriculture, Western Cape Government.
REQUIREMENTS : National Diploma /Degree in Animal Science or equivalent qualification in the field of animal production (NQF 6); Compulsory registration with SACNASP (South African Council for Natural Scientific Professions) as a Certificated Natural Scientist in Animal Science; Three years post-qualification technical (scientific) experience in livestock; A valid Code B driving licence. Competencies: Knowledge of the following: Research and development; Computer-aided scientific applications; Knowledge of legal compliance;

Technical report writing; Creating high-performance culture; Professional judgment; Data analysis; Mentoring; Programme and project management; Scientific methodologies. Skills in the following: Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial management; Customer focus and responsiveness; Communication; Computer literacy; Networking; People management; Planning and organising; Conflict management; Change management; Problem solving and analysis.

DUTIES : Develop and implement methodologies, policies, systems and procedures; Provide technical support and advice; Perform technical scientific analysis and regulatory functions; Research and development; Human capital development.

ENQUIRIES : Ms M Mulaudzi Tel No: (021) 808 5220

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

POST 35/241 : **PERSONAL ASSISTANT: OPERATIONAL SUPPORT SERVICES (ELSENBURG) REF NO: AGR 42/2026**

SALARY : R338 106 – R398 277 per annum (Level 07)

CENTRE : Department of Agriculture, Western Cape Government

REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 or relevant higher tertiary qualification; A minimum of 3 years' experience in rendering secretarial/ administrative support services to management/ senior management. Competencies: Knowledge of the following: Relevant legislation / policies / prescripts and procedure; Basic financial administration; Ability to run and maintain a record management system; Procurement of goods and services; Ability to properly record minutes and decisions at meetings; Advance knowledge of relevant software packages. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication skills (written and verbal); Report writing (submissions and letters); Planning and Organising; Research and analytical skills.

DUTIES : Provide a secretarial/ receptionist support service to the manager; Render administrative support services; Provide support to the manager regarding meetings; Support the manager with the administration of the manager's budget; Studies the relevant Public Service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES : Mr P Rockman Tel No: (021) 808 5119

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

POST 35/242 : **PERSONAL ASSISTANT: ANIMAL HEALTH (ELSENBURG) REF NO: AGR 43/2026**

SALARY : R338 106 – R398 277 per annum (Level 07)

CENTRE : Department of Agriculture, Western Cape Government

REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 or relevant higher tertiary qualification; A minimum of 3 years experience in rendering secretarial/ administrative support services to management/ senior management. Competencies: Knowledge of the following: Relevant legislation/policies/prescripts and procedure; Basic financial administration; Ability to run and maintain a record management system; Procurement of goods and services; Ability to properly record minutes and decisions at meetings; Advanced knowledge of relevant software packages. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication skills (written and verbal); Report writing (submissions and letters); Planning and Organising; Research and analytical skills.

DUTIES : Provide a secretarial/ receptionist support service to the manager; Render administrative support services; Provide support to the manager regarding meetings; Support the manager with the administration of the manager's budget; Studies the relevant Public Service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES : Dr N Magadla Tel No: (021) 808 5250

APPLICATIONS	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
POST 35/243	:	**REGISTRY CLERK: RECORDS AND ECM (ELSENBURG) REF NO: AGR 39/2026**
SALARY	:	R237 453 – R279 708 per annum (Level 05)
CENTRE	:	Department of Agriculture, Western Cape Government
REQUIREMENTS	:	Senior Certificate (Grade 12 or equivalent qualification). Competencies: Knowledge of the following: Registry duties, practices as well as the ability to capture data and operate computer; Legislative framework governing the Public Service; Storage and retrieval procedures in terms of the working environment; Understanding of the working registry. Skills in the following: Computer literacy; Planning and organising; Good communication (written and verbal); Flexibility and Teamwork.
DUTIES	:	Provide registry counter services; Handle incoming and outgoing correspondence; Render an effective filling and record management service; Operate office machines in relations to the registry function; Process documents for archiving disposal.
ENQUIRIES	:	Ms G Martin Tel No: (021) 808 5350
APPLICATIONS	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
POST 35/244	:	**ADMINISTRATION CLERK: GENERIC OFFICE REF NO: AGR 47/2026**
SALARY	:	R237 453 – R279 708 per annum (Level 05)
CENTRE	:	Department of Agriculture, Western Cape Government
REQUIREMENTS	:	Senior Certificate (Grade 12 or equivalent qualification). Competencies: Knowledge of the following: Clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics; Legislative framework governing the Public Service; Working procedures in terms of the working environment; Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication (written and verbal); Planning and organisation; Ability to work independently and as part of a team.
DUTIES	:	Render general clerical support services; Provide supply chain clerical support services; Provide personnel administration clerical support services; Provide financial administration support services and Provide a support service on OHS compliance.
ENQUIRIES	:	Mr V Govender Tel No: (021) 808 5422
APPLICATIONS	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
POST 35/245	:	**FARM AID: FARMING (ELSENBURG) REF NO: AGR 38/2026**
SALARY	:	R144 024 - R169 656 per annum (Level 02)
CENTRE	:	Department of Agriculture, Western Cape Government
REQUIREMENTS	:	Abet level 2 certificate or equivalent. Competencies: Knowledge and understanding of the following: Farm infrastructure construction and maintenance; General maintenance of infrastructure; General Farmwork; Working with farm animals and pastures; Skills in the following: Communication (verbal); Numeracy; Literacy; Driving; Operating equipment; Ability to work independently and as part of a team.
DUTIES	:	Perform general activities in respect of crop production: Irrigation of crops; Soil cultivation and preparation (cleaning and hoeing); Perform general activities in respect of livestock: Care for sick livestock, Dipping, vaccination and dosing; Perform general activities: Cleaning of facilities; disposal of farm waste material; Perform general activities in respect of infrastructure: Maintain and build roads, fences, pipelines, canals, dams, drinking troughs, animal housing and buildings; Maintain windmills and water supply system.
ENQUIRIES	:	Mr J Mothiba Tel No: (012) 808 5176
APPLICATIONS	:	To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:

Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);
Or Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,
Or Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

NOTE : To apply, please complete an application form (Z83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.

POST 35/246 : **FARM AID: BREEDING/REPRODUCTION/ANIMAL HOUSING AND WELFARE REF NO: AGR 51/2026**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Abet level 2 certificate or equivalent. Competencies: Knowledge and understanding of the following: Farm infrastructure construction and maintenance; General maintenance of infrastructure; General Farmwork; Working with farm animals and pastures; Working with heavy draft horses; Skills in the following: Communication (verbal); Numeracy; Literacy; Driving; Operating equipment; Ability to work independently and as part of a team.
DUTIES : Perform general activities in respect of crop production: Irrigation of crops; Soil cultivation and preparation (cleaning and hoeing); Perform general activities in respect of livestock: Care for sick livestock, Dipping, vaccination and dosing; Perform general activities: Cleaning of facilities; disposal of farm waste material; Perform general activities in respect of infrastructure: Maintain and build roads, fences, pipelines, canals, dams, drinking troughs, animal housing and buildings; Maintain windmills and water supply system.
ENQUIRIES : Ms M Burger at (083) 380 3988
APPLICATIONS : To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:
Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);
Or Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,
Or Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

NOTE : To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.

POST 35/247 : **FARM AID: FARM SERVICES: LANGGEWENS (MOORREESBURG) REF NO: AGR 52/2026**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Abet level 2 certificate or equivalent. Competencies: Knowledge and understanding of the following: Farm infrastructure construction and maintenance; General maintenance of infrastructure; General Farmwork; Working with farm animals and pastures; Skills in the following: Communication (verbal); Numeracy; Literacy; Driving; Operating equipment; Ability to work independently and as part of a team.

DUTIES	:	Perform general activities in respect of crop production: Irrigation of crops; Soil cultivation and preparation (cleaning and hoeing); Perform general activities in respect of livestock: Care for sick livestock, Dipping, vaccination and dosing; Perform general activities: Cleaning of facilities; disposal of farm waste material; Perform general activities in respect of infrastructure: Maintain and build roads, fences, pipelines, canals, dams, drinking troughs, animal housing and buildings; Maintain windmills and water supply system.
ENQUIRIES	:	Mr S Laubscher Tel No: (022) 433 8931
APPLICATIONS	:	To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974, Or Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
NOTE	:	To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department
POST 35/248	:	**FARM AID: FARM SERVICES (TYGERHOEK RESEARCH FARM, RIVIERSONDEREND REF NO: AGR 49/2025 R1**
SALARY	:	R144 024 - R169 656 per annum (Level 02)
CENTRE	:	Department of Agriculture, Western Cape Government
REQUIREMENTS	:	Abet level 2 certificate or equivalent. Competencies: Knowledge and understanding of the following: Protein and grain crops; Ability to follow relevant technical instructions in the research environment; Ability to distinguish between crops and weeds; Skills in the following: Good communication (written and verbal); Ability to perform hard manual labour; Ability to detect changes and variation; Ability to understand a basic trial plan; Ability to work under pressure.
DUTIES	:	Taking of soil samples; Irrigation of crops; Planting of crops; Soil cultivation and preparation e.g. Cleaning and houghing; Apply chemical crop protection e.g. Operate a knapsack; Reaping, grading, weighing, packing and storage of seed and plant material; Daily tending of crops/ e.g. Weeding and cutting; Harvesting of crops; Asset control and safe keeping of assets; Cleaning of facilities; Disposal of farm waste material; Provide water supply for livestock and farm buildings; Care for equipment e.g. cleaning, oiling and sharpening; Firefighting and prevention; Opening of springs, troughs and unblocking of drains; Loading/ off-loading.
ENQUIRIES	:	Ms L Smorenburg Tel No: (021) 808 5220
APPLICATIONS	:	To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974, Or Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
NOTE	:	To apply, please complete an application form (Z83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

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

CLOSING DATE : 19 October 2026

NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates 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 selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 35/249 : **MOD PROGRAMME OFFICER - MOD PROGRAMME REF NO: CAS 28/2026 (VARIOUS POSTS AVAILABLE)**

SALARY : R338 106 - R398 277 per annum (Level 07)

CENTRE : Department of Cultural Affairs and Sport, Western Cape Government

REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equal or higher qualification). A minimum of 1-year relevant experience. Competencies: Knowledge of and working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; information systems that aid in the management of knowledge and information pertaining to the line function, project management; operational management practices; procurement and tendering processes; policy development, and operational management, monitoring and review processes; modern systems of governance and administration; public service procedures, processes and systems; regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Knowledge and understanding of public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; functioning of the Province and the activities of sister departments/related functional areas; policies of the government of the day; Labour Relations legislation and regulations; performance management in general. Skills: Numeracy; Literacy; Computer Literacy; Language skills.

DUTIES : Administer the establishment and implementation of MOD Centres in line with the correct processes and procedures; Administer the planning, identification and confirmation of MOD Centres within the Western Cape; Coordinate reporting, communication, monitoring and evaluation; Provide guidance, support and administrative assistance to staff on governance-related matters and contribute to mentoring initiatives.

ENQUIRIES : Mr H Stroud Tel No: (021) 483 9529

POST 35/250 : **ARCHIVIST: ELECTRONIC RECORDS MANAGEMENT REF NO: CAS 30/2025 R1**

SALARY : R338 106 - R398 277 per annum (Level 07)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Information Management Systems or related qualification; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Legislation, policies and procedures of the Western Cape Archives and Records Service; Public Management practices in SA and in other countries; Financial Management and Supply Chain Management Services; Public Service reporting structures; Strategic planning; Meeting procedures; It will be advantageous to have a Post Graduate Qualification in Archival Studies. Skills needed: Communication (written and verbal); Proven computer literacy; Research; Problem solving; Analytical and strategic thinking; Presentation skills.
DUTIES : Approval of electronic records management systems; Development and maintenance of electronic records management systems; Audits of electronic records management systems; Guides and directives: compilation, update and distribution; Communication and facilitation.
ENQUIRIES : Mr M Mazibuko Tel No: (021) 483 0402

POST 35/251 : **SUPPLY CHAIN MANAGEMENT CLERK: ASSET MANAGEMENT REF NO: CAS 22/2025 R1**

SALARY : R237 453 - R279 708 per annum (Level 05)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Competencies: Knowledge of the following: Supply Chain and Asset Management; Asset Management Guidelines; Supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics; Preferential Procurement Policy Framework Act and PPPFA Regulations. B-BBEE; Procurement activities; Asset management policies and procedures /procurement policies and procedures; Document management Enterprise Content Management (ECM), inclusive of registry services and policy and procedures governing these functions. Skills in the following: Report writing; Written and verbal communication.
DUTIES : Rendering asset management clerical tasks; Update and maintain asset registers; Assist with BAS/Logis Monthly Reconciliations; Identify and administer redundant, non-serviceable and obsolete moveable assets for disposal; Request and receive quotations is respect of asset acquisitions and disposals; Monitor, analyse and determine actions to ensure proper asset and disposal management; Provide support to line function; Conducting asset verifications (Stock-take).
ENQUIRIES : Mr G Cloete Tel No: (021) 483 9846

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
CLOSING DATE : 19 October 2026
NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates 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 selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference

checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

POST 35/252 : **ASSISTANT DIRECTOR: ENTERPRISE DEVELOPMENT REF NO: DEDAT 49/2025 R1**

SALARY : R487 197 - R573 897 per annum (Level 09)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : An appropriate qualification at NQF level 6 (or higher) in the field of Business Management/ Administration or Commerce or Project Management; A minimum of 3 years relevant enterprise development and administrative experience. Competencies: Knowledge of the following: Economics; Application of statistical information; Public administration; Applicable legislative and regulatory requirements, policies and standards; Project management; Computer software programmes. Skills in the following: Stakeholder Management; Computer Literacy; Language; Information Technology; Formal Training; Financial Analysis; Strategic Planning; Facilitating; Negotiating; Communication; Problem Solving; Decision Making; Applied Strategic Thinking; Creative Thinking.
DUTIES : Support the development of initiatives to enable small business access to non-financial and financial support; Support the implementation of initiatives to provide market access opportunities for small business; Facilitate building and strengthening partnerships to provide small businesses with business development services (leverage of funding and supplier development); Support the implementation of initiatives to enhance entrepreneurship (social and business); Support the development of initiatives to improve the enabling environment for business through government interaction; Support the development of initiatives to identify gaps and/or blockages for service delivery improvement and refer to the relevant components.
ENQUIRIES : Mr J Wolmarans Tel No: (021) 483 2628

DEPARTMENT OF HEALTH AND WELLNESS

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

NOTE : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference. 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 Post 34/300: Post: Social Worker Grade 1 To 4 (2 Posts), Institution: Mental Health Roving Team (ACT) (KESS) and Nomzamo CDC, Khayelitsha/ Eastern Sub-structure has been amended as follows: Post: Social Worker Grade 1 To 4, Institution: Mental Health Roving Team (ACT) (KESS), Khayelitsha/ Eastern Sub-structure
Kindly note that the Post 34/290: Post: Professional Nurse Grade 1 To 2 (Specialty: Advanced Midwifery) (X2 Posts), Institution: Khayelitsha CHC and Macassar CDC has been amended as follows: Post: Professional Nurse Grade 1 To 2 (Specialty: Advanced Midwifery), Institution: Khayelitsha CHC

OTHER POSTS

POST 35/253 : **MANAGER: MEDICAL SERVICES GRADE 1**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R1 479 723 per annum, (A portion of the package can be structured according to the individual's personal needs.)

CENTRE	:	Khayelitsha District Hospital
REQUIREMENTS	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: A minimum of 3-year appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner. Inherent requirements of the job: A valid (Code B/EB/C1) driver's licence and willingness to travel. Willingness and skills to do after hour's clinical work. Competencies (knowledge/skills): Strong business orientation with proven skills and abilities in the clinical management of a health service. Proven management competencies in a health-care environment. Computer literacy (MS Word, Excel, PowerPoint, Internet and Email). Appropriate experience of managing clinical and allied health services.
DUTIES	:	(Key result areas/outputs): Provide strategic and operational leadership and management of health services at Khayelitsha Hospital, ensuring effective collaboration, integration and service alignment with Primary Health Care (PHC) facilities within the Khayelitsha Substructure. Management and governance of clinical and clinical support services/allied health services. Effective, efficient, and sustainable management of finances and supply chain processes, human resources, and non-clinical support services. Display competence, accountability, innovation, responsiveness etc. in mitigating service pressures as determined by rampant social determinants of health in Khayelitsha. Coordinate provision of clinical services at the hospital including forensic services. Involved in training and development and research support. Forge good relations with other key role-players/stakeholders internally and externally; nursing, facilities management, and ensure good management of all consultants as well as PHC,CBS/NPOs/Step down facilities and support COPC approach and work towards strengthening DH system.
ENQUIRIES	:	Mr T Abrahams, tel. no. (021) 360-4200
APPLICATIONS	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subject to a practical/written and oral assessment.
CLOSING DATE	:	16 October 2026, 17:00 PM
POST 35/254	:	**MEDICAL OFFICER GRADE 1 TO 3** (Contract Till 31 March 2027) Emergency and Clinical Support Services
SALARY	:	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.)
CENTRE	:	Observatory Forensic Pathology Institute (OFPI), Forensic Pathology Service
REQUIREMENTS	:	Minimum educational qualification: Appropriate qualification that allows registration with the HPCSA as a Medical Practitioner. Registration with a professional council: Registration with the Health Professions Council of South Africa as a Medical Practitioner. Experience: **Grade 1:** None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2**: A minimum of 5 years' appropriate experience after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. 6 years' relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. 11 years' relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Valid Code B/EB driver's license and ability to drive manual and automatic cars and bakkies. Appropriate experience in trauma related cases. Knowledge of the functioning of Forensic Pathology Service as defined in the Regulations for Rendering of

Forensic Pathology Service. Exposure to Post-mortems, autopsy work and dissection. Ability and willingness to perform duties outside of normal working hours and away from base of employment. Able to deliver expert testimony in court proceedings clearly and provide opinions to prosecutors and investigators. Competencies (knowledge/skills): Above-average computer and software literacy and knowledge of MS Office. Above average ability to communicate clearly and discreetly in person and in writing. Ability to teach post graduate students, Forensic Pathology Officers and guide administrative support staff in post-mortem services and related activities. Good interpersonal, verbal and written communication skills. Knowledge of effective service delivery in a public health context. Basic Knowledge of forensic toxicology, histopathology and ancillary forensic investigation processes. Ability to produce accurate, legally defensible medico-legal documentation. Very good administration and file management skills. Ability to prepare and register to write Diploma in Forensic Pathology within stipulated timeframes. Ability to function in high stress environments with challenging workloads. Ability to perform medico-legal autopsies in the examination of unnatural death admissions.

DUTIES : To perform medico-legal post-mortem examinations, complete all related investigations and documentation, and finalise post-mortem reports within a 12-week turnaround period. Compile and complete post-mortem reports and all related medico-legal documentation accurately and timeously. Provide conclusion of causes of death based on ancillary investigation reports, as well as efficient expert evidence in court related to all autopsied above cases, including formulating forensic second opinions as requested by the Department of Justice. Attendance of and examination of incident cases. Support to the Heads: Clinical Unit and Department, Medical Specialists and Safe Practices. Personal development and academic contributions: Assist with teaching and training of medical and forensic students, forensic pathology officers in medico-legal autopsies and related investigations.

ENQUIRIES : Dr. IH Alli, email: (Iekram.Alli@uct.ac.za)

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

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in the 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).

CLOSING DATE : 16 October 2026, 17:00 PM

POST 35/255 : **REGISTRAR (MEDICAL) (UROLOGY)**
(5-Year Contract)

SALARY : Grade 1: R1 041 402 per annum (A portion of the package can be structured according to the individual’s personal needs). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner (Independent Practice). Inherent requirements of the job: Commuted overtime is compulsory. Willingness to work overtime when required. FCS (SA) part 1A. A certificate of ATLS and Basic Surgical Skills course completed. Competencies (knowledge/skills): Knowledge, expertise and experience with regards to providing medical services in Urology. Appropriate and sufficient clinical experience since obtaining the degree of MBChB and after completion of internal rotations. Ability to work in a team under pressure. Research experience.

DUTIES : (key result areas/outputs): Clinical Governance. Teaching. Research. Leadership. Clinical Service: Patient Care. Clinical Service: Operative.

ENQUIRIES : Ms P George, tel. no. (021) 404-6105 or email: paige.george@uct.ac.za

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

NOTE : No payment of any kind is required when applying for this post. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with University of Cape Town according to the yearbook and guidelines.” Groote Schuur Hospital has adopted the department’s ecosystem framing of its training platform. Accordingly, all registrar appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plein District Hospital, Victoria Hospital and George Provincial Hospital. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as a Registrar will be for a maximum contract period of 5 years. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. Should registration with the HEI as a student be discontinued for any reason the appointment of Registrar also discontinues. Applicants must indicate whether they have bursary obligations. Please ensure that you attach an updated CV.

CLOSING DATE : 16 October 2026, 17:00 PM

POST 35/256 : **REGISTRAR (MEDICAL) (ANAESTHETICS) (X10 POSTS)**
(4-Year Contract)

SALARY : Grade 1: R1 041 402 per annum, (A portion of the package can be structured according to the individual’s personal needs). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).

CENTRE : Groote Schuur Hospital, Observatory (X7 Posts)
NSH (X2 Posts)
Red Cross War Memorial Children's Hospital (X1 Post)

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner (Independent Practice). Inherent requirements of the job: Commuted overtime is compulsory. Emergency and after hour call cover. Each Registrar will be appointed in a specific training complex but could be required to work across the platform on request. Competencies (knowledge/skills): Other appropriate Post-Graduate Medical Diploma, Certificate or Degree. Knowledge and practical skills for safe regional and general anaesthesia. Knowledge & appropriate use of equipment. Experience in Internal Medicine or critical care under supervision of a Specialist. Experience in Anaesthesiology and Perioperative Medicine. Effective leadership & interpersonal skills. Diploma in Anaesthesia (DA). Current certificate of ATLS/ACLS. Completion of FCA Part 1. Advanced computer literacy skills (MS Office: Word, Excel, and PowerPoint), especially in MS Office, with appropriate and sufficient clinical experience since obtaining the degree of MBChB and after completion of internal rotations.

DUTIES : (key result areas/ outputs): Supervision in theatre/ICU and management of theatre lists/staff, especially after hours. Provision of safe anaesthetic care to patients. Pre-op assessment of patients & advice to surgeons regarding workup. Post-operative analgesia & recovery of patients from anaesthesia.

Learn the art and science of anaesthesia practice & ICU Medicine. Learn critical skills required by an anaesthetist. Involvement in research/audits relating to anaesthesia, intensive care and pain management. Intensive Care Therapy. Attend tutorials and assist with the training of interns, medical students, nursing staff and paramedics.

ENQUIRIES : Prof G Nethathe, email: gladness.nethathe@uct.ac.za

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

NOTE : No payment of any kind is required when applying for this post. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with University of Cape Town according to the yearbook and guidelines." Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as a Registrar will be for a maximum contract period of 4 years. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrar-ship should they not be successful for advertised Specialist positions. Should registration with the HEI as a student be discontinued for any reason the appointment of Registrar also discontinues. Applicants must indicate whether they have bursary obligations. Please ensure that you attach an updated CV. Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all registrar appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plein District Hospital, Victoria Hospital and George Provincial Hospital.

CLOSING DATE : 16 October 2026, 17:00 PM

POST 35/257 : **REGISTRAR (MEDICAL) (FAMILY MEDICINE)**
(4-Year Contract)
West Coast District

SALARY : Grade 1: R 1 041 402 per annum, (A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).

CENTRE : Swartland Hospital, Swartland Sub-District

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner (Independent Practice). Inherent requirements of the job: A valid (code B/EB) driver's license. Willingness to work overtime. Commuted overtime is compulsory. Competencies (knowledge/skills): Computer literacy (i.e., MS Word, Excel, PowerPoint and internet research). Excellent verbal and written communication skills. Good interpersonal and time-management skills. Previous experience in South African Health Services.

DUTIES : (key result areas/outputs): Clinical service provision, including participating in community-orientated primary care activities. Participate in the Teaching program, including in-service capacity building of staff and supervision of health sciences students. Research and Professional Development (incl. completion of MMED mini dissertation). Effective Clinical Administration in patient records and patient reports as part of the leadership and clinical governance activities.

ENQUIRIES : Dr G Hendricks, tel. no. (022) 487-9200

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

NOTE : No payment of any kind is required when applying for this post. Appointment as Registrar will be for a maximum contract period of 4 years. It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Registrars will function across health facilities, as per an agreed programme. Should registration with the HEI as a student be discontinued for any reason the appointment as a Registrar also discontinues. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrar ship should they not be successful for advertised Specialist positions. The Department of Health is guided by the principles of Employment Equity. Candidates with disabilities are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduate students with the Stellenbosch University for Swartland District Hospital according to the requirements for the discipline in the yearbook and guidelines. It should be noted that advertised post is 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.

CLOSING DATE : 16 October 2026, 17:00PM

POST 35/258 : **PHARMACY SUPERVISOR GRADE 1 (2 POSTS)**
Chief Directorate: Metro Health Services

SALARY : R1 041 402 per annum, (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Elsies River CHC and Kraaifontein CHC

REQUIREMENTS : 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 Pharmacist. Experience: A minimum of 3 years' appropriate experience after registration as a Pharmacist with South African Pharmacy Council. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to be registered as Responsible Pharmacist and as a tutor with the SAPC on appointment. Competencies (knowledge/skills): Appropriate knowledge of National and Provincial Health Policies and Pharmaceutical acts and laws. Ability to work accurately under pressure and maintain a high standard of professionalism. Sound Management, communication and conflict handling skills. Computer literacy.

DUTIES : Take leadership in the pharmacy to establish a value driven pharmacy service and implement policies and guidelines in keeping with the Batho Pele, SAPC and National Drug policy and National and Provincial treatment guidelines. Ensure adherence to minimum standards for dispensing as well as accessibility to medication and pharmaceutical care to patients. Manage, assess and monitor compliance w.r.t. Good Pharmacy Practice, Ideal Clinic and National Core Standards. Effective monitoring of pharmaceutical expenditure, implementation and evaluation of budgetary control measures. Human Resource Management which includes tutoring of Pharmacist's Assistants as well as development of pharmacy staff.

ENQUIRIES : Ms. T. Parker Tel No: (021) 815-8876

NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment.

POST 35/259 : **MEDICAL OFFICER GRADE 1 TO 3 (X2 POSTS)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R1 041 402 per annum
Grade 2: R1 188 255 per annum
Grade 3: R1 375 245 per annum

CENTRE : Delft CHC

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Experience: **Grade 1**: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: A Valid driver's license. Willingness to travel and perform relief duties when required. A Valid Basic Life Support certificate and Advance Cardiac Life Support certificate. Competencies (knowledge/skills): Experience in general medical and surgical conditions on PHC level. Experience of South African TB and HIV care guidelines (including drug resistant TB and HIV in children). Computer literacy (MS Excel, Word, Outlook, etc.) and good interpersonal, organisational, and teamwork skills. Provide outreach services to clinics throughout the Northern/Tygerberg Sub-District, guiding health care colleagues in managing difficult PHC cases.

DUTIES : Practicing cost-effective holistic patient care. Forensic and social service provision. Effective management and utilization of physical and financial resources and Clinical governance. Training and development. Effective data management. Quality of Care and Code of Conduct.

ENQUIRIES : Dr. C Richards Tel No: (021) 954-2237

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 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) Shortlisted candidates will be subjected to a written/practical and oral assessment.

POST 35/260 : **FACILITY MANAGER**
Chief Directorate: Metro Health Services

SALARY : R932 292 per annum

CENTRE : Hanover Park Community Health Centre

REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in a managerial position in a NGO, private organisation or the state sector. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel in the Sub-structure to consult clients, attend and conduct meetings and training sessions. Competencies (knowledge/skills): Leadership abilities within health management experience. Good interpersonal and people management skills. Knowledge of Public Health Sector regulations, legislation and policies, Corporate services, Supply chain management, Human Resource and Labour Relations management. Computer literacy.

DUTIES : Management of a Primary Health Care service (including community- based services) and Community Orientated Primary Care (COPC) within the Klipfontein geographic area. Strategic, operational planning and coordination and management of the service for the designated geographic area. Sound Financial, Supply Chain and Human Resource management including Staff Performance management system and Labour relations. Quality management,

Occupational Health and Safety and Infection control prevention in the primary health care service within the designated geographic area. Manage the relevant community and other appropriate stakeholder engagements, liaison and networking.

ENQUIRIES : Ms P Van Niekerk Tel No: (021) 370-5008
NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical, and oral assessment.

POST 35/261 : **COUNSELLOR GRADE 1 TO 3 (MENTAL HEALTH)**
West Coast District

SALARY : Grade 1: R741 102 per annum
Grade 2: R844 128 per annum
Grade 3: R953 094 per annum
(A portion of the package can be structured according to the individual's personal needs).

CENTRE : Bergriver Sub-District
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa as a Registered Councillor. Registration with a professional council: Registration with the HPCSA as a Registered Councillor. Experience: **Grade 1**: None after registration with the Health Professions Council of South Africa as a Registered Councillor. **Grade 2**: A minimum of 8 years appropriate experience as a Councillor after registration with Health Professional Council (HPCSA) as Counsellor. **Grade 3**: A minimum of 16 years appropriate experience as a Councillor after registration with Health Professional Council (HPCSA) as Counsellor. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to consult clients, attend and conduct meetings and training sessions. Competencies (knowledge/skills): Knowledge and/or experience in counselling, psychometric assessments and identification of mental health challenges. Ability to think strategically and analytically, as well as the ability to interpret and implement policies and guidelines. Work within your professional scope of practice and know when to refer for more specialized mental health interventions. Knowledge and experience in providing mentoring and supervision of other lay health workers. Ability to communicate. Computer literacy (i.e. MS Word, PowerPoint and Excel). Knowledge and application of regulations, policies and procedures relevant to health programs. Able to work independently and in a team. Good presentation skills and the ability to conduct meetings and training. Good intra- and interpersonal skills aimed at professional relational development, maintenance of good professional relations and effective conflict resolution. Adaptable and innovative in a high-pressured environment. Conceptualisation skills are appropriate for individual and group evidence-based intervention identification and application. Ability to work in a diverse, multi-cultural and inclusive environment.

DUTIES : Providing preventative and developmental counselling services and interventions on all systems levels; Performing supportive psychological interventions to enhance mental well-being on an individual basis, group basis or at community level. Performing basic psychological screening aimed at overall generalized functioning enhancement. Provide counselling in conjunction with interdisciplinary/multi-sectoral support team. Provide psychoeducation and mental health promotion. Report writing and providing feedback to clients/supervisor(s) on interventions. Attend regular clinical supervision and form part of the sub-district and district mental health teams. Provide supervision, mentoring and support to lay health workers.

ENQUIRIES : Ms M.E Ramokgadi Tel No: (022) 913-3062
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a competency test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration 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.

POST 35/262 : **OPERATIONAL MANAGER NURSING GRADE 1 (SPECIALTY: TRAUMA AND EMERGENCY)**

SALARY : R720 819 per annum
CENTRE : Groote Schuur Hospital, Observatory
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: General 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 (Adult). Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate /recognisable experience in nursing after registration as 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: Perform after-hour and weekend duties for the department and the hospital. Competencies (knowledge/skills): Principles of Management: Supervisory, leadership, problem solving, conflict resolution and interpersonal/communication skills. Extensive knowledge in General Nursing and the relevant Nursing Speciality including public sector policies and protocols. Knowledge of Nursing legislation, related legal and ethical nursing practices and framework. Human Resources, Labour relations legislation and Financial Management, including computer literacy (i.e. Ms Word, Excel, PowerPoint and Outlook).
DUTIES : 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.
ENQUIRIES : Ms R. Sutcliffe Tel No: (021) 404-2092
NOTE : No payment of any kind is required when applying for this post.

POST 35/263 : **OPERATIONAL MANAGER NURSING GRADE 1 (SPECIALTY: ICU)**

SALARY : R720 819 per annum
CENTRE : Groote Schuur Hospital, Observatory
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 SANC, in terms of R212 in Medical and Surgical Nursing Science: Critical Care Nursing (Adult) OR A 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 with the SANC in Critical Care Nursing (Adult). Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate /recognisable experience in nursing after registration as 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: Perform after-hour, weekend and public holiday duties for the department. Competencies (knowledge/skills): Principles of Management: Supervisory, leadership, problem solving, conflict resolution and interpersonal/communication skills as well as the ability to function independently and as part of the multi-disciplinary team. Good organisational skills and the ability to function under pressure. Knowledge of Nursing legislation related legal and ethical nursing practices and framework, Human Resources, Labour relations legislation and Financial Management, Public sector legislation. Computer literacy (i.e. Ms Word, Excel, PowerPoint and Outlook).

DUTIES : 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; participation and implementation of audits and planned improvement initiatives. Participate in formulation, monitoring and implementation of policies, guidelines, standards, quality improvement initiatives, 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 as well as maintaining ethical standards and promote professional development. Night duty allocation as required by department. Deputising for Assistant Manager: Nursing.

ENQUIRIES : Ms R. Sutcliffe Tel No: (021) 404-2092

NOTE : No payment of any kind is required when applying for this post.

POST 35/264 : **MEDICAL OFFICER GRADE 1 TO 3 (CARDIOTHORACIC SURGERY) (5/8TH)**

SALARY : Grade 1: R650 877 per annum
Grade 2: R742 659 per annum
Grade 3: R859 527 per annum

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2**: A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Competencies (knowledge/skills): Sound understanding of cardiothoracic surgical care pathways, referral systems and clinical prioritisation. Understanding of the operational challenges of public sector health care delivery, including equity, governance and service sustainability. Ability to coordinate patient flow between Cardiology and Cardiac Surgery in a structured and clinically appropriate manner. Proficiency in database management and data entry, with the ability to develop and maintain Claris FileMaker databases. Develop SQL databases. Ability to generate reports and interpret data for clinical governance, audit and waiting-list management. Meticulous attention to detail and a systematic approach to clinical record-keeping and data integrity. Strong interpersonal and written communication skills, with the ability to liaise effectively across departments.

Computer literacy, including proficiency in standard office applications and clinical information systems.

DUTIES : Clinical coordination of patient flow between the Division of Cardiology and the Chris Barnard Division of Cardiothoracic Surgery, including triage, referral management and waiting-list oversight. Contribution to departmental governance and continuous quality improvement initiatives. Facilitation of pre-operative workup and communication between cardiology and surgical teams. Oversight of waiting-list patients including follow-up, risk stratification, escalation and documentation. Attendance at combined cardiology-cardiac surgery meetings and multidisciplinary team (MDT) discussions. Maintenance and updating of the divisional Claris FileMaker patient management database, surgical waiting list and follow-up registry. Maintenance of real-time transplant recipient and donor matching data, accessible on a 24/7 basis. Data quality assurance, integrity checks and generation of reports for clinical governance, audit, morbidity and mortality review, and external reporting. Participation in combined cardiology-cardiac surgery meetings, multidisciplinary team discussions, and departmental governance meetings and M&M's. Daily attendance during working hours to maintain patient flow coordination and database operations. Availability to ensure real-time transplant recipient and donor matching data is accessible and current at all times.

ENQUIRIES : Prof T Pennel, Email: tim.pennel@uct.ac.za

NOTE : No payment of any kind is required when applying for this post. Please ensure that you attach an updated CV. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration 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)". Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all medical officer appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plein District Hospital, Victoria Hospital and George Provincial Hospital. The post-holder does not participate in ward rounds, theatre lists, on-call rosters, or emergency clinical duties.

POST 35/265 : **MEDICAL OFFICER GRADE 1 TO 3 (PSYCHIATRY) (5/8TH)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R650 877 per annum
Grade 2: R742 659 per annum
Grade 3: R859 527 per annum
(A portion of the package can be structured according to the individual's personal needs.)

CENTRE : New Somerset Hospital

REQUIREMENTS : 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: Applicants must be willing to provide after-hours emergency service on a duty roster. Willingness to participate in after hour duties – including weekends and public holidays. Competencies (knowledge/skills): Clinical experience in a district or regional hospital providing comprehensive psychiatric care. Ability to work in a professional team. Post-internship experience in psychiatry (under onsite supervision of a registered psychiatrist), including clinical experience with completion of MHCA forms. Ability to achieve and maintain good interpersonal relations with staff, patients and their families. Completion of /or exemption from South African Community Service. Good interpersonal, administrative, communication, analytical and problem-solving skills. Display empathy for patients, promote advocacy and facilitate holistic treatment. Good time management.

DUTIES : Provide a high-quality clinical service to patients and their families. Supervision of medical interns to ensure quality of care and good clinical outcomes. Interaction with (and supervision of where necessary) nursing staff, allied professionals and students. Informal teaching and training of junior staff in the course of clinical work. Clinical teaching of undergraduate medical students and nurses. Effective and efficient administration of clinical services. Administration of medical officer rosters. Improve professional competence by regular self-learning and reflection with the application of current evidence.

ENQUIRIES : Dr. TN. Mangozho, email: (Tinashe.Mangozho@westerncape.gov.za)

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 35/266 : **CHIEF RADIOGRAPHER GRADE 1 (DIAGNOSTIC: TRAUMA)**

SALARY : Grade 1: R598 260 per annum

CENTRE : Red Cross War Memorial Children's Hospital, Rondebosch

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Diagnostic Radiography. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) in Diagnostic Radiography. Experience: A minimum of 3 years' relevant experience in Diagnostic Radiography after registration with the Health Professions Council of South Africa (HPCSA). Inherent requirements of the job: Must be able to work with paediatric patients and be prepared to work with patients with acute medical conditions. Rotate through Trauma / CT / fluoroscopy / theatre / mobiles / general x-rays. Participate in the 24-hour service of the department. Competencies (knowledge/skills): The candidate must have thorough knowledge of radiation protection, quality assurance and equipment safety. Full competency in advanced CT scan working independently. Knowledge of paediatric protocols. Computer literacy (MS Windows, Word, Excel, and PowerPoint). Good interpersonal and supervisory skills and knowledge of the Staff Performance Management System. Good organisational, decision-making and conflict resolution skills; understanding of quality assurance and strong commitment to high service standards.

DUTIES : Manage the radiographic service in the Trauma Unit. Manage and perform general radiography, fluoroscopy, mobile radiography, theatre and Lodox. Perform advanced CT imaging as required by the department. Training - Be responsible for staff and student teaching and training. People Management - Manage radiography and support personnel, this includes doing their performance appraisals. Care of Equipment - Ensure quality assurance in the department (all modalities) and the use of suitable radiation protection. Engage with vendors with regards to the maintenance of equipment of all modalities. Provide statistics and report on daily activities and equipment status.

ENQUIRIES : Ms C. Pietersen Tel No: (021) 658-5104

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 a change in registration status).

POST 35/267 : **PROFESSIONAL NURSE GRADE 1 TO 2: SPECIALTY (OCCUPATIONAL HEALTH & SAFETY)**
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 Occupational Health Nursing (R212). OR A 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 Occupational 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 after obtaining the 1-year post-basic qualification or post graduate diploma in the relevant specialty. Inherent requirements of the job: A valid driver's licence (Code B/EB) Willingness to work overtime if necessary. Willingness to work flexible hours if necessary. Competencies (knowledge/skills): Knowledge of the ethical and legal framework of the Acts, Regulations, Rules and Governmental Policies that governs Occupation Health and Safety in the 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 Occupational Health Services. Computer literacy skills (MS Office: Word, Excel, Outlook).

DUTIES : Develop, manage and implement an effective Occupational Medical Surveillance Programme in the hospital. Coordinate and manage an effective Occupational Health (OH) Clinical Service for staff. Identification and Mitigation of Occupational Risks in the hospital. Governance, compliance and management of Occupational Health Services. Training, Capacity Building and Occupational Health Awareness.

ENQUIRIES : Ms M Cillie Tel No: (044) 802-4498

NOTE : 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. 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 speciality.

POST 35/268 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MENTAL HEALTH)**
Garden Route District

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

CENTRE : PHC Support & Outreach Knysna/Bitou Sub-District

REQUIREMENTS : 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 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 Professional Nurse. Inherent requirements of the job: A valid driver's licence. Willingness to work overtime when needed. 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. Competencies: Good psychosocial- and health assessment skills. Knowledge of Mental Health Legislation and Psychopharmacology. Good problem-solving, communication, interpersonal, planning and organisational skills. Knowledge in the use of clinical equipment and control of budget levels. Experience in data management and accurate record keeping of the relevant mental health services.

DUTIES : Actively participate as a specialist nurse in the provision of acute and chronic mental health care to clients of all age groups at Primary Health Care facilities in the Knysna/Bitou Sub District. Make bio-psychosocial health assessments that are culturally sensitive. Design and implement treatment plans and critically evaluate outcomes. Engage in case management activities such as organising, accessing, negotiating, coordinating and integrating services. 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 of other health care providers.

ENQUIRIES : Ms PM Peters Tel No: (044) 302-8400

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.

POST 35/269 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: NEONATAL ICU HIGH CARE; POSTNATAL KMC & NEONATES)**
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 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 in Critical Care Nursing: Child. Registration with a professional council: 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 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. Leadership towards the realisation of strategic goals and objectives of the 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 Nurse Manager with Staff Supervisory Function. Maintain professional growth/ethical standards and self- development of self and others. Display of core values of the Department of Health WCG in the execution of duties.

ENQUIRIES : Ms P Markgraff Tel No: (044) 802-4414

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 qualification in the relevant specialty.

POST 35/270 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING: OPERATING THEATRE)**
Chief Directorate: Metro Health Services

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

CENTRE : Hope Street Dental CDC, Southern/Western Sub-structure Office

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 duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science: Operating Theatre. 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 Peri-operative Nursing. 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 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 an Operating Theatre Unit after obtaining the 1-year post-basic qualification or postgraduate diploma in the relevant speciality. Inherent requirements of the job: Willingness to carry small kids. Willingness to work in Operating Theatre and Recovery room. Willingness to assist Dentist in surgery when needed. Valid drivers' licence. 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 theatre with regard to emergency and non-emergency operating nursing, as well as day patient care.

DUTIES : Provide an optimal, holistic, specialised Nursing Care within set standards and within a professional, legal framework as a Professional Nurse in an Operating Theatre. Provision of a Quality Dental Service. Periodically supervise and support effective utilisation of Human Resources. Effective Supply Chain, Asset and Data Management. Participate in training and Oral Health Promotion activities. Practice Nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Support outreach services done.

ENQUIRIES : Ms BF Gontsana Tel No: (021) 465-4017

NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only

applicable to candidates who apply for the first time for registration in the post basic qualification or a postgraduate diploma in the relevant speciality. 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 35/271 : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)**
West Coast Health District

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

CENTRE : Piketberg CDC, Bergriver 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 diploma in Clinical Nursing Science: Health Assessment, Treatment and Care, accredited with the SANC (R48) 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 Primary Care Nursing. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1**: A minimum of 4 years appropriate/recognisable nursing experience after registration with the SANC as a Professional Nurse in General Nursing. **Grade 2**: A minimum of 14 years appropriate/recognisable nursing experience after registration with the SANC as a Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the specific speciality. Inherent requirements of the job: Valid (Code B/EB/C) driver's licence and willingness to travel. Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel, PowerPoint and Outlook). Good interpersonal, communication skills. Ability to work independently and in a multi-disciplinary team. Knowledge of Community Oriented Primary care.

DUTIES : Effective execution and assist with the management 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. Effective execution and assist with the management of relevant Child Health within the scope of practice and to be and advocate for the patient to ensure the provision of necessary health care. Effective execution and assist with the management of relevant Woman's Health within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. Effective execution and assist with the management of relevant HAST programmes within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care.

ENQUIRIES : Ms ME Ramokgadi Tel No: (022) 913-3062

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable 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 35/272 : **BED MANAGER**
Chief Directorate: Metro Health Services

SALARY : R487 197 annum

CENTRE : Mitchells Plain District Hospital

REQUIREMENTS : Minimum educational qualification: A health-related qualification at NQF level 7 that allows registration with the Health Professions Council of South Africa (HPCSA) and/or South African Nursing Council (SANC) and/or South African Pharmacy Council (SAPC). Experience: Appropriate experience as a health professional in a hospital setting. Appropriate experience in Bed Management processes and administration is recommended. Inherent requirements of the job: Valid Code B/EB driver's license. Competencies (knowledge/skills): Computer literacy (i.e., MS Word, Excel, PowerPoint, and Outlook). Knowledge and insight of relevant legislation and policy related to bed management with the public sector. Ability to promote quality patient care through the setting, implementation, and monitoring of standards, Ability to function independently as well as part of a multi-disciplinary team. Proven effective communication, interpersonal relationship, leadership, decision making, and conflict resolution skills. Good organisational skills and the ability to function under pressure.

DUTIES : Responsible to lead, guide, support and develop the patient flow management of Mitchells Plain Hospital. Apply efficient information management processes relating to bed management activities utilizing current health information management systems. Participate in training and development of staff and in research activities. Utilize and manage resources with a focus on cost containment. Manage, monitor, evaluate and report on bed management related quality assurance activities and programs.

ENQUIRIES : Dr J Marszalek Tel No: (021) 377- 4779

NOTE : No payment of any kind is required when applying for this post.

POST 35/273 : **RADIOGRAPHER GRADE 1 TO 3 (DIAGNOSTIC) (X2 POSTS)**

SALARY : Grade 1: R413 121 per annum
Grade 2: R482 499 per annum
Grade 3: R564 822 per annum

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer. Registration with a professional council: Registration with the HPCSA as a Diagnostic Radiographer. Experience: **Grade 1**: None after registration with the HPCSA as a Diagnostic Radiographer in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA as a Diagnostic Radiographer 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 Diagnostic Radiographer in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3**: A minimum of 20 years' relevant experience after registration with the as a Diagnostic Radiographer in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as a Diagnostic Radiographer respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Will be required to perform after-hours and night duties, including weekends and Public Holidays. Competencies (knowledge/skills): Knowledge and experience of theatre, mobile, fluoroscopy and general radiography, computerised tomography and magnetic resonance imaging. Appropriate experience in a busy general department with knowledge of radiation protection, quality assurance and equipment safety pertaining to radiography. Knowledge of Patient Archiving and Communication Systems. Computer literacy (MS Windows, Word, Excel and PowerPoint). Good interpersonal skills, the ability to work under pressure and independently and in a team.

DUTIES : Provide support to the Chief and Assistant Director regarding day to day activities. Identify and perform the most appropriate diagnostic images of high quality, be responsible for self-development as well as training of staff and students. Ensure optimal care of equipment, quality assurance and use of suitable radiation protection. Be responsible for the provision of a patient-centred radiographic imaging service over a 24-hour period, including risk management.

ENQUIRIES : Ms N Behardien-Peters Tel No: (021) 404-4187

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)".

POST 35/274 : **STATION MANAGER GRADE 3 TO 6 (RESCUE)**
Chief Directorate: Emergency and Clinical Services Support

SALARY : Grade 3: R413 199 per annum
Grade 4: R499 311 per annum
Grade 5: R584 604 per annum
Grade 6: R649 260 per annum

CENTRE : Emergency Medical Services, Rescue Services, Overberg District

REQUIREMENTS : Minimum educational qualification: **Grade 3**: Successful completion of the Immediate Life Support (ILS) that allows registration with the HPCSA as Ambulance Emergency Assistant (AEA). **Grade 4:** Successful completion of the Emergency Care Technician Course (ECT) that allows registration with the HPCSA as Emergency Care Technician (ECT). Grade 5: Successful completion of the Critical Care Assistant course (CCA) or National Diploma that allows registration with the HPCSA as a Paramedic. **Grade 6**: Successful completion of the B-Tech Degree that allows registration with the HPCSA as a Emergency Care Practitioner (ECP). Registration with a professional council: Grade 3: Registration with the Health Professions Council of South Africa as an AEA. **Grade 4:** Registration with the Health Professions Council of South Africa as an ECT. Grade 5: Registration with the Health Professions Council of South Africa as a Paramedic. Grade 6: Registration with the Health Professions Council of South Africa as an ECP. Experience: **Grade 3**: Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as Ambulance Emergency Assistant (AEA). **Grade 4**: Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as Emergency Care Technician (ECT). **Grade 5**: Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as a Paramedic. **Grade 6**: Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as Emergency Care Practitioner (ECP). Inherent requirements of the job: Valid Code 10 Professional driver's permit. Physical and mental fitness as an Emergency Services practitioner. Valid code C1 driver's license. Current registration as an AEA, ECT, CCA or ECP. 12 Rescue Technician Modules. Competencies (knowledge/skills): Excellent knowledge of all 12 rescue modules and levels of emergency care rescue protocols. Good communication and interpersonal skills. Computer literacy in the MS Office package. Report writing skills.

DUTIES : Manage pre-hospital Emergency Medical Rescue Services within the geographic area and respond to incidents when required. Ensure that the maintenance of Emergency rescue vehicles and rescue equipment are managed effectively and efficiently. Maintain responsibility for the audit compliance with regards to Supply Chain Management and Human Resource matters, inclusive of the Station's budget allocation and facilitation of account payments for goods and services. Effectively manage and supervise staff in relation to the Human Resource and Labour Relations function. Ensure effective communication with regards to meetings, workshops, debriefs, compiling stats and report writing. Effective support to the District Manager and act in management capacity when required.

ENQUIRIES : Mr R. Botha Tel No: (044) 8052524

NOTE : No payment of any kind is required when applying for this post.

POST 35/275 : **PHYSIOTHERAPIST GRADE 1 TO 3**

SALARY : Grade 1: R413 121 per annum
Grade 2: R482 499 per annum
Grade 3: R564 822 per annum

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Physiotherapist. Registration with a professional council: Registration with the HPCSA as a Physiotherapist. Experience: **Grade 1**: None after registration with the HPCSA in respect of RSA-qualified employees. 1-year relevant experience after registration with the HPCSA as a Physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa**. Grade 2**: A minimum of 10 years relevant experience after registration with the HPCSA as a Physiotherapist in respect of RSA-qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA a Physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3**: A minimum of 20 years relevant experience after registration with the HPCSA as a Physiotherapist in respect of RSA-qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA as a Physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Ability to work after hours for ERAS (Enhanced Recovery After Surgery) calls. Willingness to work overtime. Competencies (knowledge/skills): Knowledge of applicable health legislation, relevant Acts and Public Service Policies and Procedures. Good problem solving, interpersonal and communication skills. Appropriate, clinical experience as a Physiotherapist in an acute and specialist/tertiary hospital setting. Ability to supervise undergraduate students in a tertiary setting. Ability to work independently. Ability to work within MDT. Ability to problem solve, organise and prioritise patient treatments/discharge plans. Ability to work under extreme pressure. Computer literacy.

DUTIES : Assess and treat patients in Trauma, Oncology, Maternity, Neurology, Neurosurgery, Orthopaedic, Acute Spinal Cord Injuries, OPD, Medical, Surgical, Cardiothoracic wards as well as High Care and Intensive Care units associated with these wards. Be responsible for administration related to patient care as well as departmental administration. Management of assets in allocated work area. Assist in the clinical teaching/supervision of undergraduate students.

ENQUIRIES : Ms CK Davids Tel No: (021) 404-4408

NOTE : No payment of any kind is required when applying for these posts. 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)".

POST 35/276 : **SENIOR PERSONNEL PRACTITIONER**
Directorate: People Strategy
Sub- directorate: Organisational Dynamics and Remuneration, Component: Organisational Evaluation and Assessment

SALARY : R413 001 per annum

CENTRE : Head Office, Bellville Health Park

REQUIREMENTS : Minimum educational qualification: An appropriate tertiary qualification in Human Resource/ People Management, Organisational Development, Industrial Psychology, or related field (NQF 6). Experience: Relevant experience in organisational design, job evaluation, or PM operations. Competencies (knowledge /skills): Knowledge of public sector PM frameworks, policies, and procedures as well as Establishment Administration. Working knowledge of PERSAL, staff establishments and organisational structures. Excellent (verbal and written) communication skills. Numeracy and mathematical skills. Strong analytical and problem-solving skills. Project coordination and organisational skills. Effective communication and interpersonal abilities. Ability to work under pressure and manage multiple priorities. Attention to detail and report-writing skills. Computer literacy (MS Office Suite).

DUTIES : Organisation design support. Project Coordination and Implementation. Job Evaluation coordination and Organisational Analysis. Stakeholder Engagement. Capacity Building and Knowledge Transfer.

ENQUIRIES : Mr. TBR Petersen, email: (theodore.petersen@westerncape.gov.za)

NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical test.

POST 35/277 : **SENIOR ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT**
Chief Directorate: Metro Health Services

SALARY : R413 001 per annum

CENTRE : Khayelitsha District Hospital

REQUIREMENTS : Minimum educational qualification: An appropriate National Diploma (NQF 6) or equivalent. Experience: Appropriate knowledge and experience in Information Management. Appropriate experience that focuses on the Key Performance Areas (KPA's) of the post. Inherent requirements of the job: Valid (Code B/EB) drivers' license. Willingness to work overtime when required. Competencies (knowledge/skills): Advanced computer literacy skills (MS Office: Word, Excel, and PowerPoint) especially in MS Office with good numerical and analytical skills to support the compilation, interpretation and analysis of reports. Highly developed understanding of information technology, i.e. familiar with health information systems like: SINJANI, DHIS, Clinicom, ECCR, and ECM (Electronic Content Management). Good Numerical and analytical skills wrt technical knowledge, report writing and data management skills. Good knowledge of monitoring and evaluation of performance, National and Provincial Information Management policies, data, processes and standard operating procedures. Good leadership, interpersonal and communication (verbal and written English) skills. Presentation Skills.

DUTIES : Assist with the operational planning and project management within the component Support development and implementation of information policies, data collection tools, definitions, standard operating procedures etc according to NDOH and Provincial requirements. Monitor and evaluate compliance to Information Management processes, policies and systems. Provide health management reports and data quality reports Liaise with and provide support and feedback (written and verbal) reports to health data providers verifying, validating and maintain accurate health data. Respond to ad hoc data queries and requests. Submit complete data timeously to the Department. Ensure good quality data, compliance and adherence to legislative target dates. Monthly Presentation of Data to Management Conduct data audits throughout the data trail. Test and report on new or enhanced information systems. Act as system controller for ECCR, Clinicom and ECM

ENQUIRIES : Mr. N Sitonga Tel No: (021) 360-4281

NOTE : No payment of any kind is required when applying for this post.

POST 35/278 : **SENIOR STATE ACCOUNTANT: FINANCIAL ACCOUNTING (X2 POSTS)**
Directorate: Financial Accounting

SALARY : R413 001 per annum

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: An appropriate three-year National Diploma/Degree in Accounting/Auditing. Experience: Appropriate experience in an accounting environment and preparation of financial statements. Inherent requirements of the job: A valid code B/EB driver's licence and willingness to travel. Competencies (knowledge/skills): Extensive knowledge of the compilation of Financial Statements. Advanced computer literacy in Microsoft Office applications (Excel spreadsheets, report writing and drafting of Word documents, MS PowerPoint presentations), Analytical and presentation skills. Working experience of International Financial Reporting Standards (IFRS) and/ or International Standards on Auditing. Knowledge of Modified Cash Standard (MCS) and/or Generally Recognised Accounting. Practice (GRAP) Standards. Knowledge of BAS, LOGIS and completed SAICA articles or similar.

DUTIES : Responsible for the review and consolidation of financial inputs used in the compilation of Annual and Interim Financial Statements (AFS/IFS) of the Department of Health. Maintain Head Office disclosure notes Audit File. Analyse and advise on changes to the Modified Cash Standards, Accounting Manual for Departments and departmental policies and delegations relating to relevant disclosure notes linked to operations. and verify monthly Disclosure

Note Reporting. Compile and develop procedures and policies iro internal controls and AFS/IFS requirements. Answering Audit enquiries. Human Resource Management and Monitoring.

ENQUIRIES : Ms L Mars Tel No: (021) 483-4209
NOTE : No payment of any kind is required when applying for this post.

POST 35/279 : **SENIOR ADMINISTRATIVE OFFICER: FINANCE (FEES)**

SALARY : R413 001 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: An appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in a Hospital Fees environment including Hospital Information Systems. Experience that focuses on the KRA's of the post. Appropriate supervisory experience. inherent requirements of the job: Willing to relief colleagues in areas. Competencies (knowledge/skills): Knowledge of Budget. Computer literacy (MS Word, Excel, Power Point). Good Interpersonal and Labour Relations abilities. Good Managing Skills. Sound knowledge of Hospital Fees Memorandum Chapter 18, HIS (Clinicom/AR), UPFS, PFMA and Treasury Instructions.
DUTIES : Ensure all Revenue monthly Targets are received monthly from Medical Aids, other 3rd parties and self-funded patients to reach year-end target. Ensure crediting of all payments are done on the BAS System as well as Billing system. Ensuring all Reporting functions are timeously met. Manage and provide support to areas with regards to Revenue Collection. Monitor balancing between the BAS. Manage and provide support to areas with regards to Revenue Generation. Staff are managed appropriately in terms of HR policies.
ENQUIRIES : Mr MA Khan Tel No: (021) 404-3264
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.

POST 35/280 : **PRINCIPAL PERSONNEL OFFICER (EMPLOYEE SOURCING)**
Chief Directorate: Metro Health Services

SALARY : R338 106 per annum
CENTRE : Southern/Western Sub-structure Office
REQUIREMENTS : Minimum educational qualification: National Senior Certificate (or equivalent). Experience: Appropriate experience in all Employee Benefits practices. Appropriate experience of PERSAL and Personnel management. Competencies (knowledge/skills): Computer skills MS Office packages (Word, Excel, PowerPoint), Outlook and PERSAL. Ability to execute duties accurately and thoroughly. Good interpersonal and problem-solving skills.
DUTIES : Support the Senior Personnel Practitioner with the management of all Human Resource related functions within the PM department. Handle appointments, service terminations, salary administration and general service conditions, audit of leave and personnel files, debt management, pension administration and management of pay sheets. Administer Commuted Overtime and other service benefits within the Southern / Western Sub-structure. Approval of PERSAL transactions. Handle personnel enquires and correspondence (written and verbal). Training and development of sub-ordinates. Manage the Staff Performance Management System (SPMS) process for Sub-ordinates. Assist staff, supervisor, management and members of the public with regard to Human Resource and Personnel Matters.
ENQUIRIES : Ms M Ganief Tel No: (021) 202-0962
NOTE : No payment of any kind is required when applying for this post. Short-listed candidates will be subjected to written /practical and oral assessments.

POST 35/281 : **ADMINISTRATIVE OFFICER: BUSINESS DEVELOPMENT ANALYST (PUBLIC-PRIVATE INITIATIVES)**
Chief Directorate: Emergency and Clinical Services Support

SALARY : R338 106 per annum
CENTRE : Clinical Service Improvement
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma (NQF Level 6) / Degree (NQF Level 7) or equivalent qualification. Experience: Appropriate experience in PPI's/PPP's, Project Management and Support. Inherent requirement of the job: A valid driver's licence. Willingness to travel. Competencies (knowledge /skills): Advanced computer proficiency in MS

Word, Excel and Office. Ability to co-operatively with colleagues and stakeholders at all levels of authority but also to work independently. Ability to work under pressure. Strategic thinking, presentation, analytical and logical thinking skills. Excellent writing, reporting and research skills. A need to understand and have practiced both the numerical and business competencies that are required to do the job.

DUTIES : Assist in the compilation and technical assistance for reports, projects and proposals required for Department submission. Assist with the development of policies, guidelines, protocols and tools necessary to guide resources forecasting, prioritisation, implementation and monitoring. Assist with research, data analysis (both financial and statistical) and the interpretation thereof. Conduct regular situational analyses in respect of both the PPI's sub-Directorate and the Clinical Service Improvement Directorate. Assist with ADHOC matters not yet defined as a project or with other research and administrative work not encompassed above but which directly is aligned to the functioning of the PPI's sub-Directorate and the CSI Directorate.

ENQUIRIES : Ms AJ Wilde Tel No: (021) 826-5748

NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment.

POST 35/282 : **INDUSTRIAL TECHNICIAN PRODUCTION (CLINICAL ENGINEERING)**
Chief Directorate: Metro Health Services

SALARY : R338 106 per annum

CENTRE : Khayelitsha District Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate National Diploma in Electrical Engineering – Light current (T-or N- or S – Stream) or registration as Engineering Technician in terms of the Engineering Professions of South Africa Act, (Act 46 of 2000). Experience: Appropriate experience with repair and maintenance of clinical equipment or proven experience in medical equipment maintenance. Inherent requirements of the job: A valid (Code B/EB) drivers' licence. Perform standby duties and willing to work afterhours. Competencies (knowledge/skills): The ability to perform, manage and supervise the repair of Health Technology equipment. Ability to read circuit diagrams, fault-finding abilities on electronic medical equipment. Ability to compile technical specifications for Health Technology equipment. Ability to manage, plan and organise maintenance schedules. Possess accurate technical ability and insight to solve problems.

DUTIES : Manage and carry out clinical maintenance, repairs, routine inspection and evaluation of electronic, respiratory and anaesthetic equipment. General administrative duties as required i.e. Write reports, specifications and record keeping of departmental activities. Ensure a high standard of service delivery by engaging with clients and perform optimally in the workplace by self-managing. Train various staff and hospital personnel. Candidate must attend meetings and be able to communicate effectively with hospital staff and private sector employees. Ensure compliance with the Occupational Health and Safety Act. Adhere to all legal requirements, protocols and procedures.

ENQUIRIES : Mr. N Bavuma Tel No: (021) 360 4705

NOTE : No payment of any kind is required when applying for this post.

POST 35/283 : **ADMINISTRATIVE OFFICER: HUMAN RESOURCE DEVELOPMENT**
Chief Directorate: Metro Health Services

SALARY : R338 106 per annum

CENTRE : Office of the Chief Director: Metro Health Services

REQUIREMENTS : Minimum educational qualification: Senior Certificate or equivalent. Experience: Appropriate experience in Human Resource Development. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Basic computer literacy. Good communication and interpersonal skills. Knowledge of the human resource prescripts in the Public Service.

DUTIES : Effective and efficient Human Resource Development skills in administration of i.e. Bursaries, EPWP project, AET etc. Effective administrative support to the MHS: Human Resource Development Section. Coordination, development and implementation of the Workplace Skills plan/ annual training report and the quarterly report. Draft correspondence, filling and maintenance of records.

Render administration support in respect of training inventions. Capture of data and maintenance of databases. Handle telephonic and written enquiries.

ENQUIRIES : Mr XP Nyangaza Tel No: (021) 815-8690
NOTE : No payment of any kind is required when applying for this post.

POST 35/284 : **SYSTEM ADMINISTRATOR**
Directorate: People Development

SALARY : R338 106 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: An appropriate Diploma/Degree qualification (NQF level 6) or higher in the following fields: Information Technology, Computer Science, Information Systems or a related field focusing on E-learning/Systems Administration. Experience: Appropriate experience in training, development, and e-learning system administration. Appropriate experience working with Moodle or similar Learning Management Systems (LMS). Appropriate experience in Instructional Design and digital content creation. Appropriate experience engaging internal/external stakeholders and delivering system reports. Inherent requirement of the job: Valid driver's license and willingness to travel. Willing to work irregular hours when required. Competencies (knowledge /skills): Strong technical knowledge of Learner Management Systems (LMS) and e-learning support. Excellent project management, organizational, and planning skills. Proficiency in MS Office Suite (Word, Excel, PowerPoint, Teams, SharePoint). Strong analytical skills with the ability to produce accurate, data-driven system reports. Excellent written and verbal communication skills paired with problem-solving capabilities.
DUTIES : Maintain the Learning Management System, manage system access, provide help desk support, and resolve system-related queries. Create, develop, and monitor digital content for the MyLearn application, ensuring alignment with departmental values. Supervise content creators and facilitators while engaging with subject matter experts to meet online training objectives. Collaborate with management to define platform strategies/policies, and provide quarterly reports on user activity, completion rates, and system challenges. Liaise actively with various stakeholders such as the People Development Centre, the Online Academy, and other relevant internal role players.
ENQUIRIES : Mr A Thorne Tel No: (021) 483-5917
NOTE : No payment of any kind is required when applying for this post.

POST 35/285 : **ADMINISTRATION CLERK: INFORMATION MANAGEMENT (X2 POSTS)**

SALARY : R237 453 per annum
CENTRE : Office of the Chief Director: Metro Health Services
REQUIREMENTS : Minimum educational qualification: Senior Certificate (Grade 12) or equivalent qualification. Experience: Appropriate experience in information management, data administration, records administration, reporting or office administration. Appropriate experience in collecting, validating, analysing and presenting information using spreadsheets, reports, graphs and presentations. Appropriate experience supporting users on information systems, digital platforms or business applications. Appropriate experience in healthcare information systems. Inherent requirements of the job: Valid (Code B) driver's licence. Willingness to travel between Department of Health and Wellness facilities across Metro Health Services to conduct system support, asset verification and service support visits when required. Willingness to work overtime when operationally required and authorised. Ability to maintain confidentiality and ensure responsible management of information, records and user access permissions. Competencies (knowledge/skills): Good analytical, organisational and problem-solving skills. Sound information management, reporting and data quality skills. Advanced computer literacy with strong Microsoft Excel skills and the ability to prepare dashboards, reports and presentations. Knowledge of Microsoft 365 applications including Word, Excel, PowerPoint, Teams and SharePoint. Knowledge of Microsoft Power Platform technologies including Power BI, Power Apps and Power Automate. Ability to provide first-line systems administration and digital support. Ability to provide first-line IT support and troubleshoot common hardware, software and connectivity issues. Knowledge of asset administration, records management

and audit requirements. Strong customer service orientation and the ability to work independently and within a multidisciplinary team.

DUTIES : Collect, collate, validate, analyse and present corporate information and management information products for Metro Health Services. Compile routine and ad hoc reports, dashboards, graphs, presentations and other decision-support products. Support the administration of designated business systems, including user account administration, user support, access management, system testing, user onboarding and training activities. Support key identified systems such as SWIMS, SPV and other approved systems. Develop and maintain approved digital solutions using Microsoft Excel, Power BI, Power Apps, Power Automate, Forms and SharePoint to improve business processes and reporting. Provide first-line Information Technology and end-user support relating to computers, laptops, monitors, printers, peripherals, approved software and connectivity issues. Record, track and escalate incidents where required. -Provide meeting-room, boardroom and audio-visual support, including support for Microsoft Teams meetings, hybrid meeting environments and presentation technologies. Maintain Information Technology asset registers, support device allocation and verification processes, administer DITCOM applications and manage ICT consumables and related administrative processes. Support allocated Metro East or Metro West portfolios while providing cross-cover and support across Metro Health Services where required.

ENQUIRIES : Mr D Hopkins, email: (donovan.hopkins@westerncape.gov.za)

NOTE : No payment of any kind is required when applying for this post.

POST 35/286 : **PARAMEDIC GRADE 1 TO 4**
Emergency and Clinical Support Services

SALARY : Grade 1: R334 227 per annum
Grade 2: R413 199 per annum
Grade 3: R506 496 per annum
Grade 4: R593 079 per annum

CENTRE : Emergency Medical Services, West Coast

REQUIREMENTS : Minimum educational qualification: **Grade 1**: Successful completion of the Critical Care Assistant (CCA) programmes that allows registration with the Health Professions Council of South Africa (HPCSA) as Paramedic. **Grade 2**: Successful completion of the Critical Care Assistant programme or a Recognized National Diploma that allows registration with the HPCSA as Paramedic. **Grade 3**: Successful completion of the Critical Care Assistant (CCA) programme or a Recognized National Diploma that allows registration with the HPCSA as Paramedic or B Tech Degree that allows registration with the HPCSA as Emergency Care Practitioner. **Grade 4:** Successful completion of the Critical Care Assistant (CCA) programme or a Recognized National Diploma that allows registration with the HPCSA as Paramedic or B Tech Degree that allows registration with the HPCSA as Emergency Care Practitioner. Registration with a professional council: **Grade 1**: Registration with the HPCSA as Paramedic (CCA). **Grade 2:** Registration with the HPCSA as Paramedic with CCA or National Diploma. **Grade 3:** Registration with the HPCSA as Paramedic with CCA or National Diploma or ECP. **Grade 4**: Registration with the HPCSA as Paramedic with CCA or National Diploma or ECP. Experience: Grade 1: None after registration with the HPCSA as Paramedic (CCA). **Grade 2:** 7 years after registration with the HPCSA as Paramedic (CCA). None after registration with the HPCSA as Paramedic with National Diploma. **Grade 3**: Registered Paramedic (CCA) - 14 years after registration with the HPCSA as Paramedic. Registered Paramedic (NDip) - 7 years after registration with the HPCSA as a Paramedic. Registered ECP– None. **Grade 4:** Registered Paramedic (CCA) - 24 years after registration with the HPCSA as Paramedic. Registered Paramedic (NDip) - 17 years after registration with the HPCSA as Paramedic. Registered ECP's -10 years after registration with the HPCSA as an ECP. Inherent requirements of the job: Physical and mental fitness. Valid code C1 driver's license. Valid professional driver's permit (PrDP). Competencies (knowledge/skills): Excellent knowledge of all levels of emergency care protocols within the scope of registration category. Good communication and interpersonal skills. Computer literacy and skills.

DUTIES : Lead the development and implementation of comprehensive quality improvement frameworks to ensure consistent, high-standard emergency care

delivery from roadside to bedside. Establish and maintain robust clinical governance structures, including incident reporting systems, adverse event management, and patient safety protocols. Monitor and evaluate clinical performance against established emergency response timeframes and quality benchmarks across all service platforms. Coordinate systematic collection and analysis of patient feedback, complaints, compliments, and clinical outcomes to drive service improvements. Provide strategic clinical leadership and mentorship to prehospital emergency care providers across all levels of service delivery. Collaborate with multidisciplinary teams to develop evidence-based clinical protocols, care pathways, and operational guidelines. Design and facilitate continuous professional development programs, including clinical coaching, skills enhancement, and competency assessments. Establish clinical oversight mechanisms to support real-time decision-making and maintain clinical excellence standards. Design, implement, and evaluate targeted quality improvement initiatives based on current evidence, best practices, and local contextual needs. Coordinate cross-functional quality improvement projects involving clinical, operational, and administrative stakeholders. Establish data-driven performance monitoring systems to track clinical outcomes, response times, and service effectiveness. Lead root cause analysis processes for clinical incidents and develop corrective action plans to prevent recurrence. Uphold and promote patient-centred care principles throughout all emergency medical service operations. Ensure compliance with regulatory requirements, professional standards, and organisational policies across geographic and clinical service platforms. Develop and maintain clinical standards, protocols, and quality metrics that align with national emergency medical service guidelines. Provide clinical expertise and leadership input for strategic planning and service development initiatives. Facilitate effective communication and collaboration between clinical teams, management, and external healthcare partners. Represent the organisation in clinical governance forums, quality improvement networks, and professional development initiatives. Maintain relationships with regulatory bodies, healthcare institutions, and community stakeholders to support integrated emergency care delivery. Prepare and present clinical performance reports, quality improvement outcomes, and strategic recommendations to senior leadership.

ENQUIRIES : Dr. Naseef Abdullah @ Naseef.abdullah@westerncape.gov.za or 0637801864.

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).

POST 35/287 : **OCCUPATIONAL THERAPIST GRADE 1 TO 3 (6/8TH POST)**

SALARY : Grade 1: R309 840 (6/8th) per annum
Grade 2: R361 875 (6/8th) per annum
Grade 3: R423 618 (6/8th) per annum

CENTRE : Tygerberg Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as Occupational Therapist. Registration with a professional council: Registration with the HPCSA as Occupational Therapist. Experience: **Grade 1**: None after registration with the HPCSA as Occupational Therapist in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA as Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years relevant experience after registration with the HPCSA as Occupational Therapist in respect of RSA qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA as Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa**. Grade 3:** A minimum of 20 years relevant experience after registration with the HPCSA as Occupational Therapist in respect of RSA qualified employees. A minimum of 21 years relevant experience after

registration with the HPCSA as Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Competencies (knowledge/skills): Excellent clinical skills in the areas of physical rehabilitation in Amputations, Orthopedics, Trauma, Internal Medicine. Computer literacy. Wheelchair assessment, prescription and provision. Splinting skills. Sound knowledge of relevant provincial and national legislation. Good interpersonal, organizational, and planning abilities. Able to work well within a team and cope with the demands of a high pressure, fast paced working environment.

DUTIES : The successful candidate will be required to deliver an effective and efficient occupational therapy service in the above-mentioned clinical areas that may include (but is not limited to) the following: Conducting comprehensive assessments and occupation-based treatment mostly in the areas of Amputations, Orthopedics, Trauma, Internal Medicine, but to cover in other areas as requested, as per operational requirements. Performing basic to intermediate level wheelchair assessments and seating for wheelchair users. Fabrication and prescription of various upper and lower limb splints. Prescribing assistive technology for relevant medical conditions. Executing appropriate discharge plans in accordance with departmental procedures. Independent case management through attendance of ward- rounds and multi-disciplinary meetings (where applicable). Contribute to the progress and development of the clinical area Contribute to management of physical resources in Occupational Therapy Department. Provision of OT student training.

ENQUIRIES : Ms S Ngemntu Tel No: (021) 938-5062

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 as Occupational Therapist with the relevant council (including individuals who must apply for change in registration status).

POST 35/288 : **ARTISAN PRODUCTION GRADE A TO C (CARPENTRY)**

SALARY : Grade A: R253 341 per annum
Grade B: R297 249 per annum
Grade C: R345 342 per annum

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate in Carpentry. Experience: **Grade A:** No experience required. **Grade B**: At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: A valid driver's licence. Willingness to be available after hours and perform standby duties. Competencies (knowledge/skills): Good communication skills. Computer literate. Knowledge of the Occupational Health and Safety Act, 1993 and its relevant regulations.

DUTIES : Render assistance including departmental budgeting and procurement expenditure control. Supervise, train, develop junior staff and other HR related duties including evaluation reports of staff. Assist with the upkeep of a database of servicing and inspection of all plant, equipment and machinery. Do maintenance and repairs to plant, hospital services and equipment. Plan and design new installations and alterations attend to emergencies/standby duties and give technical advice. Assist in compiling specifications and await tenders and ensure compliance with stores regulations. Determine best utilisation of materials and to requisition materials accordingly.

ENQUIRIES : Mr P Sishuba Tel No: (021) 938- 6100

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment.

POST 35/289 : **ARTISAN PRODUCTION GRADE A TO C (ELECTRICAL) (X2 POSTS)**

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. 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: Perform standby duties and work overtime when required. A valid driver's license (Code B/EB). Competencies (knowledge/skills): Computer literacy. Learn and comply with in-house systems and procedures. Good communication skills (verbal and written). High tension knowledge. Knowledge of the Occupational Health and Safety Act, 1993 and its relevant regulations.

DUTIES : Check, maintain, install and repair hospital electrical equipment. Attend to emergency electrical failures or problems. Supervise work schedule for the division and assist in supervising and training of staff. Responsible for the necessary administrative functions of the workshop. Render assistance to Artisan Foreman with regard to all functions (including administrative work) of the division and give feedback to supervisor on service and maintenance issues. Exercise control over tools and materials.

ENQUIRIES : Mr K Mgcodo Tel No: (021) 404-6251

NOTE : No payment of any kind is required when applying for these posts.

POST 35/290 : **ARTISAN PRODUCTION GRADE A TO C (AIR CONDITIONING / REFRIGERATION) (X2 POSTS)**

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 the field. 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 (Code B/EB) driver's licence. Perform after hour repairs and standby duties. Competencies (knowledge/skills): Ability to do welding work. Good communication skills (verbal and written). Basic knowledge of refrigeration control circuits. Conversance with the requirements of the Machinery and Occupational Health and Safety Act (Act 85 of 1993).

DUTIES : Repair and maintenance of air-conditioning and refrigeration systems including screw chillers refrigerators, air ducts, coils, various refrigeration compressors, heat-pump, VRV air-conditioning system, Daikin chillers, Hepa filters and reciprocating plants. Inspect equipment and installations. Assist Artisan Foreman with administration, planning and schedules. Control over tools and materials. Training and develop staff. Perform standby duties when necessary. Learn and comply with in-house systems and procedures.

ENQUIRIES : Mr K Mgcodo Tel No: (021) 404-6251

NOTE : No payment of any kind is required when applying for this post.

POST 35/291 : **ARTISAN PRODUCTION GRADE A TO C (PLUMBING) (X2 POSTS)**

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: An appropriate Trade Test Certificate. Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate**. Grade C:** At least s34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: A valid vehicle driver's license. Perform standby duties and work overtime when required. Competencies (knowledge/skills): Computer literacy. Learn and comply with in-house systems

and procedures. Knowledge of the Occupational Health and Safety Act, 1993 and its relevant regulations.

DUTIES : Repair and install systems in the plumbing field. Supervise work schedule for the division and assist in supervising and training of staff. Responsible for the necessary administrative functions of the workshop. Render assistance to Artisan Foreman with regard to all functions (including administrative work) of the division and give feedback to supervisor on service and maintenance issues. Exercise control over tools and materials. Learn and comply with in-house systems and procedures. Attend to emergency breakdowns after hours and stand in when Artisan foreman is off duty.

ENQUIRIES : Mr. K Mgcodo Tel No: (021) 404-6251

NOTE : No payment of any kind is required when applying for this post.

POST 35/292 : **ADMINISTRATION CLERK: SUPPORT SERVICES**
Directorate: Facilities Management (Lentegeur Laundry)

SALARY : R237 453 per annum

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in general administration functions and the accurate collection and capturing of statistics. Competencies (knowledge /skills): Computer literacy in MS Word and Excel. Good written and communication skills. Ability to work under pressure and to meet deadlines.

DUTIES : Provide an administration function to the linen bank (soil sorting and clean area). Render support to manager/s at meetings. Provide secretarial and receptionist support service to manager/s. Adhoc administration functions.

ENQUIRIES : Mr V Jooste Tel No: (021) 200-0196

NOTE : No payment of any kind is required when applying for this post.

POST 35/293 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (ASSET MANAGEMENT)**

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 asset management experience. Competencies (knowledge/skills): Knowledge of the Public Finance Management Act (PFMA), National Provincial Treasury regulations and Policies. Good interpersonal and communication skills. Computer literacy (MS Office: Excel, word and PowerPoint).

DUTIES : Partake in the annual asset count and adcoc inspections. Disposal of redundant, absolete and unserviceable items in accordance with policies. Barcoding and tracking of all assets. Updating and maintenance of the asset register with regard to equipment purchased, donated, transfers and disposals. Assist with the implementation of relevant asset management policies.

ENQUIRIES : Ms N Kula, email nyameka.kula@westerncape.gov.za

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.

POST 35/294 : **ADMINISTRATION CLERK: FINANCE/FEES (REVENUE)**

SALARY : R237 453 per annum

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in a Fees/Revenue related environment. Competencies (knowledge/skills): Strong sense of confidentiality. Good interpersonal and communication skills. Computer literacy. Knowledge of BAS, AR, HIS, Clinicom, PFMA, Finance Instructions. Knowledge of procedures on how to handle state monies. Knowledge of journal capturing/petty cash processes and refunds procedures.

DUTIES : Keeping state monies locked in the safe at all times. Issue petty cash and refund from petty cash when required to do so. Cashier duties including proper

hand over when taking over from another cashier. Credit patients accounts on AR. Capture receipts on BAS/journals capturing.

ENQUIRIES : Ms Z Qokoqa Tel No: (021) 404-2207
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be required to attend a practical test.

POST 35/295 : **ADMINISTRATION CLERK: FINANCE/ADMIN**
Directorate: Management Accounting

SALARY : R237 453 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Admin/Finance Support in a Healthcare environment or Revenue Generation. Inherent requirement of the job: Willingness to travel and spend periods away from the office. Valid (Code B/EB) driver's licence. Competencies (knowledge /skills): Good computer skills (Excel/Word/PowerPoint/Outlook). High level of numeracy (Accountancy) skills and interpretation of reports. Excellent interpersonal and communication skills (written and verbal). Good communication and people's skills. Planning and organising skills.
DUTIES : Provide General Administrative Support to the component. Draft correspondence, monitor generic email inboxes, and maintain efficient digital filing records. Track submissions for Approval, manage the asset register and quarterly verifications, and process staff leave records for People Management. Provide financial admin support. Process petty cash requests, source quotes, place orders, and capture requisitions on the Logis system. Arrange staff travel and accommodation, monitor invoices for SCM, process journals on BAS and handle queries. Assist with the compiling and submitting of all finance related reports. Assist in preparing documents required for internal and external audits. Ensure effective communication. Monitor incoming calls and emails of the deputy director, acknowledging receipt and responding to emails. Managing the diary of the deputy director, co-ordinating appointments and Microsoft Teams meetings. Provide operational support. Co-ordinate workshops and meetings reserving and setting up venues with audiovisual equipment, arranging catering and invite the relevant staff. Act as committee clerk to record, draft, and distribute meeting agendas and minutes.
ENQUIRIES : Mr. A van Driel Tel No: (021) 483-3297/ Mr. M Schultz Tel No: (021) 483-4678
NOTE : No payment of any kind is required when applying for this post.

POST 35/296 : **ADMINISTRATION CLERK: HUMAN RESOURCES MANAGEMENT**
Chief Directorate: Emergency and Clinical Services Support

SALARY : R237 453 per annum
CENTRE : Cape Medical Depot
REQUIREMENTS : Minimum educational qualification: Grade 12 Senior Certificate (or Equivalent). Experience: Appropriate experience in Human Resources. Inherent requirements of the job: Valid driver's license. Willingness to travel and work overtime when required. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, Outlook, and Teams). Ability to work independently as well as in a team. Good interpersonal and communication skills. Good organising and numerical skills. Sound knowledge of HRM Policies and practices, Public Service Act, Public Service Regulations, Collective Agreements regarding personnel and salary administration. Knowledge of PERSAL.
DUTIES : Perform all administrative duties pertaining personnel administrative and salary administration functions. Ensure correct application of Human Resource. Maintenance of effective record keeping systems and assist with registers. Provide an effective support function to Supervisor. Perform all administrative duties pertaining Recruitment and Selection.
ENQUIRIES : Ms. C Buthelezi Tel No: (021) 483-8804
NOTE : No payment of any kind is required when applying for this post. All short-listed candidates may undergo a competency test.

POST 35/297 : **STAFF NURSE GRADE 1 TO 3 (THEATRE AND GENERAL WARD) (X3 POSTS)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R229 440 per annum

Grade 2: R272 778 per annum
Grade 3: R319 071 per annum

CENTRE : Karl Bremer 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 a Staff Nurse. Experience: **Grade 1**: None. **Grade 2**: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. **Grade 3**: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. Inherent requirements of the job: Willing to rotate in other wards when required. Willingness to work night duty, weekends, public holidays and overtime. Competencies (knowledge/skills): Knowledge of Nursing care processes. Ability to function in a team. Good interpersonal and communication skills both written and verbally.

DUTIES : Development and implementation of basic patient care plans. Provide basic clinical nursing care. Effective utilization of physical and financial resources. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Mr MF Fortuin-Ntetha Tel No: (021) 918-1279

NOTE : No payment of any kind is required when applying for this post.

POST 35/298 : **ARTISAN ASSISTANT (CARPENTRY)**

SALARY : R201 093 per annum

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Grade 10 Certificate or (or equivalent). Experience: Appropriate experience in carpentry. Inherent requirements of the job: Ability to lift, move and handle heavy power-tools. Competencies (knowledge/skills): Ability to plan ahead (pro-active) and work independently as well as in a team. Good communication skills (verbal and written). Knowledge in joinery and machining in carpentry field. Adherence to the Occupational Health and Safety Act, 1993 and its relevant regulations.

DUTIES : Assist in ordering and controlling the workshop, materials and tools. Complete and return repair requisitions and keep record of all repairs and perform the necessary administrative functions. Assist Artisans and Artisan Foreman in the performance of their duties. Maintain and repair hospital furniture and equipment. Assist with the execution of carpentry projects/repairs and maintenance at hospital.

ENQUIRIES : Mr. A.K Mgcodo Tel No: (021) 404-6208 or Mr. E Orgill Tel No: (021) 404-6251

NOTE : No payment of any kind is required when applying for these posts.

POST 35/299 : **HOUSEKEEPING SUPERVISOR (X5 POSTS)**

SALARY : R201 093 per annum

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate housekeeping experience in a hospital environment. Appropriate supervisory experience. Inherent requirements of the job: Ability to perform physical tasks, e.g. lifting heavy equipment. Willingness to work shifts, weekends and public holidays, including night shift when the need arises. Good written and verbal communication skills. Competencies (knowledge/skills): Supervisory skills and optimal utilisation of sub-ordinates. Ability to perform routine structured tasks. Ability to adhere to safety standards, including Infection Prevention Control. Ability to do hospital hygiene audits. Understanding of hospital waste management, linen management, catering and time management.

DUTIES : (key result areas/outputs): Supervise, co-ordinate, control and inspect the duties of the Household Aids. Assist household staff with their duties when staff shortages occur. Do scheduling of housekeeping duty registers. Ensure the correct segregation and removal of different types of waste in the wards. Maintain a high standard of hygiene and tidiness in the unit/institution. Order and control stock and kitchen/cleaning equipment. Ensure proper linen sorting and Linen management in the wards. Render support to the nursing department and none nursing personnel at ward level. Render support to the Support Services unit. Adhere to the Code of Conduct and display the core values of the Department of Health: Western Cape Government in the execution of duties. Maintain self-development.

ENQUIRIES : Ms CB Johnson Tel No: (021) 938-5327

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment.

POST 35/300 : **HOUSEKEEPING SUPERVISOR (X2 POSTS)**
Chief Directorate: Metro Health Services

SALARY : R201 093 per annum
CENTRE : Valkenberg Hospital
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate cleaning, linen and housekeeping experience in a hospital environment. Inherent requirements of the job: Willingness to work shifts, weekends and public holidays. Willingness to work overtime and relief duties in other wards to ensure effective provision of services. Competencies (knowledge/skills): Proper working knowledge of all cleaning and housekeeping policies, protocols, procedures and good work ethics. Good interpersonal, organising and decision-making skills. Knowledge of safety and hygiene standards. Knowledge of inventory/stock control. Ability to work in a team and independently. Computer literacy (Microsoft Word and Excel).
DUTIES : Responsible for overall control, organizing, performing and coordinating tasks related to food, linen and hygiene services. Ensure the control of cleaning, sorting, counting, unpacking and wash/sluice linen and patient clothing. Effective management with regard to ordering, utilization, control of cleaning, household items and equipment. Responsible for record-keeping and compilation of reports. Coordination of the provision of effective training appropriate to service delivery. Effectively manage the utilisation and supervision of resources as well related HR matters.
ENQUIRIES : Mr Z Sobekwa Tel No: (021) 440-3203
NOTE : No payment of any kind is required when applying for this post.

POST 35/301 : **NURSING ASSISTANT GRADE 1 TO 3 (GENERAL WARD) (X2 POSTS)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R181 230 per annum
Grade 2: R211 401 per annum
Grade 3: R249 141 per annum
CENTRE : Karl Bremer Hospital
REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with SANC as a Nursing Assistant. Registration with a professional council: Registration with SANC as a Nursing Assistant. Experience: **Grade 1**: None. **Grade 2:** A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as a Nursing Assistant. **Grade 3:** A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as a Nursing Assistant. Inherent requirements of the job: Willing to rotate in other wards when required. Willingness to work shifts (day and night), weekends, public holidays and overtime. Competencies (knowledge/skills): Good Interpersonal and communication skills. Ability to work independently, but also as a part of a team.
DUTIES : Assist patients with activities of daily living which includes patient hygiene, nutritional status, mobility and elimination needs. Provide elementary clinical nursing care. Effective utilization of physical and financial resources. Maintaining professional growth/ethical standards and self-development and record keeping.
ENQUIRIES : Mr. MF Fortuin-Ntetha Tel No: (021) 918 1276
NOTE : No payment of any kind is required when applying for this post.

POST 35/302 : **OPERATOR (PNEUMATIC TUBE STATION)**

SALARY : R170 226 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/ Grade 9 (Std 7). Experience: Appropriate experience in a pneumatic tube station environment. Inherent requirements of the job: Willingness to work shifts and ability to report for duty 06:30 (weekends included). Competencies (knowledge/skills): Knowledge of the Tube distribution service. Good communication skills (written and verbal).

DUTIES : Responsible for the operational function of the Pneumatic Tube System, the dispatch of tubes and telephonic queries/ requests. Responsible for reporting defective specimens. Responsible for transporting specimens from various laboratories. Responsible for receipt/ dispatch of specimens, postal forms, medical reports and other related documents.

ENQUIRIES : Mr. N Meyer Tel No: (021) 938-4923

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment.

POST 35/303 : **TRADESMAN AID BUILDING (CARPENTRY)**
Directorate: Engineering and Technical Support Services

SALARY : R170 226 per annum

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: Grade 10 (or equivalent). Experience: Appropriate experience in the building environment. Inherent requirements of the job: Willingness to travel throughout the Western Cape Province. Physically fit to do manual labour. Willingness to work overtime. Willingness to rotate between the building workshops. Competencies (knowledge/skills): Ability to handle tools. Good interpersonal skills. Good communication skills. Sound Knowledge of mainly in Building related trades. Basic knowledge of Building Regulations. Adherence to the Occupational Health and Safety Act, 1993 and its relevant regulations.

DUTIES : 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.

ENQUIRIES : Mr JP Louw Tel No: (021) 830-3771

NOTE : No payment of any kind is required when applying for this post.

POST 35/304 : **TRADESMAN AID**
Chief Directorate: Metro Health Services

SALARY : R170 226 per annum

CENTRE : Khayelitsha District Hospital

REQUIREMENTS : Minimum requirements of the job: Grade 10 or equivalent. Experience: Appropriate experience within maintenance field. Appropriate experience with workshop tools. Inherent requirements of the job: Willingness to be on stand-by. Willingness to work overtime. Physically fit to do manual labour. Competencies (knowledge/skills): Ability to handle tools parts and materials. Good interpersonal skills. Ability to speak effectively in at least two of the three official languages of the Western Cape. Knowledge of Occupational Health and Safety.

DUTIES : Carry out minor maintenance tasks. Assist with repairs and emergency breakdowns (including after hours' repairs). Assist with the installation of plants, equipment and alterations. Clear areas where work has been carried out. Ensure that tools and material are available when needed. Assist the Artisans in the execution of their duties.

ENQUIRIES : Mr. N Bavuma Tel No: (021) 360-4705

NOTE : No payment of any kind is required when applying for this post.

POST 35/305 : **HOUSEHOLD AID (X2 POSTS)**
West Coast Health District

SALARY : R144 024 per annum

CENTRE : Vredendal Hospital, Matzikama Sub-district

REQUIREMENTS : Minimum educational qualification: Basic numeracy and literacy. Experience: Appropriate cleaning experience within a health environment. Experience in

working with customers/people. Inherent requirements of the job: Ability to do physical hard work and stand for long hours. Willingness to relieve in other departments when required. Willingness to work shifts, weekends, night-duty and overtime. Competencies (knowledge/skills): Good interpersonal skills. Good verbal and written communication skills. Appropriate knowledge of the use of cleaning equipment, materials and detergents and the management of stock.

DUTIES : Renders effective, efficient and safe hygiene and domestic services in the Hospital. Contributes to effective management of domestic responsibilities. Contributes to effective utilization and functioning of apparatus, equipment and stock. Adheres to loyal service ethics.

ENQUIRIES : Mr WA Phillipus Tel No: (027) 213-2038

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test.

POST 35/306 : **HOUSEHOLD AID**
Overberg District

SALARY : R144 024 per annum

CENTRE : Hermanus Hospital

REQUIREMENTS : Minimum educational qualification: Basic numeracy and literacy skills. Experience: Appropriate experience in the field of cleaning services and infection control within a health facility. Inherent requirements of the job: Physically able to be on feet for long hours and lift and move heavy objects and supplies. Ability to operate industrial machinery and equipment used in hospital cleaning services. Willingness to work shifts, including night duty, weekends, public holidays and perform overtime when required. Competencies (knowledge/skills): Good interpersonal skills. Ability to accept accountability and responsibility and to work independently and as part of a team. Knowledge of the correct methods of handling and disposals of domestic refuse and medical waste products. Knowledge of cleaning principles and infection prevention control.

DUTIES : Deliver a high standard of cleanliness and hygiene within the hospital to prevent the spread of infection by adhering to infection prevention and control policies. Managing resources efficiently through the correct usage, ordering and safekeeping of equipment, materials and cleaning solutions. Render an effective and efficient linen management and food services support functions. Render an effective and efficient waste management services to ensure the correct and safe handling of all types of waste, including domestic, medical and anatomical. Provide optimal support to the supervisor and colleagues and adhering to policies and prescripts.

ENQUIRIES : Mr T De Wet Tel No: (028) 312-1166

NOTE : No payment of any kind is required when applying for this post.

POST 35/307 : **HOUSEHOLD AID (X2 POSTS)**
Cape Winelands Health District

SALARY : R144 024 per annum

CENTRE : West Coast TB Centre (Sonstraal Hospital)

REQUIREMENTS : Minimum educational qualification: Basic literacy and numeracy. Experience: Appropriate / recognisable experience in cleaning, linen management and handling of food. Inherent requirements of the job: Ability to lift/move heavy equipment and supplies. Render a shift service on weekends, public holidays, day and night and duties and rotate in different departments according to operational needs and requirements. Competencies (knowledge/skills): Incumbent must have the ability to mix cleaning fluids, count and calculate linen supply. Read diet lists. Good planning, organizational and interpersonal skills.

DUTIES : Renders effective, efficient and safe hygiene in wards. Serving of meals and refreshment. Handling and removal of waste. Support to Supervisor. Effective utilization of resources.

ENQUIRIES : Ms N Liebenberg Tel No: (021) 837-8088

NOTE : No payment of any kind is required when applying for this post.

POST 35/308 : **GENERAL WORKER: STORES**
Chief Directorate: Emergency and Clinical Services Support

SALARY : R144 024 per annum

CENTRE : Cape Medical Depot
REQUIREMENTS : Minimum educational qualification: Basic literacy and numeracy skills. Experience: Appropriate experience in a stores / warehouse environment. Inherent requirements of the job: Incumbent must be able and strong enough to lift heavy boxes. Incumbent must be able to operate loaded pallet jacks within normal limits. Willingness to undergo training to operate a Hyster/forklift. Willingness to work overtime when required. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written). Ability to work independently and in a team. Good interpersonal and communication skills.
DUTIES : Effective and efficient receiving of stock orders from the bulk store into Dispatch. Move goods to and from different sections via a pallet jack using a goods lift or forklift/ hyster. Pack stock in boxes according to standards. Adherence to warehouse housekeeping standards.
ENQUIRIES : Ms C Buthelezi Tel No: (021) 483-8804
NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment.

POST 35/309 : **LAUNDRY AID (X5 POSTS)**
Directorate: Facility Management (Laundry Services: Tygerberg Laundry and Lentegeur Laundry)

SALARY : R144 024 per annum
CENTRE : Head office, Cape Town
REQUIREMENTS : Minimum educational qualification: Basic literacy and numeracy skills. Experience: Appropriate Laundry and Linen experience in a Central Laundry setting. Inherent requirement of the job: Physically fit to do manual labour.
DUTIES : Washing, drying, folding and ironing. Assist with the mixing of chemicals. Load and unload washing machines and tumble dryers. Monitor quality of work. Empty soiled linen bags for sorting, counting, sealing and stacking of linen bags for dispatching. Assist with the preparation of linen for the ironers and folding area. Keep work area clean.
ENQUIRIES : Mr V Jooste Tel No: (021) 200-0196
NOTE : No payment of any kind is required when applying for this post.

POST 35/310 : **FOOD SERVICE AID**

SALARY : R144 024 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Basic numeracy and literacy. Experience: Appropriate experience in a large-scale Industrial Food Service Unit. Inherent requirements of the job: Willingness to work shifts, weekends and public holidays. Ability to work in large scale freezers and cold rooms. Physically strong to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Ability to function in a group and to work under pressure. Ability to prepare food according to standardised recipes. Knowledge of National Food Service Guidelines. Knowledge of basic cleaning and maintenance of equipment. Good communication skills.
DUTIES : Prepare, dish up and serve food for normal and special diets. Assist with the receipt, storage and stock control of food supplies. Follow and maintain hygiene and safety directives including the use of apparatus and equipment, washing of crockery and cooking utensils. Assist with the informal in-service training of new employees. Attend prescribed training courses.
ENQUIRIES : Ms R Keyser Tel No: (021) 938-4135
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment.

POST 35/311 : **MEDICAL SPECIALIST GRADE 1 TO 3 (OPHTHALMOLOGY) (SESSIONAL) (5 HOURS PER WEEK)**
(Contract Till 31 March 2029)
Chief Directorate: Metro Health Services

SALARY : Grade 1: R671 per hour
Grade 2: R766 per hour
Grade 3: R887 per hour
CENTRE : New Somerset Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a

Medical Specialist in Ophthalmology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Ophthalmology. Experience: **Grade 1**: None after registration with the HPCSA as a Medical Specialist in Ophthalmology. **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 Ophthalmology. **Grade 3**: A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Ophthalmology. Inherent requirements of the job: Valid Driver's licence. Competencies (knowledge/skills): Strong ethical principles and relevant clinical and counselling skills. Computer literacy. Leadership-, interpersonal- and organisational skills. Tertiary knowledge and skills in the field of Trauma and Emergency Ophthalmology Surgery as well as district level elective Ophthalmology. Appropriate experience in Ophthalmologic surgery as the primary surgeon and treating specialist.

DUTIES : Provide specialist outpatient care to patients requiring services within the domain of ophthalmology. Provide specialist care in ROP screening of neonates. Provide surgical service to patients from New Somerset Hospital at Eerste Rivier Hospital for designated Ophthalmology lists. Provide outreach or support to surrounding District Hospitals that refers patients to New Somerset Hospital.

ENQUIRIES : Dr H Bougaard Tel No: (021) 402-6183 (New Somerset Hospital)

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 35/312 : **CLEANER: EMS (SESSIONAL) (10 HOURS PER WEEK) (X7 POSTS)**
(Contract till 31 March 2027)
Emergency Medical Services (Chief Directorate: Emergency and Clinical Services Support)

SALARY : R94.86 per hour

CENTRE : EMS Cape Winelands Stations: Montagu
EMS Overberg Stations: Caledon
MS West Coast Stations: Vredendal, Vredenburg and Porterville
EMS Garden Route Stations: Grootbrak and George (Communications, Rescue Base and Fleet)

REQUIREMENTS : Minimum educational qualification: Basic numeracy and literacy skills. Experience: Appropriate experience as a Cleaner in a hospital/health facility environment. Inherent requirements of the job: The ability to do physical tasks and operate heavy duty cleaning machinery and household equipment. Rotate in different departments according to operational needs and requirements. Competencies (knowledge/skills): Knowledge of the correct methods of handling and disposal of refuse /waste products and adherence to policy and cleaning practices. Good interpersonal skills.

DUTIES : Cleaning of all offices, common areas, kitchens and ablution facilities of the facility, including deep cleaning and detailed cleaning tasks. Provide a clean, safe, and hygienic environment to prevent injuries and the spread of infection which includes sweeping, scrubbing, mopping of floors, dusting, polishing of floors and furniture, emptying bins daily, cleaning of windows, light shades, walls and all toilets, sluices and drains. Ensure that cleaning equipment e.g., polishing and scrubbing machines, mops, brooms, buckets etc. are clean after usage and securely stored. Ensure removal of waste from building daily. Notify management of deficiencies or repairs required. Provide relief services according to the needs of the service.

ENQUIRIES	:	EMS Winelands District Office - Mr I. Naidoo Tel No: (023) 346-6000 / Ms A. Botha Tel No: (023) 346-6022 EMS Overberg District Office – Ms Y Avontuur Tel No: (028) 312-3219 / Mr M Jacobs Tel No: (028) 284-9100 EMS West Coast District Office – Mr E. Pedro Tel No: (022) 433-8853 / Ms S. Andrew Tel No: (022) 433-8853 EMS Garden Route District Office - Mr J Jansen Tel No: (044) 802-2517 / Ms L. Jacobs Tel No: (044) 802-2521 EMS Rural Operations Office - Mr L Nankoo Tel No: (044) 802-2515/Ms L Fortuin Tel No: (023) 007-0046
NOTE	:	Emergency Medical Services is offering Sessional Cleaner Contracts to the successful candidates who reside within close proximity of the locations as stipulated above and meets the criteria as set above. Applicants will undergo an oral interview and a practical assessment. Candidates may be required to undergo a practical assessment.

DEPARTMENT OF INFRASTRUCTURE

APPLICATIONS	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
CLOSING DATE	:	19 October 2026
NOTE	:	Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates 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 selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 35/313	:	**DEPUTY DIRECTOR: DEPARTMENTAL COMMUNICATION REF NO: DOI 74/2026**
SALARY	:	R932 292 per annum (Level 11), (all-inclusive salary package)
CENTRE	:	Department of Infrastructure, Western Cape Government.
REQUIREMENTS	:	A qualification at NQF level 6 (equivalent or higher qualification); A minimum of 3 years' middle management experience. Competencies: Working knowledge and understanding of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; Procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Functioning of the province and the activities of sister departments/related functional areas;

Policies of the government of the day; Labour Relations legislation and regulations; Performance management in general, Skills in the following: Numeracy; Computer Literacy; Language skills; Project Management; Planning and organising; Financial management; People management; Communication (written and oral); Relationship management; Presentation; Report writing; Project management and administration; Motivational; Facilitation.

DUTIES : Operationally manage the Departmental communications service level agreement with the Department of the Premier (DotP) Corporate Communications Unit (Corporate Services); Manage the Departmental media liaison service; Manage and plan the provision of language and translation services; People Management; Financial Management; Plan and manage the work of and account for the overall performance of the Sub-directorate.

ENQUIRIES : Mr J Bakker Tel No: (021) 483 8513

POST 35/314 : **PROFESSIONAL ELECTRICAL ENGINEER (PRODUCTION LEVEL): ENGINEERING SERVICES REF NO: DOI 66/2025 R3**

SALARY : Grade A: R879 342 - R938 061 per annum
Grade B: R990 669 - R1 067 235 per annum
Grade C: R1 127 100 - R1 323 267 per annum
(Salary will be determined based on post registration experience as per OSD prescript).

CENTRE : Department of Infrastructure, Western Cape Government

REQUIREMENTS : Electrical Engineering Degree (B Eng/BSc (Eng) or relevant qualification; Three years post qualification engineering experience required; Compulsory registration with ECSA as a Professional Engineer; A valid code B driving licence. Competencies: Working knowledge of the following: Programme and project management; Engineering design and analysis; Research and development; Computer-aided engineering applications; Knowledge of legal compliance and formulation of policies in a multi-disciplinary professional environment; Technical report writing; Creating high-performance culture; Professional judgement; Networking. Skills in the following: Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial management; Customer focus and responsiveness; Communication; Computer literacy (MS Office); Planning and organising; Conflict management; Problem solving and analysis; People Management; Change Management; Innovation.

DUTIES : Design new systems to solve practical engineering challenges and improve efficiency and enhance safety: Plan, design, operate and maintain engineering projects; Develop cost effective solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Develop tender specifications; Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice; and Approve engineering works according to prescribed norms and standards; Human capital development: Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Supervise the engineering work and processes; and Administer performance management and development; Office administration and budget planning: Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement and personnel administration; Monitor and control expenditure; and Report on expenditure and service delivery; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on engineering technology to improve expertise; and Liaise with relevant bodies/councils on engineering-related matters.

ENQUIRIES : Ms C Skillicorn Tel No: (021) 483 4605

POST 35/315 : **ENGINEERING TECHNICIAN (MECHANICAL PRODUCTION LEVEL): HEALTH INFRASTRUCTURE REF NO: DOI 73/2026**

SALARY : Grade A: R407 337 - R435 066 per annum, (Salary will be determined based on post registration experience as per OSD prescribed).

CENTRE : Department of Infrastructure, Western Cape Government

REQUIREMENTS : National Diploma in Mechanical Engineering or relevant qualification; Three years post-qualification technical (Mechanical Engineering) experience; Compulsory registration with ECSA as an Engineering Technician; A valid driving license (Code B or higher). Competencies: Knowledge of the following: Technical: Project Management; Technical design and analysis; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing; Technical consulting; Generic: Problem solving and analysis; Decision making; Teamwork; Creativity; customer focus and responsiveness; Communication (written and verbal); Computer skills; People management; Planning and organising; Change management; People management.

DUTIES : Render technical services: Assist engineers, technologists and associates in field, workshop and technical office activities; Promote safety in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and produce technical designs with specifications and submit for evaluation and approval by the relevant authority; Perform administrative and related functions; Provide input into the budgeting process as required; Compile and submit reports as required; Provide and consolidate inputs to the technical/engineering operational plan; Develop, implement and maintain databases; Supervise and control technical and related personnel and assets; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; Liaise with relevant stakeholders on engineering related matters.

ENQUIRIES : Mr E du Plooy at Etienne.duPlooy@westerncape.gov.za

DEPARTMENT OF LOCAL GOVERNMENT

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

CLOSING DATE : 19 October 2026

NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates 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 selection process will be guided by the EE targets of the employing department by applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 35/316 : **DEPUTY DIRECTOR: INTERGOVERNMENTAL RELATIONS (IGR) REF NO: LG 28/2026**

SALARY : R932 292 per annum (Level 11), (all-inclusive salary package)

CENTRE : Department of Local Government, Western Cape Government

REQUIREMENTS : An appropriate NQF level 6 (equivalent or higher qualification); A minimum of 3 years middle management experience. Competencies: Working knowledge and understanding of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining

to the line function; Project management; Operational management practices; Procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector.. Knowledge and understanding of public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Functioning of the province and the activities of sister departments/related functional areas; Policies of the government of the day; Labour Relations legislation and regulations; Performance management in general. Skills in the following: Numeracy; Computer Literacy; Language skills; Project Management; Accounting; Finance; Audit.

DUTIES : Develop and manage the Intergovernmental Relations Unit; Provide forums, processes and mechanisms for the maintenance of sound inter-and intra-governmental relations; Monitor the effective and efficient functioning of IGR structures within District municipalities; Plan and manage the work of and account for the overall performance of the Sub directorate; People Management; Financial Management.

ENQUIRIES : Ms Abigail Robinson Tel No: (021) 483 5106/8396

POST 35/317 : **DEPUTY DIRECTOR: DISTRICT AND LOCAL PERFORMANCE MONITORING REF NO: LG 42/2026**

SALARY : R932 292 per annum (Level 11), (all-inclusive salary package)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : A qualification at NQF level 6 in Public Administration or an appropriate diploma (equivalent or higher qualification); A minimum of 3 years middle management experience. Competencies: Working knowledge and understanding of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Municipal Systems Act (32 of 2000), Municipal Structures Act (117 of 1998), Regulations on Appointment and Conditions of Employment of Senior Managers (GN21, GG37245, 17 January 2014), Disciplinary Regulations for Senior Managers (GN344, GG34213, 21 April 2011); Project management; Operational management practices; Procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Functioning of the province and the activities of sister departments/related functional areas; policies of the government of the day; Labour Relations legislation and regulations; Performance management in general; Constitutional legislative an inter-governmental dispersion in South Africa; COGTA prescribed reporting procedures and national and provincial directives; Financial and administrative system and procedures of municipalities; Programmes and project planning and management; Council and political dynamics; n-depth knowledge of Local Government Legislation. Skills in the following: Analytical thinking; Conflict management; Organisational; Budgeting; Information system and data base interrogation; Negotiations; Written and verbal communication; Interpret annual financial statements; Analyse municipal budgets and financial management systems; Numeracy; Computer Literacy; Language; Project Management | Accounting/ Finance/ Audit; Ability to analyse data with a view to make assumptions and forecast.

DUTIES : Manage and Coordinate the Annual Municipal Performance Report in terms of Section 47 of the Municipal Systems Act; Collect, Validate and evaluate municipal data and information relating to municipal compliance reports; Prepare recommendations for municipal support and interventions; Manage

and analyse trends in municipal compliance through municipal monitoring and execute follow up research arising from municipal trend reports; Plan and manage the work of and account for the overall performance of the Sub-directorate; People Management and Financial Management.

ENQUIRIES : Ms J Bruinjies Tel No: (021) 829 0556

POST 35/318 : **ASSISTANT DIRECTOR: RISK REDUCTION PLANNING (TYGERBERG) REF NO: LG 29/2026**

SALARY : R487 197 - R573 897 per annum (Level 09).
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : A qualification at NQF level 6 (equivalent or higher qualification); A minimum of 3 years relevant experience. Competencies: Working knowledge and understanding of the following: Disaster Management Act (Act 57 of 2002) and related policies and guidelines; Disaster management systems and procedures as applied in all three spheres of government with the focus on disaster risk reduction; Legislation, regulatory frameworks, policies, and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; Procurement and tendering processes; Policy development, and operational management, monitoring, and review processes; Modern systems of governance and administration; Public service procedures, processes, and systems; Regional and local political, economic, and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal, and institutional arrangements governing the South African public sector; Public finance, human resources, and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives, and collective agreements; Functioning of the Province and the activities of sister departments/related functional areas; Policies of the government of the day; Labour Relations legislation and regulations; Performance management in general. Skills in the following: Numeracy; Computer Literacy; Language skills; Project Management; Accounting, Finance and Audit; Disaster risk reduction; Data management; Crisis management; Communication skills (written and verbal).
DUTIES : Coordinate the implementation and maintenance of an integrated early warning system; Support the implementation of special interventions for priority and secondary hazards; Provide technical support for the implementation and maintenance of early warnings, interventions and risk information systems; Managerial functions.
ENQUIRIES : Ms Awongiwe Mabutyana Tel No: (021) 937 6353

POST 35/319 : **ASSISTANT DIRECTOR: DISTRICT AND LOCAL PERFORMANCE MONITORING REF NO: LG 32/2026**

SALARY : R487 197 - R573 897 per annum (Level 09)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : A qualification at NQF level 6 in Public Administration or an appropriate diploma; A minimum of 3 years' relevant experience. Competencies: Working knowledge and understanding of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Municipal Systems Act (32 of 2000), Municipal Structures Act (117 of 1998), Regulations on Appointment and Conditions of Employment of Senior Managers (GN21, GG37245, 17 January 2014), Disciplinary Regulations for Senior Managers (GN344, GG34213, 21 April 2011); Project management; Operational management practices; Procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; public service procedures, processes and systems; Regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Functioning of the province and the activities of sister departments/related functional areas;

Policies of the government of the day; Labour Relations legislation and regulations; Performance management in general; Constitutional legislative an inter-governmental dispersion in South Africa.; COGTA prescribed reporting procedures and national and provincial directives; Financial and administrative system and procedures of municipalities; Programmes and project planning and management; Council and political dynamics; In-depth knowledge of Local Government Legislation. Skills in the following: Analyse municipal budgets and financial management systems; Numeracy; Computer Literacy; Language skills; Project Management; Accounting/ Finance/ Audit; Analytical thinking skills Conflict management; Organisational; Budgeting; Information system and data base interrogation; Negotiations; Written and verbal communication; Ability to analyse data with a view to make assumptions and forecast; Ability to interpret annual financial statements.

DUTIES : Coordinate the draft annual Municipal Performance report in terms of section 47 of the Municipal Systems Act; Collect, validate and evaluate municipal data & information relating to municipal compliance reports; Develop and submit recommendations for municipal support, capacity-building initiatives, and appropriate interventions; Analyse trends in municipal compliance through municipal monitoring and execute follow up research arising from municipal trend reports; Managerial functions.

ENQUIRIES : Ms J Bruninjies Tel No: (021) 829 0556

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

POST 35/320 : **COMMUNITY DEVELOPMENT WORKER: REGION A (HOUT BAY) REF NO: LG 30/2026**

SALARY : R280 278 - R330 162 per annum (Level 06)

CENTRE : Department of Local Government, Western Cape Government

REQUIREMENTS : Grade 12 certificate or equivalent (NQF level 4). Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Facilitating skills to public participation in policy making and service delivery. Skills in the following: Project organisation, interpersonal, report writing and reporting; Proven computer literacy (MS Office); Self-management and adherence to timelines; Written and verbal communication skills.

DUTIES : Inform and assist communities in the Western Cape with access to services provided by government structures; Determine the needs of communities and communicate it to the relevant structures; Promote networks and enhance the activities or existing local community workers aimed at improved service delivery; Compile report and documents on progress, issues attended to, actions taken and outcomes as required; Keep up to date regarding all services rendered by government and the processes and mechanisms to access the services.

ENQUIRIES : Mr M Bell Tel No: (021) 483 3039

POST 35/321 : **COMMUNITY DEVELOPMENT WORKER: REGION A (KHAYELITSHA) REF NO: LG 31/2026**

SALARY : R280 278 - R330 162 per annum (Level 06)

CENTRE : Department of Local Government, Western Cape Government

REQUIREMENTS : Grade 12 certificate or equivalent (NQF level 4). Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Facilitating skills to public participation in policy making and service delivery. Skills in the following: Project organisation, interpersonal, report writing and reporting; Proven computer literacy (MS Office); Self-management and adherence to timelines; Written and verbal communication skills.

DUTIES : Inform and assist communities in the Western Cape with access to services provided by government structures; Determine the needs of communities and communicate it to the relevant structures; Promote networks and enhance the activities or existing local community workers aimed at improved service delivery; Compile report and documents on progress, issues attended to, actions taken and outcomes as required; Keep up to date regarding all services

rendered by government and the processes and mechanisms to access the services.

ENQUIRIES : Mr M Bell Tel No: (021) 483 3039

POST 35/322 : **COMMUNITY DEVELOPMENT WORKER: REGION B (LAINGSBURG) REF NO: LG 33/2026**

SALARY : R280 278 - R330 162 per annum (Level 06)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : Grade 12 certificate or equivalent (NQF level 4). Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Facilitating skills to public participation in policy making and service delivery. Skills in the following: Project organisation, interpersonal, report writing and reporting; Proven computer literacy (MS Office); Self-management and adherence to timelines; Written and verbal communication skills.
DUTIES : Inform and assist communities in the Western Cape with access to services provided by government structures; Determine the needs of communities and communicate it to the relevant structures; Promote networks and enhance the activities or existing local community workers aimed at improved service delivery; Compile report and documents on progress, issues attended to, actions taken and outcomes as required; Keep up to date regarding all services rendered by government and the processes and mechanisms to access the services.
ENQUIRIES : Mr M Bell Tel No: (021) 483 3039

POST 35/323 : **COMMUNITY DEVELOPMENT WORKER: REGION B (MALMESBURY) REF NO: LG 34/2026**

SALARY : R280 278 - R330 162 per annum (Level 06)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : Grade 12 certificate or equivalent (NQF level 4). Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Facilitating skills to public participation in policy making and service delivery. Skills in the following: Project organisation, interpersonal, report writing and reporting; Proven computer literacy (MS Office); Self-management and adherence to timelines; Written and verbal communication skills.
DUTIES : Inform and assist communities in the Western Cape with access to services provided by government structures; Determine the needs of communities and communicate it to the relevant structures; Promote networks and enhance the activities or existing local community workers aimed at improved service delivery; Compile report and documents on progress, issues attended to, actions taken and outcomes as required; Keep up to date regarding all services rendered by government and the processes and mechanisms to access the services.
ENQUIRIES : Mr M Bell Tel No: (021) 483 3039

POST 35/324 : **COMMUNITY DEVELOPMENT WORKER: REGION B (MOSSEL BAY, D'ALMELDA) REF NO: LG 35/2026**

SALARY : R280 278 - R330 162 per annum (Level 06)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : Grade 12 certificate or equivalent (NQF level 4). Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Facilitating skills to public participation in policy making and service delivery. Skills in the following: Project organisation, interpersonal, report writing and reporting; Proven computer literacy (MS Office); Self-management and adherence to timelines; Written and verbal communication skills.
DUTIES : Inform and assist communities in the Western Cape with access to services provided by government structures; Determine the needs of communities and communicate it to the relevant structures; Promote networks and enhance the activities or existing local community workers aimed at improved service

delivery; Compile report and documents on progress, issues attended to, actions taken and outcomes as required; Keep up to date regarding all services rendered by government and the processes and mechanisms to access the services.

ENQUIRIES : Mr M Bell Tel No: (021) 483 3039

POST 35/325 : **COMMUNITY DEVELOPMENT WORKER: REGION B (NDULL, WITZENBERG MUNICIPALITY) REF NO: LG 36/2026**

SALARY : R280 278 - R330 162 per annum (Level 06)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : Grade 12 certificate or equivalent (NQF level 4). Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Facilitating skills to public participation in policy making and service delivery. Skills in the following: Project organisation, interpersonal, report writing and reporting; Proven computer literacy (MS Office); Self-management and adherence to timelines; Written and verbal communication skills.
DUTIES : Inform and assist communities in the Western Cape with access to services provided by government structures; Determine the needs of communities and communicate it to the relevant structures; Promote networks and enhance the activities or existing local community workers aimed at improved service delivery; Compile report and documents on progress, issues attended to, actions taken and outcomes as required; Keep up to date regarding all services rendered by government and the processes and mechanisms to access the services.
ENQUIRIES : Mr M Bell Tel No: (021) 483 3039

POST 35/326 : **COMMUNITY DEVELOPMENT WORKER: REGION B (PAARL EAST, DRAKENSTEIN MUNICIPALITY) REF NO: LG 37/2026**

SALARY : R280 278 - R330 162 per annum (Level 06)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : Grade 12 certificate or equivalent (NQF level 4). Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Facilitating skills to public participation in policy making and service delivery. Skills in the following: Project organisation, interpersonal, report writing and reporting; Proven computer literacy (MS Office); Self-management and adherence to timelines; Written and verbal communication skills.
DUTIES : Inform and assist communities in the Western Cape with access to services provided by government structures; Determine the needs of communities and communicate it to the relevant structures; Promote networks and enhance the activities or existing local community workers aimed at improved service delivery; Compile report and documents on progress, issues attended to, actions taken and outcomes as required; Keep up to date regarding all services rendered by government and the processes and mechanisms to access the services.
ENQUIRIES : Mr M Bell Tel No: (021) 483 3039

POST 35/327 : **COMMUNITY DEVELOPMENT WORKER: REGION B (PRINCE ALBERT) REF NO: LG 38/2026**

SALARY : R280 278 - R330 162 per annum (Level 06)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : Grade 12 certificate or equivalent (NQF level 4). Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Facilitating skills to public participation in policy making and service delivery. Skills in the following: Project organisation, interpersonal, report writing and reporting; Proven computer literacy (MS Office); Self-management and adherence to timelines; Written and verbal communication skills.
DUTIES : Inform and assist communities in the Western Cape with access to services provided by government structures; Determine the needs of communities and

communicate it to the relevant structures; Promote networks and enhance the activities or existing local community workers aimed at improved service delivery; Compile report and documents on progress, issues attended to, actions taken and outcomes as required; Keep up to date regarding all services rendered by government and the processes and mechanisms to access the services.

ENQUIRIES : Mr M Bell Tel No: (021) 483 3039

POST 35/328 : **COMMUNITY DEVELOPMENT WORKER: REGION A (BONTEHEUWEL), REF NO. LG 39/2026**

SALARY : R280 278 - R330 162 per annum (Level 06)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : Grade 12 certificate or equivalent (NQF level 4). Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Facilitating skills to public participation in policy making and service delivery. Skills in the following: Project organisation, interpersonal, report writing and reporting; Proven computer literacy (MS Office); Self-management and adherence to timelines; Written and verbal communication skills.
DUTIES : Inform and assist communities in the Western Cape with access to services provided by government structures; Determine the needs of communities and communicate it to the relevant structures; Promote networks and enhance the activities or existing local community workers aimed at improved service delivery; Compile report and documents on progress, issues attended to, actions taken and outcomes as required; Keep up to date regarding all services rendered by government and the processes and mechanisms to access the services.
ENQUIRIES : Mr M Bell Tel No: (021) 483 3039

POST 35/329 : **COMMUNITY DEVELOPMENT WORKER: REGION B (DORING BAY) REF NO: LG 40/2026**

SALARY : R280 278 - R330 162 per annum (Level 06)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : Grade 12 certificate or equivalent (NQF level 4). Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Facilitating skills to public participation in policy making and service delivery. Skills in the following: Project organisation, interpersonal, report writing and reporting; Proven computer literacy (MS Office); Self-management and adherence to timelines; Written and verbal communication skills.
DUTIES : Inform and assist communities in the Western Cape with access to services provided by government structures; Determine the needs of communities and communicate it to the relevant structures; Promote networks and enhance the activities or existing local community workers aimed at improved service delivery; Compile report and documents on progress, issues attended to, actions taken and outcomes as required; Keep up to date regarding all services rendered by government and the processes and mechanisms to access the services.
ENQUIRIES : Mr M Bell Tel No: (021) 483 3039

POST 35/330 : **COMMUNITY DEVELOPMENT WORKER: REGION B (ZWELETHEMBA, WORCESTER) REF NO: LG 41/2026**

SALARY : R280 278 - R330 162 per annum (Level 06)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : Grade 12 certificate or equivalent (NQF level 4). Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Facilitating skills to public participation in policy making and service delivery. Skills in the following: Project organisation, interpersonal, report writing and reporting; Proven computer literacy (MS Office); Self-management and adherence to timelines; Written and verbal communication skills.

DUTIES : Inform and assist communities in the Western Cape with access to services provided by government structures; Determine the needs of communities and communicate it to the relevant structures; Promote networks and enhance the activities or existing local community workers aimed at improved service delivery; Compile report and documents on progress, issues attended to, actions taken and outcomes as required; Keep up to date regarding all services rendered by government and the processes and mechanisms to access the services.

ENQUIRIES : Mr M Bell Tel No: (021) 483 3039

POST 35/331 : **COMMUNITY DEVELOPMENT WORKER: REGION A (STRANDFONTEIN) REF NO: LG 44/2026**

SALARY : R280 278 - R330 162 per annum (Level 06)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : Grade 12 certificate or equivalent (NQF level 4). Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Facilitating skills to public participation in policy making and service delivery. Skills in the following: Project organisation, interpersonal, report writing and reporting; Proven computer literacy (MS Office); Self-management and adherence to timelines; Written and verbal communication skills.

DUTIES : Inform and assist communities in the Western Cape with access to services provided by government structures; Determine the needs of communities and communicate it to the relevant structures; Promote networks and enhance the activities or existing local community workers aimed at improved service delivery; Compile report and documents on progress, issues attended to, actions taken and outcomes as required; Keep up to date regarding all services rendered by government and the processes and mechanisms to access the services.

ENQUIRIES : Mr M Bell Tel No: (021) 483 3039

POST 35/332 : **ADMINISTRATION CLERK: DISASTER RISK REDUCTION (TYGERBERG) REF NO: LG 43/2026**

SALARY : R237 453 - R279 708 per annum (Level 05)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Competencies: Knowledge and understanding of the following: Administrative processes; Clerical duties, practices as well as the ability to capture data; Government knowledge, including financial processes and Batho Pele Principles; Working procedures in terms of the working environment; Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Record keeping; Communication (written and verbal); Ability to work independently and as part of a team.

DUTIES : To provide administrative support to the Directorate; Provide supply chain clerical support services within the component; Provide personnel administration clerical support services within the component; Provide financial administration support services in the component.

ENQUIRIES : Mr N Rylands Tel No: (021) 937 6309

POLICE OVERSIGHT AND COMMUNITY SAFETY

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

CLOSING DATE : 19 October 2026
NOTE : Only applications submitted online will be accepted. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline on 0861 370 214. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. By applying for this post, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary

records and reasons for leaving. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. All shortlisted candidates will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to assess relevant functional elements of the job and an 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. The successful candidate will be required to complete the Senior Management Pre-Entry Programme (Nyukela) and submit the certificate before he/she can be appointed to this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background in processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: https://www.thensg.gov.za/training-course/sms-preentryprogramme . The successful candidate shall be subjected to a leadership assessment, within one (1) month of appointment, to assess the managerial competencies required for SMS members in the Public Service as specified under Chapter Five (5) of the SMS handbook. This assessment shall be conducted to determine an individual's ability to lead, manage, and direct others and to identify developmental gaps in core generic leadership and management competencies. The successful candidate will be required to enter into an employment contract and a performance agreement. The successful candidate will be subject to security vetting; and the candidate will have to disclose her/his financial interests. Furthermore, thank you, to the huge public interest, we receive many applications for our posts, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of the advert please consider your application unsuccessful.

MANAGEMENT ECHELON

POST 35/333 : **DIRECTOR: CRIME PREVENTION CENTRE REF NO: POCS 18/2026**

SALARY : R1 317 384 per annum (Level 13), (all–inclusive salary package)
CENTRE : Police Oversight and Community Safety, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA; A minimum of 5 years relevant middle/senior management experience on a strategic level in a public/ security/ safety environment or related. Competencies: Knowledge of the following: Proven knowledge of and working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Proven knowledge and understanding of information systems that aid in the management of knowledge and information pertaining to the line function; Proven knowledge and understanding of programme and project management; Proven knowledge and understanding of procurement and tendering processes; Proven knowledge and understanding of policy development, and strategy management, monitoring and review processes; Proven knowledge and understanding of modern systems of governance and administration; Proven knowledge and understanding of public service procedures, processes and systems; Proven knowledge and understanding of the global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Proven knowledge and understanding of Constitutional, legal and institutional arrangements governing the South African public sector; Proven knowledge and understanding of public finance, human resources and discourse management processes. Proven knowledge and understanding of the Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Proven knowledge and understanding of the functioning of the Province and the activities of sister departments; Proven

knowledge and understanding of the policies of the government of the day; Proven knowledge and understanding of Labour Relations legislation and regulations; Proven knowledge and understanding of performance management in general. Skills: Numeracy; Literacy; Computer Literacy; Language skills; Project Management; Accounting/ Finance/ Audit; Strategic Planning. Core Competencies: Strategic Capability and Leadership; Project and Programme Management; Change Management; People Management and Empowerment Financial Management.

DUTIES : Line Management: Strategic management, advice and guidance in respect of the following functional areas: Render an institutional support and project coordination service: Lead and oversee the management (including resourcing i.t.o budget, HR, etc) of crime prevention projects within the Directorate. Strategically manage the provision of institutional support i.t.o ensuring that policies are developed and aligned to the provincial and national priorities; Strategically manage the provision of input into: Business units' action plans developed for execution of strategic priorities; Business units' business plans to ensure that it aligns with the strategic plan of the department and Western Cape Government (WCG). Coordinate crime prevention programmes: Drive the programme coordination i.t.o whether targets are met, monitoring of the budget spend, whether there is alignment with provincial and national priorities, etc. Render a project support service for the coordination of the Integrated Crime and Violence Prevention Strategy (ICVPS) Framework: Ensure that the parameters of the framework is complied with and that implementation is aligned to the national and provincial priorities; Ensure the provision of input into the annual reporting of business units in respect of the implementation of the framework. Manage the process of safety training and development to community structures: Drive the coordination of safety training and development in respect of approving funding and overseeing contracts. Manage escalations relating to non-performance of partners. Strategic Management (including change management) Define and review on a continual basis the purpose, objectives, priorities and activities of the Directorate; Drive the Directorate's strategic planning process; Drive the development and management of the strategic and business plans for the Directorate; Evaluate the performance of the Directorate on a continuing basis against pre-determined key measurable objectives and standards. Report to the Chief Director on a regular basis on the activities of the Directorate and on matters of substantial importance relating to operational management support. Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Directorate, and of the resources (people, finances and assets) employed by it; Foster and promote a culture of innovation within the Directorate, and the Department; Diligently perform all duties assigned to the post of Director. People Management: Participate in the recruitment of employees in the numbers and grades appropriate to ensure the achievement of the Directorate's Business Plan; Motivate, train and guide employees within the Directorate, to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of employees within the Directorate; Monitor information capacity building within the Directorate; Ensure involvement in the compilation of a workforce plan, a service delivery improvement programme, and an information resources plan for the Directorate; Promote sound labour relations within the Directorate; Actively manage and promote the maintenance of discipline within the Directorate. Financial Management: Manage participation in the budgeting process at Directorate level; Ensure the preparation of the Annual and Adjustment Budgets for the Directorate; Assume direct accountability for the efficient, economic and effective control and management of the Directorate's budget and expenditure; Assume direct accountability for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Directorate; Assume direct accountability for ensuring contracts are managed effectively and efficiently for the Directorate; Ensure that all spending is aligned with the strategic objectives of the Directorate and Department; Report to the Chief Director and relevant oversight role players/committees on all aspects of the Directorate's finances; Assume overall accountability for the management, maintenance and safekeeping of the Directorate's assets; Assume direct accountability for ensuring that appropriate risk management procedures are in place and adhered to for the Directorate; Ensure that full and

proper records of the financial affairs of the Directorate are kept in accordance with any prescribed norms and standards.

ENQUIRIES : Ms A Dissel at Amanda.Dissel@westerncape.gov.za

OTHER POSTS

POST 35/334 : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: POCS 15/2026**

SALARY : R932 292 per annum (Level 11), (all-inclusive salary package)
CENTRE : Police Oversight and Community Safety, Western Cape Government
REQUIREMENTS : An appropriate qualification at NQF level 6 (equivalent or higher); A minimum of 3 years' middle management experience. Competencies: Working knowledge and understanding of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; Procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements. Skills in the following: Numeracy; Computer Literacy; Language skills; Project Management; Accounting / Finance / Audit; Budgeting and Financial Management; Communication and Information Management; Continuous Improvement; Citizen Focus and Responsiveness; Diversity Management; Impact and Influence; Planning and Organising; Problem Solving and Decision Making.
DUTIES : Manage the functional operation of the Contract and Demand Management; Manage the functional operation of Acquisition Management; Manage the functional operation Logistics, Disposal and Asset Management; Plan and manage the work of and account for the overall performance of the Sub-directorate; People Management; Financial Management.
ENQUIRIES : Mr M Frizlar Tel No: (021) 483 6442
NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates 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 selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

POST 35/335 : **CHIEF SECURITY OFFICER: PHYSICAL PROTECTION REF NO: POCS 09/2026 (X4 POSTS)**

SALARY : R413 001 - R486 501 per annum (Level 08)
CENTRE : Police Oversight and Community Safety, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); PSIRA registration minimum Grade B; A minimum of 3 years relevant experience; A valid code B (or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Proven knowledge and working experience of the following: Legislation, regulatory frameworks, policies and

best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Functioning of the Province and the activities of sister departments/related functional areas; Policies of the government of the day; Labour Relations legislation and regulations; Control of access to public premises and vehicles Act, Act 53 of 1985; Occupational Health and Safety Act, Act 85 of 1993; Understanding of PSIRA; Criminal Procedure Act; Weapons and Ammunition Act; Explosives; Electronic security system; Security officials Act, Act 92 of 1997. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); People Management; Project Management; Communication skills (written and verbal); Numeracy; Literacy.

DUTIES : Coordinate physical security operations within Western Cape Government institutions and facilities; Coordinate the implementation of access control procedures to mitigate risk; Report and investigate security incidents and breaches; Monitor and manage outsourced security service providers; Managerial/Supervisory functions.

ENQUIRIES : Mr D Samuels at Denzil.samuels@westerncape.gov.za

NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates 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 selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

POST 35/336 : **SENIOR ADMINISTRATIVE OFFICER: SAFETY PLANNING REF NO: POCS 14/2026**

SALARY : R413 001 - R486 501 per annum (Level 08)

CENTRE : Police Oversight and Community Safety, Western Cape Government

REQUIREMENTS : A qualification at NQF level 6 (equivalent or higher qualification); A minimum of 3 years relevant experience. Competencies: Working knowledge and understanding of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; Procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources and discourse management processes; Public

Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Functioning of the Province and the activities of sister departments/related functional areas; Policies of the government of the day; Labour Relations legislation and regulations; Performance management in general. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication (written and verbal); Strategic planning; Facilitation; Organisation building; Problem-solving; Report writing; Negotiation; Motivational; Monitoring and evaluation; Ability to work independently and as part of a team.

DUTIES : Provide support in terms of office records, and information management activities to support effective service delivery; Provide administrative, research and project implementation support for the Policing Needs and Priorities programme in the Western Cape; Provide support with advocacy activities related to the Policing Needs and Priorities Programme; Managerial/Supervisory functions.

ENQUIRIES : Ms Amanda Dissel Tel No: (021) 483 4301

NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates 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 selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

POST 35/337 : **PERSONAL ASSISTANT: CRIME PREVENTION CENTRE REF NO: POCS 17/2026**

SALARY : R338 106 – R398 277 per annum (Level 07)

CENTRE : Police Oversight and Community Safety, Western Cape Government

REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 or relevant higher tertiary qualification; A minimum of 3 years' experience in rendering secretarial/ administrative support services to management/ senior management. Competencies: Knowledge of the following: Filing and diary system; Database administration; Financial administration; Legislative framework governing the public service; OHS Act and procedures. Skills in the following: Good telephone etiquette; Computer Literacy; Language skills; Sound organisational skills; Good people skills; High level of reliability; Written communication skills; Ability to act with tact and discretion; Information gathering and analysis of information; Good grooming and presentation; Self-management and motivation; Typing and preparing legal correspondence and relevant documentation; Basic conceptual, interpretive and formulation skills.

DUTIES : Provide a secretarial/receptionist support service to the manager; Render administrative support services to the manager; Provide support to the senior manager regarding meetings; Support the manager with the administration of the manager's budget; Study the relevant Public Service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES : Ms Thumeka Lamani Tel No: (021) 483 4936

NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe

communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates 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 selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

DEPARTMENT OF THE PREMIER

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

CLOSING DATE : 19 October 2026

NOTE : Only applications submitted online will be accepted. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline on 0861 370 214. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. By applying for this post, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. All shortlisted candidates will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to assess relevant functional elements of the job and an 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. The successful candidate will be required to complete the Senior Management Pre-Entry Programme (Nyukela) and submit the certificate before he/she can be appointed to this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background in processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: https://www.thensg.gov.za/training-course/sms-preentryprogramme . The successful candidate shall be subjected to a leadership assessment, within one (1) month of appointment, to assess the managerial competencies required for SMS members in the Public Service as specified under Chapter Five (5) of the SMS handbook. This assessment shall be conducted to determine an individual's ability to lead, manage, and direct others and to identify developmental gaps in core generic leadership and management competencies. The successful candidate will be required to enter into an employment contract and a performance agreement. The successful candidate will be subject to security vetting; and the candidate will have to disclose her/his financial interests. Furthermore, thank you to the huge public interest. We receive many applications for our posts, and as such will not be

able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of the advert please consider your application unsuccessful.

MANAGEMENT ECHELON

POST 35/338 : **DIRECTOR: PROVINCIAL FORENSIC SERVICES REF NO: DOTP 98/2026**

SALARY : R1 317 384 per annum (Level 13), (all-inclusive salary package)
CENTRE : Department of the Premier, Western Cape Government.
REQUIREMENTS : An appropriate qualification at NQF level 7 as recognised by SAQA. A minimum of 5 years' experience at a middle/senior managerial level. Competencies: Knowledge of the following: Proven senior management expertise and practical experience in: Legislation and Governance: Deep understanding of modern systems of governance and public administration, including a thorough understanding of the constitutional, legal and institutional frameworks governing the South African public sector, and the application thereof in the Western Cape Government spatial information priorities. Regulatory Frameworks: The Public Finance Management Act (PFMA), National and Provincial Treasury Regulations, Labour Relations legislation, and related financial prescripts, directives and collective agreements, with demonstrated ability to ensure compliance, risk management, and sound governance and Data Governance Frameworks. Strategic Management: Policy development, strategic planning, monitoring, and evaluation and review of processes aligned with provincial priorities and government outcomes. Financial Management: Public finance management, procurement and tendering processes, and human resource and discourse management. People and Performance Management: Comprehensive experience in human resource management, team leadership and performance systems to drive accountability and results. Operational Systems: Public service procedures, performance management systems, and information and knowledge management systems, enabling efficient operations, evidence-based decision-making and continuous improvement. Programme and Project Management: End-to-end programme and project management, including planning, implementation, oversight, reporting and risk mitigation to achieve strategic and operational targets. Contextual Awareness: Strong understanding of global, regional and local political, socio-economic and political dynamics, impacting the functioning of Western Cape and activities of provincial government departments, translating insights into informed strategic advice. Service Delivery and Innovation: Skilled in operational and knowledge management systems supporting evidence-based decision-making, efficient operations, and continuous improvement. Skills in the following: Effective communication skills. Strong ability to conceptualise, formulate and demonstrate thought leadership in complex applications. Persuasion and influencing abilities. Leadership, team-building and interpersonal skills. Planning, organising, and people management skills. Proven ability to multi-task, manage ambiguity, and perform efficiently in rapidly changing environments.
DUTIES : Line Management: Strategic management, advice and guidance in respect of the following functional areas: Drive the compilation and implementation of a reactive forensic services operational plan on an annual basis; Provide input and drive the development and maintenance of the Forensic Services Methodology which is in conformance with best practices; Provide input during the compilation and regular review of the Forensic service's mandate; Contribute to the development and drive implementation of a client relation strategy, which promotes delivery of forensic services; Provide the oversight structures with relevant information based on the result of reactive initiatives for effective discharge of responsibilities (e.g. feedback to SCOPA and regular update of Audit Committees, etc); Develop capacity building interventions for the team; Review and approve the investigation approach, scope and legal compliance of all cases; Assess each reported case to determine merit; Overall supervision, review and guidance of execution of work, ensuring proper investigation methodology and qualitative evidence supporting findings; Review the final reports, ensuring that it is factual based on the evidence and process evaluated; Strategic Management (including change management): Define and review on a continual basis the purpose, objectives, priorities and activities of the Directorate; Drive the Directorate's strategic planning process; Drive the development and management of the strategic and business plans

for the Directorate; Continuously evaluate the Directorate's performance, proactively report on delivery and emerging risks, adapt plans, and reallocate resources; Report to the Chief Director on a regular basis on the activities of the Directorate and on matters of substantial importance relating to operational management support; Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Directorate, and of the resources (people, finances and assets) employed by it. People Management and Empowerment: Recruit, develop, and retain staff in appropriate numbers and grades to achieve the Directorate's objectives; Motivate, train, and guide employees to achieve excellence in service delivery; Manage performance, evaluation, and development of staff; Oversee workforce planning, capacity building, and service delivery improvement initiatives; Promote sound labour relations and maintain discipline within the Directorate. Financial Management: Manage participation in the Directorate budgeting process, including Annual and Adjustment Budgets; Assume accountability for efficient, economic, and effective management of the Directorate's budget and expenditure; Ensure adherence to procurement, tender, and contract management requirements; Ensure alignment of expenditure with departmental and strategic objectives.

ENQUIRIES : Ms. H Robson / Adv. R Janse van Rensburg
Henriette.Robson@westerncape.gov.za
Ruthven.Jansevanrensburg@westerncape.gov.za

OTHER POSTS

POST 35/339 : **DIGITAL GOVERNMENT TEAM LEADER: IT PLANNING AND DEVELOPMENT REF NO: DOTP 100/2026**

SALARY : R932 292 - R1 098 195 per annum (Level 11), (all-inclusive salary package)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree; A minimum of 3 years' experience on a middle management level. Competencies: Knowledge of and working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Knowledge and understanding of information systems that aid in the management of knowledge and information pertaining to the line function; Knowledge and understanding of project management; Knowledge of operational management practices; Mentoring and coaching practices; National and provincial instruments and legislation pertaining to human resources management, financial management and supply chain management; Policies of the government of the day (national and provincial); Provincial government functions and services; Statutory framework governing the broad management of the public service; Staff performance management system; Disciplinary and grievance procedure. Skills: Numeracy; Literacy; Computer Literacy; Language; Project Management; Accounting Finance and Audit. Other: Analytical; Benchmarking; Conceptual, interpretive and formulation; Diagnostic; Facilitation and process consultation; Influencing; Innovative problem-solving; Intervention design; Interviewing; Leadership; Listening; Mentoring and coaching; Motivation; Negotiation; Networking; Planning and organising; Presentation. Research | Team building and strong inter-personal.
DUTIES : Support the development, implementation, and alignment of digital government strategies, implementation plans, and policies; Conduct technology research, and promote and showcase innovation in emerging technologies to inform and enhance policy development; Manage the delivery of digital government initiatives, ensuring completion in accordance with best practices and WCG project management methodologies; Foster collaboration by building and maintaining strong partnerships with national and local government structures, WCG departments, external agencies, Academia, and residents to support co-creation and digital government initiatives; Coordinate and lead feedback campaigns to collate resident impact on digital government initiatives.
ENQUIRIES : Ms. A Basha Tel No: (021) 483 2933
NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation

within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates 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 selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

POST 35/340 : **PSYCHOMETRIST: PROVINCIAL ASSESSMENT CENTRE REF NO: DOTP 99/2026 (X4 POSTS)**

SALARY : Grade 1: R741 102 - R821 070 per annum, (all-inclusive salary package), (OSD as prescribed)

CENTRE : Department of the Premier, Western Cape Government

REQUIREMENTS : Applicable four-year post-school qualification in Psychology, Industrial Psychology or Educational Psychology at NQF 8; Registration as an Independent Psychometrist with the Health Professions Council of South Africa (HPCSA); A valid Code 8 driving licence. Competencies: Knowledge of the following: Health Professions Act, 1974; HPCSA Code of Ethics and Scope of Practice for Psychometrists; Employment Equity Act, 1998; Labour Relations Act, 1995; POPIA, 2013; PAJA, 2000; PAIA, 2000; HPCSA policies and training requirements; classification of psychological tests; SIOPSA code of practice; Continuous Professional Development requirements; Maintenance of professional registration through participation in Continuous Professional Development; Culture and leadership theory and models; organisational performance and organisation development; public management theory and practice; mentoring/coaching; research methods and statistics; statutory public-service framework; Skills in the following: Analytical and critical reasoning; basic numeracy; conceptual and interpretive skills; diagnostic and innovative problem-solving skills; Planning and organising; project management; research skills; proficiency in MS Office and assessment-centre related systems; Strong verbal and written communication, report writing and presentation skills; interviewing and listening skills; Interpersonal, networking, conflict-management, negotiation, persuading and influencing, mentoring and coaching skills.

DUTIES : Deliver competency assessment services, including assessment planning, preparation, administration, scoring and processing; Interpret assessment results and provide feedback to panels, individuals and development line managers; Provide psychometric advisory services, expert input and behavioural/assessment-related interventions; Conduct research on psychometric tools and practices, develop psychometric solutions, and compile trend analysis reports; Ensure ethical, professional and legislative compliance in all psychometric activities; Maintain assessment-centre information, records, databases and resources, and contribute to project planning, monitoring, reporting and quality assurance; Contribute to psychometric project planning, implementation, monitoring, reporting and continuous improvement.

ENQUIRIES : Ms J Roux at 082 906 5530

NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates 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 selection process will

be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

POST 35/341 : **ASSISTANT DIRECTOR: TALENT SOURCING REF NO: DOTP 95/2026 (VARIOUS POSTS AVAILABLE)**

SALARY : R487 197 - R573 897 per annum (Level 09)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An Appropriate 3-year National Diploma (B Degree or Higher qualification) majoring in HRM or in Industrial Psychology with a minimum of 3-years' relevant experience in a Recruitment and Selection environment. A valid code B driving licence. Competencies: General knowledge of various employment laws and practices; In-depth knowledge Recruitment prescripts (legislation and policy documents); The following skills: Excellent interpersonal and coaching; Database development management and reporting; Supervisory; Consultative and effective Problem solving; Effective oral and written communication. Ability to gather and analyse information; Ability to work under pressure and meet deadlines.
DUTIES : Quality control of all operational work; Project Management control and allocation of tasks; Ensure the publication of advertisements in various media; Facilitate the compilation of advertisements and pre-selection questionnaires and provide training/workshops on Talent Sourcing, e-recruit and reporting; Ensure that bulletins are published as per schedule; Ensure that advertisements are published in DPSA, media and e-recruit platform; Communicate with service providers regarding advertising standards, response handling enquiries, and participate in the creation of specifications; Handling complex inquiries from clients and applicants; Facilitate and provide professional advice on the sourcing of talent across various professions, competency-based recruitment practices, inclusive of shortlisting, interviewing and verification's (personnel suitability checks) and the appointment decisions, as well as the issuing of employment offers; Facilitate audit processes; Ensure recruitment and selection data integrity and report on any irregularities; Manage staff and report on the unit's performance; Experience with technical recruiting which includes e-Recruit support, competency based recruitment processes and the administrative processes which is associated with these tasks; Advising senior and executive management on the recruitment and selection process and best talent. Proven candidate sourcing skills; Proven experience in complex data management; Direct liaison with media and recruitment agencies w.r.t advertising of vacancies; Supervision of staff; Willingness to work longer hours in line with print media publication times. Consulting with various stakeholders on different management levels.
ENQUIRIES : Mr. F Gerber Tel No: (021) 483 6028
NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates 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 selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00.

Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

POST 35/342 : **ASSISTANT DIRECTOR: DEPARTMENTAL WORK ORGANISATION CAPACITY DEVELOPMENT REF NO: DOTP 13/2026 R1 (VARIOUS POST AVAILABLE)**

SALARY : R487 197 - R573 897 per annum (Level 09)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Social Sciences / Humanities / Industrial Engineering / Industrial Psychology / Public and Business Management Science or related; A minimum of 3 years relevant experience. Competencies: Knowledge of the following: Organisational performance as they relate to the field of organisation development; Appropriate job evaluation system; Organisation development theory, practice, and techniques regarding organisation design, process development and improvement and behaviour; Appreciative inquiry; Research methods / statistics (action research, quantitative and qualitative); Project management; Mentoring and coaching practices; National and provincial instruments and legislation pertaining to human resources management, financial management and supply chain management; Policies of the government of the day (national and provincial); Provincial government functions and services; Statutory framework governing the broad management of the public service; Staff performance management system (SPMS); Disciplinary and grievance procedure; Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; Functioning of the Province and the activities of sister departments/related functional areas. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Accounting finance and audit; Research; Benchmarking; Conceptual, interpretive and formulation; Diagnostic and intervention design; Facilitation and process consultation; Innovative problem-solving; Interviewing and listening; Motivation and negotiation; Mentoring and coaching; Team building and strong inter-personal; Data analysis and interpretation; ICT systems awareness.
DUTIES : Deliver departmental work organisation capacity services; Deliver transversal job design services; Deliver on transversal organisation design and alignment; Deliver on transversal service delivery initiatives; Deliver a practice enablement and development service; Managerial Functions.
ENQUIRIES : Ms F Raybin at fagmieda.raybin@westerncape.gov.za
NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates 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 selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

POST 35/343 : **ASSISTANT DIRECTOR: JOB DESIGN AND SERVICE DELIVERY INITIATIVES REF NO: DOTP 15/2026 R1 (VARIOUS POSTS AVAILABLE IN 2 COMPONENTS)**

SALARY : R487 197 - R573 897 per annum (Level 09)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Social Sciences, Humanities, Industrial Psychology, Industrial Engineering, Public and Business Management Science or related; A minimum of 3 years relevant experience; A valid (Code B or higher) driving licence; NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Organisational performance as they relate to the field of organisation development; Appropriate job evaluation system; Organisation development theory, practice, and techniques regarding organisation design, process development and improvement and behaviour; Appreciative inquiry; Research methods/statistics (action research, quantitative and qualitative); Project management; Mentoring and coaching practices; National and provincial instruments and legislation pertaining to human resources management, financial management and supply chain management; Policies of the government of the day (national and provincial); Provincial government functions and services; Statutory framework governing the broad management of the public service; Staff performance management system (SPMS); Disciplinary and grievance procedure; Working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Understanding of information systems that aid in the management of knowledge and information pertaining to the line function; Operational management practices; Understanding of the functioning of the Province and the activities of sister departments/related functional areas. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Accounting Finance and Audit; Analytical; Data analysis and interpretation; ICT Systems Awareness; Benchmarking; Conceptual, interpretive and formulation; Diagnostic; Facilitation and process consultation; Innovative problem-solving skills; Interviewing and listening skills; Motivation and negotiation skills; Mentoring and coaching skills; Team building and strong inter-personal skills; Data analysis and interpretation; ICT systems awareness.
DUTIES : Deliver departmental work organisation capacity services. (Diagnosing organisational challenges and supporting improvement through organisation design, job design, process improvement and change interventions); Deliver transversal job design services. (Designing and evaluation jobs, applying the prescribed job evaluation system, and ensuring consistent job grading practices across government); Managerial Functions (Planning and managing work, supervising staff, monitoring performance and managing resources in line with governance requirements); Deliver on transversal organisation design and alignment (Designing and aligning organisational structures, mandates and operating models to support strategic priorities and effective service delivery); Deliver on transversal service delivery initiatives (Supporting and coordinating service delivery improvement initiatives, assessments, and reporting linked to provincial and national frameworks); Deliver a practice enablement and development service (Developing and enabling organisation development practice through OD policies, frameworks, methodologies, tools, systems and capability building).
ENQUIRIES : Ms N Smith Tel No: (021) 466 9542
NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates 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 selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your

previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

POST 35/344 : **FORENSIC CONSULTANT: PROACTIVE FORENSIC REF NO: DOTP 32/2025 R1**

SALARY : R487 197 - R573 897 per annum (Level 09)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification); A minimum of 3 years appropriate experience; A valid driving licence (Code B or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: Legislation and regulations applicable to National, Provincial and Local government; Policies and procedures relating to Provincial and Local government; Fraud risk management strategies and fraud risk assessment techniques; National and Provincial Government legislation, departmental policies and procedures; Fraud Risk Management strategies and fraud risk assessment techniques; Writing scripts for queries to identify and detect possible incidents of fraud in data; Collection, analyses and visualization of large datasets to draw appropriate conclusions; Data analysis abilities; Analysing and problem-solving. Skills needed: Computer literacy in MS Office Package (Word, Excel, and PowerPoint); Good communication (written and verbal); Ability to work independently and as part of a team; Project management.
DUTIES : Manage and develop processes aimed at improving strategies for fraud detection and prevention; Contribute to the development/maintenance and implementation of the Western Cape Government Anti-Corruption Strategy, Whistle blowing Policy and any relevant policies and/or strategies; Support the managers: Proactive Forensics with the development and maintenance of the departmental fraud prevention and implementation plans for thirteen provincial departments, including monitoring progress with the implementation of agreed projects as per the fraud prevention and implementation plans; Contribute towards development of fraud and corruption awareness training content, conduct training awareness sessions, and participate in other awareness initiatives; Identify business areas where data analytics projects could be conducted and assist in conducting these projects; Facilitate departmental fraud risk assessments in line with the approved methodology and monitor action plans.
ENQUIRIES : Ms P Thaba Tel No: (021) 483 4701
NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates 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 selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

POST 35/345 : **ASSISTANT DIRECTOR: PEOPLE MANAGEMENT RECORDS REF NO: DOTP 59/2026 R1**

SALARY : R487 197 - R573 897 per annum (Level 09)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); a minimum of 5 years relevant experience in records management within the Public Sector; a valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport may also apply. Competencies: Knowledge and understanding of the following: Legislative and governance requirements related to records management, Provincial Archives and Records Service Act and National Archives and Records Service prescripts; Knowledge management principles and practices, retention scheduling and disposal authorisations; legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Project management; operational management practices; Labour Relations legislation and regulations; performance management in general; policy development, and operational management, monitoring and review processes; modern systems of governance and administration; public service procedures, processes and systems.
DUTIES : Responsible for the People Management (HR) Registry for all 11 Corporate Service Centre (CSC) client departments: Manage the safe-keeping, storage, retrieval and disposal of all people-management records for the CSC; Establish and maintain an electronic records management system. Management of the archiving/disposal processes. Management of the Document Control unit at the People Management Walk-in Centre. Provide a Messenger/collections/courier service; Plan for and distribute the work allocated to the People Management Registry; review existing, or develop, new procedures for the People Management Registry. Conduct a Risk Analysis for the registry functions. Maintain the registry risk register. Compile and maintain approved records classification system for paper-based and electronic records. Monitor and supervise the quantity and quality of outputs delivered by the registry.
ENQUIRIES : Ms H Ward Tel No: (021) 483 5640
NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates 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 selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

POST 35/346 : **HUMAN RESOURCE PRACTITIONER: TALENT SOURCING REF NO: DOTP 96/2026 (VARIOUS POSTS AVAILABLE)**

SALARY : R413 001 - R586 501 per annum (Level 08)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : Appropriate 3-year National Diploma (B-Degree or Higher qualification) majoring in HRM/ Industrial Psychology/ Human Resources/ Social Sciences / Humanities/ Public and Business Management Science or related field; A minimum of 1 year relevant experience in a Recruitment and Selection environment; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to

transport, may also apply. Competencies: Knowledge of the following: National and Provincial instruments and legislation pertaining to human resources management with reference to the: Public Service Regulations, Labour Relations Act (LRA), 66 of 1995, Public Service Act, 1994, Basic Conditions of Employment Act (BCEA) 75 of 1997, other related legislation, Recruitment and Selection processes, Recruitment Systems. Data management. Skills needed: Excellent communication (verbal and written) skills; Consultative skills and effective Problem solving; Networking working with people and ability to meet customer expectations, Computer Literacy, Project management.

DUTIES : Provide capacity building and advice in terms of the recruitment and selection processes. Response handling of applications; Identify, address and resolve recruitment selection delays; Facilitate and advise on the compiling of shortlists; Create competency-based interview questions; Responsible for logistical arrangements for interviews; Finalize interview processes through competency assessments/proficiency tests and nominations; Maintenance of the recruitment and selection database; Execute high standard of quality in all operational work; Dealing with inquiries from clients and applicants; Facilitate and provide professional advice on the sourcing of talent across various professions, inclusive of shortlisting, interview processes and verification's (personnel suitability checks) and the appointment decision, as well as the issuing of employment offers; Ensure recruitment and selection data integrity and report on any irregularities; Communication across various levels regarding e-recruit processes; Advising Senior and Executive management on the recruitment and selection process and best talent. Administer and maintain the recruitment and selection system and provide a support service. Coordinate recruitment and selection information for reporting and monitoring purposes. Perform supervisory functions.

ENQUIRIES : Mr F Gerber Tel No: (021) 483 6028

NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates 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 selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

POST 35/347 : **HR CLERK: PERFORMANCE ADMINISTRATION REF NO: DOTP 93/2026 (X2 POSTS)**

SALARY : R237 453 - R279 708 per annum (Level 05)

CENTRE : Department of the Premier, Western Cape Government

REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification). Competencies: Knowledge of the following: Performance Management and Development System (PMDS), and all other performance related Directives, Resolutions; Probation Management; Public Service Act and Regulations; DPSA Performance Management prescripts and frameworks; PERSAL and PERMIS systems; Labour relations principles as they relate to performance; Records management and reporting requirements; WCG governance and compliance requirements. Skills in the following: Numeracy; Literacy; Language; Planning and organisation; Strong administrative and organisational skills; Verbal and written communication skills; Report writing and basic data analysis; Computer literacy (MS Word, Excel, PowerPoint, databases); Attention to detail and

accuracy; Problem-solving and planning skills; Ability to work under pressure and meet deadlines.

DUTIES : Responsible for all administrative function related to performance management i.e Administer performance management processes and monitor compliance with performance review and assessment requirements; Administer and monitor employee probation processes; Compile HR reports and maintain accurate employee data records; Provide stakeholder support and facilitate HR-related communication; Perform administrative functions related to the management of PERMIS; Perform necessary administrative functions on PERSAL (capturing of payments and confirmation of probation).

ENQUIRIES : Mr BM Buys Tel No: (021) 483 4167

NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates 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 selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

POST 35/348 : **HUMAN RESOURCE DEVELOPMENT CLERK: INTERNSHIPS, BURSARIES AND LEARNERSHIPS REF NO: DOTP 94/2026 (X2 POSTS)**

SALARY : R237 453 - R279 708 per annum (Level 05)

CENTRE : Department of the Premier, Western Cape Government

REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification). Competencies: Knowledge of the following: National and Provincial instruments and legislation pertaining to human resources management with specific reference to the Public Service Amendment Act, Public Service Regulations and Labour Relations Act; Human Resource Development legislation and documentation e.g. Skills Development Act, National Skills Development Strategy, National Human Resource Development, SAQA Act, Skills Development Levies Act, Sectorial plans (relevant to SETA), White Paper on Public Service Training and Education. Skills in the following: Communication (written and verbal); Interpersonal relations; Flexibility; Teamwork; Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Ability to work independently and as part of a team; Planning and organisation; Ability to analyse and conceptualise; Experience in administrative and clerical work in HRD environment; Experience in the Bursary administration environment; Experience in the Internship and Learnership environment.

DUTIES : Render clerical support with the implementation of Youth Development Programmes (e.g. Internships and Learnerships); Render clerical support with the bursary advertisement and awarding process; Render clerical support with bursary contract management, payments and clearance certificate processes; Render clerical support with Recognition of Improved Qualifications (RIQ) applications; Update relevant databases and files and support reporting and document review processes; Render general clerical support services within the component.

ENQUIRIES : Ms A Bredenhann Tel No: (021) 483 9456/ Ms B Kirkwood Tel No: (021) 483 2024

NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide

the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates 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 selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

POST 35/349 : **HUMAN RESOURCE CLERK: TALENT SOURCING REF NO: DOTP 97/2026 (VARIOUS POSITIONS AVAILABLE)**

SALARY : R237 453 - R279 708 per annum (Level 05)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Competencies: Knowledge of the e-recruitment system and the Human Resource/Recruitment environment; Proven computer literacy in MS Word and Excel; Good planning and organising skills; Communication (written and verbal) skills; Interpersonal skills; Ability to work under pressure and meet deadlines.
DUTIES : Liaise with relevant stakeholders; General HR administration; Database Management; Capture and update expenditure in component; Recruitment and Selection Policies and Procedures.
ENQUIRIES : Ms. S Faku Tel No: (021) 483 6369
NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates 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 selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

PROVINCIAL TREASURY

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
CLOSING DATE : 19 October 2026
NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment

and selection process. All shortlisted candidates 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 selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 35/350 : **ADMINISTRATIVE SUPPORT OFFICER: STRATEGIC AND OPERATIONAL MANAGEMENT SUPPORT REF NO: PT 17/2026**

SALARY : R338 106 - R398 277 per annum (Level 07)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : A 3-year National Diploma/B-degree (equivalent or higher qualification); A minimum of 1-year relevant experience. Competencies: Knowledge of and working experience with the following: Interpret and implement legislation, regulatory frameworks, policies and best practices relevant to the line functions; use information systems that support the management of knowledge and information relating to the line function; manage operational activities and processes; develop, implement, monitor and review policies and operational processes; manage modern systems of governance and administration; manage public service procedures, processes and systems; human resources and related administrative processes; support the policies of the government of the day; demonstrate job knowledge; communicate effectively; maintain effective interpersonal relationships; demonstrate flexibility; work effectively as part of a team; plan and organise activities and resources; Skills: perform numeracy functions; perform literacy functions; use computer systems effectively; communicate effectively in the required language; maintain accurate records; Planning and Organising; Other: work independently; meet deadlines; work effectively under pressure.
DUTIES : Assist with the coordination of appointment of members of prescribed departmental committees, nomination of statutory appointments and Nomination of departmental representative to transversal forums; Assist in the provision of logistical arrangements for prescribed departmental committees; Distribute general CSC communications /information as required and keep record of incoming and outgoing CSC correspondence; Assist in the collation of consolidated departmental inputs / reports to the CSC as required; Coordinate and render the following: Departmental training and development matters and render administrative support to line managers; Administrative support with service benefits within the department; Administrative support with the recruitment and selection processes within the department; Administrative support with the application and implementation of Staff Performance Management Systems applicable to all levels (PERMIS);Database management.
ENQUIRIES : Mr B Damons Tel No: (021) 483 6127

POST 35/351 : **DEPUTY DIRECTOR: MFMA CO-ORDINATION REF NO: PT 35/2025 R1**

SALARY : R932 292 - R1 098 195 per annum (Level 11), (all-inclusive salary package)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-degree (equivalent or higher qualification) in Financial Management, Financial Accounting or Management Accounting or related qualification; A minimum of 3 years' experience in accounting, budget and financial management environment; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Local government legislation, including the MFMA, Treasury regulations, accounting principles, and best practices; Division of Revenue Act

(DoRA), the local government fiscal framework, and the flow of intergovernmental transfers and conditional grants; Familiarity with budget reform initiatives such as MSCOA, MFMA budget formats, and the Local Government Budget and Expenditure Review; Proficiency in interpreting in-year monitoring (IYM) reports, including the application of TIME and SIME data for oversight and support; Budget assessment frameworks related to conformance, credibility and sustainability; Financial oversight systems, including the use of tools like the LG Database, dashboards, and financial modelling platforms; Project management, procurement, and tendering processes within the public finance context; Policy development, implementation, and review in the public sector; Public administration, including principles of transparency, accountability, and good governance; Audit outcomes, internal controls, and governance practices that support clean municipal administration; Capacity building and institutional support approaches for improving municipal financial management; Familiarity with performance management systems, both at individual and organisational levels; Awareness of the strategic priorities of government and their implications for municipal budgeting and oversight. Skills needed: Financial analysis and interpretation; budget assessment and oversight; stakeholder engagement and intergovernmental coordination; effective written and verbal communication; planning and organising; leading teams and managing projects.

DUTIES : Promote the implementation of the MFMA, strengthen intergovernmental coordination, foster stakeholder engagement and dissemination financial insights to improve municipal conformance and performance; In-year monitoring reports evaluated on the implementation of municipal budgets in order to enhance conformance, accountability, data integrity and efficiency in municipalities; Municipal budgets assessed against the refined framework for conformance, credibility, sustainability and remedial steps actioned; Plan and manage the work of and account for the overall performance of the subdirectorate; Financial Management; It will be advantageous to have a BCom with Accounting / Audit as a major /Economics /Auditing /Public Management/Financial Information Systems (Majoring in Financial Accounting/Management Accounting.

ENQUIRIES : Mr D Cronje Tel No: (021) 483 0390

POST 35/352 : **ADMINISTRATION CLERK: STRATEGIC MANAGEMENT SUPPORT SERVICES REF NO: PT 22/2026**

SALARY : R237 453 - R279 708 annum (Level 05)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Competencies: Knowledge of the following: Clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics; Understanding of the legislative framework governing the Public Service; working procedures in terms of the working environment. Skills in the following: Numeracy; Literacy; Computer Literacy; Job Knowledge; Communication; Interpersonal relations; Flexibility; Teamwork; Computer; Planning and organisation; Language; Good verbal and written communication skills.

DUTIES : Render general clerical administrative support in planning processes; Provide clerical administrative support for service delivery; Render clerical support for reporting and performance information processes; Render general clerical administrative support for logistical and logistical services.

ENQUIRIES : Ms. K Veary Tel No: (021) 483-8214

DEPARTMENT OF SOCIAL DEVELOPMENT

CLOSING DATE : 19 October 2026
NOTE : Only applications submitted online will be accepted. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline on 0861 370 214. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. By applying for this post, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary

records and reasons for leaving. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. All shortlisted candidates will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to assess relevant functional elements of the job and an 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. he successful candidate will be required to complete the Senior Management Pre-Entry Programme (Nyukela) and submit the certificate before he/she can be appointed to this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background in processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: https://www.thensg.gov.za/training-course/sms-preentryprogramme. The successful candidate shall be subjected to a leadership assessment, within one (1) month of appointment, to assess the managerial competencies required for SMS members in the Public Service as specified under Chapter Five (5) of the SMS handbook. This assessment shall be conducted to determine an individual's ability to lead, manage, and direct others and to identify developmental gaps in core generic leadership and management competencies. The successful candidate will be required to enter into an employment contract and a performance agreement. The successful candidate will be subject to security vetting; and the candidate will have to disclose her/his financial interests. Furthermore, thank you, to the huge public interest, we receive many applications for our posts, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of the advert please consider your application unsuccessful.

MANAGEMENT ECHELON

POST 35/353 : **DIRECTOR: BUSINESS PLANNING AND MONITORING REF NO: DSD 90/2026**

SALARY : R1 317 384 per annum (Level 13), (all-inclusive salary package)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : A relevant NQF level 7 qualification or equivalent as recognised by SAQA; - A minimum of 5 years' experience middle/senior management experience. Competencies: Proving knowledge and understanding of: Expert knowledge of and working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Expert knowledge of strategic management processes; Information systems that aid in the management of knowledge and information pertaining to the line function; Programme and project management; Procurement and tendering processes; Policy development and strategy management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; The global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Proven knowledge and understanding of constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources and discourse management processes; The Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; The functioning of the Province and the activities of sister departments; The policies of the government of the day; Labour Relations legislation and regulations; Performance management in general. Core Competencies: Strategic Capability and Leadership; Project and Programme Management; Change Management; People Management and Empowerment; Financial Management. Skills: Numeracy; Literacy; Driving; Computer Literacy;

Language skills; Project Management; Information Technology Formal Training; Economic, Statistical and Financial Analysis; Legal Administration; Strategic Planning.

DUTIES : Line Management Strategic management, guidance and advice in respect of the rendering of business planning, policy alignment, monitoring and reporting, and communication and customer care services. This includes the following functions: Coordinate the strategic and operational planning processes for the Department.; Ensure the development and alignment of departmental policies; Enhance departmental performance monitoring, review and reporting; Provide corporate communication and customer care services. Strategic Management (including change management): Define and review on a continual basis the purpose, objectives, priorities and activities of the Directorate; Drive the Directorate's strategic planning process; Drive the development and management of the strategic and business plans for the Directorate; Evaluate the performance of the Directorate on a continuing basis against predetermined key measurable objectives and standards; Report to the Chief Director on a regular basis on the activities of the Directorate and on matters of substantial importance relating to business planning and monitoring; Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record-keeping of the activities of the Directorate, and of the resources (people, finances and assets) employed by it; Foster and promote a culture of innovation within the Directorate, and the Department; Diligently perform all duties assigned to the post of Director. People Management: Participate in the recruitment of employees in the numbers and grades appropriate to ensure the achievement of the Directorate's Business Plan; Motivate, train and guide employees within the Directorate, to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of employees within the Directorate; Monitor information capacity building within the Directorate; Ensure involvement in the compilation of a workforce plan, a service delivery improvement programme, and an information resources plan for the Directorate; Promote sound labour relations within the Directorate; Actively manage and promote the maintenance of discipline within the Directorate. Financial Management: Manage participation in the budgeting process at Directorate level; Ensure the preparation of the Annual and Adjustment Budgets for the Directorate; Assume direct accountability for the efficient, economic and effective control and management of the Directorate's budget and expenditure; Assume direct accountability for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Directorate; Assume direct accountability for ensuring contracts are managed effectively and efficiently for the Directorate; Ensure that all spending is aligned with the strategic objectives of the Directorate and Department; Report to the Chief Director and relevant oversight role players and committees on all aspects of the Directorate's finances; Assume overall accountability for the management, maintenance and safekeeping of the Directorate's assets; Assume direct accountability for ensuring that appropriate risk management procedures are in place and adhered to for the Directorate; Ensure that full and proper records of the financial affairs of the Directorate are kept in accordance with any prescribed norms and standards.

ENQUIRIES : Ms. Sihaam Nieftagodien at / Sihaam.Nieftagodien@westerncape.gov.za

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

OTHER POSTS

POST 35/354 : **ASSISTANT DIRECTOR: CUSTOMER CARE (BPM) REF NO: DSD 81/2026**

SALARY : R487 197 - R573 897 per annum (Level 09)

CENTRE : Department of Social Development, Western Cape Government.

REQUIREMENTS : A qualification at NQF level 6 (equivalent or higher qualification); A minimum of 3 years' relevant experience in Client Services. Competencies: Working knowledge and understanding of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; Procurement and tendering processes; Policy

development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Functioning of the Province and the activities of sister departments/related functional areas; Policies of the government of the day; Labour Relations legislation and regulations; Performance management in general; Skills in the following: Numeracy; Computer Literacy; Language; Project Management; Accounting, Finance and Audit; Problem Solving; Facilitation; Presentation; Policy Formulation; Policy Analysis; Communication.

DUTIES : Manage and monitor the complaints process; Plan, implement and monitor the Department's front office policies; Coordinate the annual Batho Pele programme for the Department; Managerial functions.

ENQUIRIES : Ms A van Reenen Tel No: (021) 483 3996

NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates 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 selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

POST 35/355 : **OFFICE MANAGER: BUSINESS PLANNING & STRATEGY REF NO: DSD 83/2026**

SALARY : R487 197 - R573 897 per annum (Level 09)

CENTRE : Department of Social Development, Western Cape Government

REQUIREMENTS : A qualification at NQF level 6 (equivalent or higher qualification); A minimum of 5 years' relevant experience. Competencies: Working knowledge and understanding of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; Procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Functioning of the Province and the activities of sister departments/related functional areas; Policies of the government of the day; Labour Relations legislation and regulations; Performance management in general. Skills in the following: Numeracy; Computer Literacy; Language skills; Project Management; Accounting, Finance and Audit; People Management.

DUTIES : Render line administrative support services; Execute research, analyse information and compile complex documents for the Chief Director; Provide

support to the Chief Director with regards to meetings; Manage resources of the office of the Chief Director; Manage engagements; Remain up to date with regards to the applicable prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the Chief Director.

ENQUIRIES : Ms S Nieftagodien at Sihaam.nieftagodien@westerncape.gov.za

NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates 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 selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

POST 35/356 : **SUPPLY CHAIN MANAGEMENT PRACTITIONER: DEMAND MANAGEMENT SERVICES REF NO: DSD 82/2026**

SALARY : R413 001 - R486 501 per annum (Level 08)

CENTRE : Department of Social Development, Western Cape Government

REQUIREMENTS : Relevant 3-year post school qualification (Financial Management, SCM Policy Development, Law); A minimum of 3 years related supply chain management experience; A valid code B (or higher) driving license. NB People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Working knowledge of the following: Policy Development; Public Finance Management Act (PFMA), National Treasury Regulations (NTR's), Provincial Treasury Directives / Instructions (PTI's); Strategic sourcing and preferential procurement / Black Economic Empowerment (BEE); SCM regulations, policies and procedures, applicable delegations, asset management forms as per policies and procedures; Financial management processes; Procurement best practices including sourcing strategies and the different mechanisms for procurement; Procurement policies / procedures / contract management; Records Management – inclusive of registry services, and policy and procedures governing these functions. Skills in the following: Analytical thinking; Operational thinking; Computer literacy; SCM Systems; Planning and organising; Language; Communication; Numeracy; Presentation; Interpersonal relations; Flexibility; Teamwork; Ability to analyse, conceptualise and implement policies; Ability to work independently and meet deadlines; Ability to work under pressure; Driving.

DUTIES : Compile annual procurement plan and progress reporting; Develop commodity sourcing strategy; Develop standardised specification and terms of reference; Facilitate records and information management of the Division.

ENQUIRIES : Mr A Kamalie Tel No: (021) 483 8681

NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates 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 selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

POST 35/357 : **CUSTOMER CARE OFFICER: WEST COAST/ EDEN KAROO/ METRO NORTH REF NO: DSD 92/2026 (X3 POSTS)**

SALARY : R413 001 - R486 501 per annum (Level 08)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : A qualification at NQF level 6 (equivalent or higher qualification); A minimum of 3 years relevant experience. Competencies: Working knowledge and understanding of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; Procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Functioning of the Province and the activities of sister departments/related functional areas; Policies of the government of the day; Labour Relations legislation and regulations; Performance management in general. Skills in the following: Numeracy; Computer Literacy; Language skills; Project Management.
DUTIES : Provide mechanisms and procedures for the dealing with customer complaints; Report on customer complaint issues; Provide a client liaison service in service delivery teams; Enquiries and customer relations; Managerial/Supervisory functions.
ENQUIRIES : Ms M Swart Tel No: (021) 483 7674 or (021) 483 7673
NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates 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 selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

POST 35/358 : **STATE ACCOUNTANT: FINANCIAL ADMINISTRATION REF NO: DSD 87/2026 (X2 POSTS AVAILABLE IN METRO SOUTH AND CAPE WINELANDS)**

SALARY : R413 001 - R486 501 per annum (Level 08)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : A qualification at NQF level 6 (equivalent or higher qualification); A minimum of 1-year relevant experience. Competencies: Working knowledge and understanding of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; Procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Functioning of the Province and the activities of sister departments/related functional areas; Policies of the government of the day; Labour Relations legislation and regulations; Performance management in general. Skills in the following: Numeracy; Computer Literacy; Language skills; Project Management.
DUTIES : Management Accounting Services (Budgeting process); Financial Accounting Services; Supply Chain Management Services; Managerial/ Supervisory functions.
ENQUIRIES : Ms Elarna Siljeur Tel No: (021) 763 6204
NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates 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 selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

POST 35/359 : **SOCIAL WORKER: SOCIAL WORK SERVICES REF NO: DSD 88/2026 (POSTS AVAILABLE AT VARIOUS LOCATIONS)**

SALARY : Grade 1: R338 208 - R397 668 per annum, (OSD as prescribed)
Grade 2: R413 004 - R478 395 per annum, (OSD as prescribed)
Grade 3: R496 668 - R583 833 per annum, (OSD as prescribed)
Grade 4: R608 859 - R754 785 per annum, (OSD as prescribed)
CENTRE : Department of Social Development, Western Cape Government.
REQUIREMENTS : A relevant tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; **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. Competencies: Knowledge of the following: Supervision Framework for Social Workers; Human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Relevant legislations, policies and prescripts (norms and standards); Social dynamics, work values and principles; Developing and empowering others. Skills in the following: Challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; Written and verbal communication; Report-writing; Self-management; Motivation; Good planning and organizing; Problem solving and analytical; Computer literacy; Presentation and facilitation; Client orientation and customer focus; Ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capabilities; Ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves; Ability to mentor and coach Social Workers Grade 1.

DUTIES : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (Case work, group work and Community work). Attend to any other matters that could result in, or stem from, social instability in any form; Supervise and Support Social Auxiliary Workers; Continuous Professional Development. Keep up to date with new developments in the social work and social welfare fields; Perform all the administrative functions required of the job.

ENQUIRIES : Ms Elarna Siljeur Tel No: (021) 763 6204

NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates 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 selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

POST 35/360 : **TRANSPORT OFFICER: LOGISTICAL SERVICES (METRO SOUTH) REF NO: DSD 84/2026**

SALARY : R338 106 – R398 277 per annum (Level 07)

CENTRE : Department of Social Development, Western Cape Government.

REQUIREMENTS : A qualification at NQF level 6 (equivalent or higher qualification); A minimum of 1-year relevant experience. Competencies: Working knowledge and understanding of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; Procurement and tendering processes; policy development, and operational management, monitoring and review processes; Modern systems of

governance and administration; Public service procedures, processes and systems; Regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Functioning of the Province and the activities of sister departments/related functional areas; Policies of the government of the day; Labour Relations legislation and regulations; Performance management in general. Skills in the following: Numeracy; Computer Literacy; Language skills.

DUTIES : Administer, maintenance and control the GG fleet at the district; Order taxi transport as per request from GMT; Administer, verify and monitor the use of rentals; Supervision of employees/staff.

ENQUIRIES : Ms Elarna Siljeur Tel No: (021) 763 6204

NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates 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 selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

POST 35/361 : **ADMINISTRATIVE SUPPORT OFFICER: VULNERABLE GROUPS REF NO: DSD 86/2026**

SALARY : R338 106 – R398 277 per annum (Level 07)

CENTRE : Department of Social Development, Western Cape Government

REQUIREMENTS : A qualification at NQF level 6 (equivalent or higher); A minimum of 1-year relevant experience. Competencies: Working knowledge and understanding of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management operational management practices; Procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Functioning of the Province and the activities of sister departments/related functional areas; Policies of the government of the day; Labour Relations legislation and regulations; Performance management in general. Skills in the following: Numeracy; Computer Literacy; Language Skills; Planning and organising; Time Management; Communication; Research; Ability to work under pressure.

DUTIES : Render line administrative support services; Assist management support staff in all administrative duties; Co-ordinate M&E activities and maintain the relevant systems; Provide support to the Directorate for supply chain management and provide support on financial administration management; Render advice and liaise; Render advice and liaise w.r.t administrative matters.

ENQUIRIES : Ms P Momoza Tel No: (021) 483 6296
NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates 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 selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

POST 35/362 : **PERSONAL ASSISTANT: SERVICE DELIVERY MANAGEMENT AND COORDINATION. REF NO: DSD 89/2026**

SALARY : R338 106 – R398 277 per annum (Level 07)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 or relevant higher tertiary qualification; A minimum of 3 years' experience in rendering secretarial/ administrative support services to management/ senior management. Competencies: Knowledge of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; Procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Functioning of the Province and the activities of sister departments/related functional areas; Policies of the government of the day; Labour Relations legislation and regulations; Performance management in general. Skills in the following: Numeracy; Computer Literacy; Language skills.
DUTIES : Provide a secretarial/receptionist support service to the manager; Render administrative support services to the manager; Provide support to manager regarding meetings; Support the manager with the administration of the manager's budget; Study the relevant Public Service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly.
ENQUIRIES : Ms A van Reenen Tel No: (021) 483 3996
NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates 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 selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

POST 35/363 : **ADMINISTRATION CLERK: LOGISTICAL SERVICES REF NO: DSD 85/2026 (VARIOUS POSTS AVAILABLE AT VARIOUS LOCATIONS)**

SALARY : R237 453 - R279 708 per annum (Level 05)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Competencies: Knowledge of the following: Clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics; Working procedures in terms of the working environment; Understanding of the legislative framework governing the Public Service. Skills in the following: Numeracy; Literacy; Language; Presentation; Decision-Making; Computer; Good written and communication; Interpersonal; Flexibility; Planning and Organising.
DUTIES : Render general administration support services; Provide supply chain clerical support services within the Chief Directorate; Provide personnel administration clerical support services; Provide financial administration support service in the Component.
ENQUIRIES : Ms E. Siljeur at Elarna Siljeur@westerncape.gov.za
NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates 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 selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

POST 35/364 : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES REF NO: DSD 91/2026 (X2 POSTS IN ATLANTIS)**

SALARY : Grade 1: R200 691 - Grade 3: R353 016 per annum, (as prescribed by OSD).
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : **Grade 1:** Grade 10 plus completion of the SAW learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker. Competencies: Knowledge and basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Implement appropriate social auxiliary work methods and techniques to address the social needs of client systems; Basic knowledge of financial matters related to social auxiliary work; Uses appropriate resources in service delivery to client systems; Information and

Knowledge Management (Keep precise records and compile accurate reports on social needs and social auxiliary work activities and file them appropriately); Protocol and professional ethics. Skills in the following: Good communication (written and verbal); Proven computer literacy; Organising and planning; Presentation and facilitation; Report writing; Problem solving and analytical; Client orientation and customer focus; Work effectively with social workers and members of multi-sectoral teams in social service delivery.

DUTIES : Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.

ENQUIRIES : Ms U Persens Tel No: (022) 482 3669

NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates 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 selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

WESTERN CAPE MOBILITY DEPARTMENT

CLOSING DATE : 19 October 2026

NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates 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 selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 35/365 : **DEPUTY DIRECTOR: FLEET RISK MANAGEMENT REF NO: WCMD 84/2025R1**

SALARY : R932 292 - R1 098 195 per annum (Level 11), (all-inclusive salary package)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B Degree (equivalent or higher qualification); A minimum of 3 years middle management level experience. A valid code B (or higher) driving license. NB People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Public Finance Management, 1999 (Act 1 of 1999); National Treasury Regulations; Provincial Treasury Instructions; Handbook for Government Motor Transport (Circular 3 of 2019); National Road Traffic Act, 1996 (Act 93 of 1996) and the National Road Traffic Regulations, 2000; National Traffic Information System (NaTIS); Administrative Adjustication of Road Traffic Offences Act, 1998 (Act 46 of 1998) and Regulations, 2008. Skills needed: Proactive action thinking, leadership; problem solving and decision making; Proven computer literacy (Ms Office suite); Planning, organizing, time management skills; Problem solving and decision making; Excellent verbal and written communication skills; Ability to interpret relevant directives and polices.
DUTIES : Manage GMT self-insure risk strategy; Manage crashes, 3rd party claims and recoveries; Manage vehicle related losses and fraud investigations; Manage traffic offence redirections and misuse reporting; Manage the driver database, and review and approve driver sanction requests and cross border letters as fleet proxy; Human resource management; Manage budget for Fleet Risk Management; Prepare input for statutory reporting; It will be advantageous to have the following: Relevant experience in the following: Fleet Management, Risk Management; Legal experience; Budget and financial management; Human Resource management; Supply chain management; Tender compilation; Client services; Mechanical / technical background.
ENQUIRIES : Mr A Janse van Rensburg Tel No: (021) 467 4716
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 35/366 : **CHIEF PROVINCIAL INSPECTOR: TRAFFIC LAW ENFORCEMENT REF NO: WCMD 36/2026**

SALARY : R605 742 - R713 535 per annum (Level 10)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-degree (equal or higher) qualification; A minimum of 3 years' supervisory experience; A minimum of 7 years' working experience in the traffic law enforcement field. A valid (A and EC or higher) driving license. Competencies: Extensive knowledge and understanding of the following: operational functioning of the Directorate Traffic Law Enforcement; National Road Traffic Act, 1996 (Act 93 of 1996); National Road Traffic Amendment Act, 2008 (Act 64 of 2008); Firearms Control Act, 2000 (Act 60 of 2000); Criminal Procedure Act, 1977 (Act 51 of 1977); Firearms Control Regulations, 2004; National Road Traffic Regulations, 2000; the Code of Conduct for the Public Service; Dimensional and Mass Limitations and other Requirements for Abnormal Load Vehicles (TRH 11); Guidelines from the Director of Public Prosecutions; Knowledge and understanding of vehicle inspections; impoundment procedures; Knowledge and understanding of the completion of traffic law enforcement documents; the operational guidelines on traffic law enforcement equipment; the storage and transportation of dangerous goods in accordance with national and international statutory requirements; Knowledge of and working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Knowledge and understanding of information systems that aid in the management of knowledge and information pertaining to the line function; project management; operational management practices; procurement and tendering processes; policy development, and operational management, monitoring and review processes; modern systems of governance and administration; public service procedures, processes and systems; regional and local political, economic and social affairs impacting on the provincial

government of the Western Cape; arrangements governing the South African public sector; Knowledge and understanding of public finance, human resources and discourse management processes; Public Finance Management Act, National Treasury Regulations, Provincial Treasury Instructions, guidelines and other financial policies, prescripts, directives and collective agreements; Province and the activities of sister departments/related functional areas; policies of the government of the day; Labour Relations legislation and regulations; performance management in general.

DUTIES : Manage the implementation of the Operational Law Enforcement Plan; Ensure effective and efficient Leadership; Management of service delivery improvement; Managerial functions.

ENQUIRIES : Ms A Fennie Tel No: (021) 911 2333

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

POST 35/367 : **ASSISTANT DIRECTOR: ACQUISITION AND CONTRACT MANAGEMENT REF NO: WCMD 25/2026**

SALARY : R487 197 - R573 197 per annum (Level 09)

CENTRE : Western Cape Mobility Department, Western Cape Government

REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification); A minimum of 3 years relevant experience in a Supply Chain Management. Competencies: Knowledge of and working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Knowledge and understanding of procurement and tendering processes; Knowledge and understanding of the Broad Based Black Economic Empowerment Act; Knowledge and understanding of Preferential Procurement Policy Framework Act and its associated regulations, practice notes, circulars, etc; Knowledge and understanding of Public Service Ant-corruption Strategy; Knowledge and understanding of Supply Chain Management Guide to Accounting Officers and Authorities; Knowledge and understanding of Public Finance Management Act (PFMA), National Treasury Regulations, Provincial Treasury Instructions, financial delegations and best practice in the Public Service; Knowledge and understanding of relevant delegation frameworks, service level agreements, supplier management, contract management, strategic sourcing, departmental policies and procedures, Government financial systems, etc; Knowledge and understanding of public sector supply chain management models and processes; Knowledge and understanding of strategic sourcing process across broad range of commodities in a Goods and Services environment; Knowledge and understanding of Mobility procurement market; Knowledge and understanding of contract management, including legal aspects in supply chain management and ability to draft heads of terms and input to SLA negotiations; Knowledge and understanding of supply chain management AOS, Delegations. Skills: Numeracy; Literacy; Computer Literacy; Language skills; Project Management; Accounting, Finance and Audit.

DUTIES : Coordinate (synergise), review and execute the bidding process in the Department; Coordinate, review, and compile the list of prospective providers for quotations; Coordinate, review and source quotations from database according to the threshold values determined by National Treasury; Supervise, monitor, analyse and determine actions to ensure proper contract management and administration in the component; Managerial functions.

ENQUIRIES : Ms S Moodley Tel No: (021) 483 8970

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

POST 35/368 : **ASSISTANT DIRECTOR: SUPPORT SERVICES REF NO: WCMD 31/2026**

SALARY : R487 197 - R573 897 per annum (Level 09)

CENTRE : Western Cape Mobility Department, Western Cape Government

REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification). A minimum of 5 years relevant experience. Competencies: Working knowledge in the following: Legislative, Regulatory and Policy Frameworks; legislation, regulatory frameworks, policies and best practices applicable to support services within the public sector; Government Immovable

Asset Management Act (GIAMA) and related accommodation and asset management prescripts, including inputs to the; User Asset Management Plan (UAMP); Occupational Health and Safety; (OHS) legislation, regulations and departmental health and safety frameworks; transport-related prescripts, including policies governing the management and utilisation of government and subsidised vehicles; the Public Finance Management Act (PFMA), National and Provincial Treasury Regulations, and relevant financial policies, directives and instructions applicable to operational support environments; Labour Relations legislation, regulations and collective agreements applicable to the public service; Operational and Management Knowledge. Skills needed: Numeracy; Literacy; Computer literacy (including standard office applications and electronic record-keeping systems); Language and communication skills (verbal and written); Accounting, finance and audit skills (basic budgeting, expenditure monitoring and controls).

DUTIES : Management of Transport Services in the Department; Promotion of Occupational Health and Safety in the Department; Provision of Effective and Efficient Facility Management (Accommodation); Management of Functions in Terms of the Government Immovable Asset Management Act; Managerial functions.

ENQUIRIES : Mr S Moolman Tel No: (021) 483 4564

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

POST 35/369 : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: WCMD 33/2026**

SALARY : R487 197 - R573 897 per annum (Level 09)

CENTRE : Western Cape Mobility Department, Western Cape Government

REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher) in Financial Accounting or related; A minimum of 3 years relevant experience in a financial accounting or similar environment. Competencies: Knowledge of and working experience with the following, legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; information systems that aid in the management of knowledge and information pertaining to the line function; Public Service Act, 1994, as amended; Knowledge and understanding of the Basic Conditions of Employment Act; the BAS system; the LOGIS system; Database Management; Information and Records Management; project management; operational management practices; procurement and tendering processes; policy development, and operational management, monitoring and review processes; modern systems of governance and administration; public service procedures, processes and systems; regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Knowledge and understanding of public finance, human resources and discourse management processes; Public Finance Management Act,1999, National Treasury Regulations, Provincial Treasury Instructions, other financial policies, prescripts, directives and collective agreements; the functioning of the Province of the Western Cape and the activities of sister departments/related functional areas; the policies of the government of the day; Labour Relations legislation and regulations; Knowledge and understanding of performance management in general. Skills: Numeracy; Literacy; Computer Literacy; Language; Project; Management; Accounting; Finance and Audit.

DUTIES : Collection and recording of revenue; Reporting; Clearance of balances in the assets and liabilities accounts; Managerial functions; Financial Management.

ENQUIRIES : Mr R Wiggill Tel No: (021) 483 0600

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

POST 35/370 : **ASSISTANT DIRECTOR: INTERNAL CONTROL (INSPECTIONS) REF NO: WCMD 34/2026**

SALARY : R487 197- R573 897 per annum (Level 09)

CENTRE : Western Cape Mobility Department, Western Cape Government

REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification); A minimum of 3 years relevant experience in an internal control and governance working environment. Competencies: Knowledge and understanding of the following: Public Audit Act, 2004; Public Finance Management Act, 1999, National Treasury Regulations, Provincial Instructions and guidelines (promote the objective of good financial management in order to maximise service delivery through the effective and efficient use of limited resources); Prevention and Combating of Corrupt Activities Act, 2004 (provides for measures to prevent and combat corrupt activities); Public Service Anti-Corruption Strategy and ant-corruption and fraud prevention measures; Protected Disclosure Act, 2000 (promotes disclosure of unethical conduct that could potentially lead to corruption); Government Accounting Standards; (Generally Recognised Accounting Practice (GRAP)); Internal control tools and techniques; Government financial systems; Departmental policies and procedures; Preferential Procurement Policy Framework Act, 2000 and Regulations. Skills in the following: Numeracy; Computer Literacy; Language; Project Management; Accounting, Finance and Audit; Planning; Analytical; Report-writing; Communication; Presentation; Inter-personal; Problem solving; Supervisory.

DUTIES : Ensure proper governance with regard to internal control; Ensure the rendering of assurance services; Ensure the implementation of internal control inspection measures to ensure compliance to financial administration; Managerial functions.

ENQUIRIES : Mr R Wiggill Tel No: (021) 483 0600

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

POST 35/371 : **ASSISTANT DIRECTOR: PROVINCIAL REGULATION ENTITY (EDEN) REF NO: WCMD 43/2026**

SALARY : R487 197 - R573 897 per annum (Level 09)

CENTRE : Western Cape Mobility Department, Western Cape Government

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification). A minimum of 3-years relevant experience at supervisory level. Competencies: Knowledge and working experience in the following: Implement legislation, regulatory frameworks, policies and best practices relevant to the line functions; use information systems that support the management of knowledge and information relating to the line function; manage operational activities and processes; administer the Public Service Act, 1994, as amended (Act No. 103 of 1994); administer the Public Service Regulations, 2016; administer the National Land Transport Act (Act No. 5 of 2009); administer the Road Transportation Act (Act No. 74 of 1977); administer the Western Cape Road Transportation Amendment Law Act (Act No. 8 of 1996); administer the National Land Transport Regulations, 2009; manage financial processes in accordance with the Public Finance Management Act, 1999, National Treasury Regulations, Provincial Treasury Instructions and other applicable financial policies, prescripts, directives and collective agreements; operate and manage the Public Transport Regulation System (PTRS) and LTPS/NTIS; process applications for operating licences; manage the functions, activities, processes and procedures of a Walk-In-Centre; manage financial management, monitoring and reporting procedures, systems and reports of the Directorate; develop, implement, monitor and review policies and operational processes; manage public service procedures, processes and systems; understand Constitutional, legal and institutional arrangements governing the South African public sector; manage public finance, human resources and related administrative processes; understand the functioning of the Province and the activities of sister departments and related functional areas; implement and support the policies of the government of the day; manage Labour Relations legislation and regulations; manage performance management processes; Skills: perform numeracy, literacy and computer-related functions; manage projects; plan and organise activities and resources; draft reports; provide leadership; communicate effectively in writing and verbally; deliver presentations; influence and motivate stakeholders; analyse information and solve problems; Other: build effective interpersonal relationships; resolve conflicts; coach and mentor staff; work effectively under pressure; work irregular hours when required; meet tight deadlines.

DUTIES : Manage the issuing of operating licenses in the region; Manage enquiries and complaints; Liaise with different stakeholders in the industry; Ensure accurate Reporting, Analysis and Record Keeping; Managerial functions.

ENQUIRIES : Ms B Macmahon Tel No: (021) 483 0211

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

POST 35/372 : **ASSISTANT DIRECTOR (WALK-IN-CENTRE: VANGATE) REF NO: WCMD 45/2026**

SALARY : R487 197 - R573 897 per annum (Level 09)

CENTRE : Western Cape Mobility Department, Western Cape Government

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) at NQF 6; A minimum of 5 years' supervisory experience. Competencies: Knowledge of and working experience in: Interpret and implement legislation, regulatory frameworks, policies and best practices relevant to the line functions; use information systems that support the management of knowledge and information relating to the line function; administer the National Land Transport Act (Act No. 5 of 2009); administer the Road Transportation Act (Act No. 74 of 1977); administer the Western Cape Road Transportation Amendment Law Act (Act No. 8 of 1996); implement the National Land Transport Regulations, 2009; manage the functions, activities, processes and procedures of a Walk-In-Centre; process applications for operating licences; manage financial management, monitoring and reporting procedures, systems and reports of the Directorate; perform general office administration and database management; manage financial processes in accordance with the Public Finance Management Act, 1999, National Treasury Regulations, Provincial Treasury Instructions and other applicable financial policies, prescripts, directives and collective agreements; perform numeracy, literacy and computer-related functions; manage projects; plan and organise activities and resources; compile and write reports; provide leadership; communicate effectively in writing and verbally; deliver presentations; influence and motivate stakeholders; analyse information and data; maintain effective interpersonal relationships; resolve conflicts; coach and mentor staff; work effectively under pressure; work irregular hours when required; meet tight deadlines.

DUTIES : Management of the Service Centre; Management of the processing of applications; Attendance of committee and hearings; Managerial functions.

ENQUIRIES : Ms B Macmahon Tel No: (021) 483 0211

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

POST 35/373 : **ASSISTANT DIRECTOR: LOGISTICS AND ASSET MANAGEMENT REF NO: WCMD 49/2026 (X2 POSTS)**

SALARY : R487 197 - R573 897 per annum (Level 09)

CENTRE : Western Cape Mobility Department, Western Cape Government

REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification) in Supply Chain Management or Financial Management; A minimum of 3-years related logistics or asset management experience at supervisory level. A valid (Code B) driving license, or alternative mode of transport for people with disabilities. Competencies: Knowledge and working experience in the following: Interpret and implement legislation, regulatory frameworks, policies and best practices relevant to the line functions; use information systems that support the management of knowledge and information relating to the line function; develop, implement and monitor logistics and asset management-related policies, plans, reports and processes; administer logistics and asset management processes and procedures; develop, implement and maintain a movable asset register; manage financial processes in accordance with the Public Finance Management Act, 1999, National Treasury Regulations, Provincial Treasury Instructions and other applicable financial policies, prescripts, directives and collective agreements; develop, implement, monitor and review policies and operational processes.

DUTIES : Administer and ensure effective and efficient management of movable assets; coordinate the safekeeping and distribution of movable assets and

coordination of disposal of movable assets; administer and ensure effective and efficient management of logistics, consumables and inventory management; asset management and logistics management reporting; and managerial functions.

ENQUIRIES : Ms C Gelderbloem Tel No: (021) 483 2167
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 35/374 : **ASSISTANT DIRECTOR: INTERNAL CONTROL (GOVERNANCE) REF NO: WCMD 52/2026**

SALARY : R487 197 - R573 897 per annum (Level 09)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification); A minimum of 3 years relevant experience in an internal control and governance working environment. Competencies: Knowledge an understanding of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Rendering of proper governance services; External audit processes by AGSA; Rendering of proper assurance services; Policy development and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Policies of the government of the day; Public Finance Management Act, 1999, National Treasury Regulations, Provincial Treasury Instructions, other financial policies, prescripts, directives and collective agreements. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Accounting, Finance and Audit; Finance Management; Conflict Management; Risk Management; Planning; Organising; Monitoring and Evaluation; Decision-making; Problem-solving; Reports Writing; Investigations; Interpretation; Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines.
DUTIES : External Audit Process by AGSA; Ensure proper governance services; Render proper assurance services; Managerial functions.
ENQUIRIES : Mr Riaan Wiggill Tel No: (021) 483 0600
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 35/375 : **STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: WCMD 26/2026**

SALARY : R413 001 - R486 501 per annum (Level 08)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/ B-Degree (equivalent or higher qualification); A minimum of 1-year relevant experience in a Financial Accounting or related working environment. Competencies: Knowledge of the following: Legislative framework governing the Public Service; Departmental accounting services; Public Service financial legislations, procedures and processes, National Treasury Regulations, Provincial Treasury Instructions, Public Finance Management Act (PFMA), 1999, (DORA, PSA, PSR, PPPFA, Financial Manual); Financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics; General information support systems such as PERSAL, LOGIS and BAS; State accountant duties, practices as well as the ability to capture data, operate computer and collecting statistics; Working procedures in terms of the working environment; Project management; Public service procedures, processes and systems; Skills needed: Proven computer literacy; Written and verbal communication; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration; Planning and organising; Problem-solving; Report-writing; record-keeping; interpersonal relations; Flexibility; Teamwork; Accuracy; Aptitude of Figures; Ability to perform routine tasks; Ability to operate office equipment; Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines; Willingness to regularly travel away from office. Knowledge and working experience in the following: legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management

of knowledge and information pertaining to the line function; Public Finance Management Act, 1999, National Treasury Regulations and Provincial Treasury Instructions, other financial policies, prescripts, directives and collective agreements; salary administration and payment system in respect of purchase, payables and transfers; public finance, human resources and discourse management processes; policy development, and operational management, monitoring and review processes; public service procedures, processes and systems; project management; operational management practices; procurement and tendering processes. Skills: Numeracy; Literacy; Computer Literacy; Language; Project Management.

DUTIES : Provide effective and efficient expenditure and payment services; Provide bookkeeping and financial reporting services; Provide Credit control services; Managerial/ Supervisory functions.

ENQUIRIES : Ms A Van Heerden Tel No: (021) 483 8086

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

POST 35/376 : **STATE ACCOUNTANT: FINANCIAL ACCOUNTING (REPORTING) REF NO: WCMD 27/2026**

SALARY : R413 001 - R486 501 per annum (Level 08)

CENTRE : Western Cape Mobility Department, Western Cape Government

REQUIREMENTS : An appropriate 3-year qualification (National Diploma/ B-Degree or higher qualification); A minimum of 1-year relevant experience in a Financial Accounting or related working environment. Competencies: Knowledge of the following: Legislative framework governing the Public Service; Departmental accounting services; Public Service financial legislations, procedures and processes, National Treasury Regulations, Provincial Treasury Instructions, Public Finance Management Act (PFMA), 1999, (DORA, PSA, PSR, PPPFA, Financial Manual); Financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics; General information support systems such as PERSAL, LOGIS and BAS; State accountant duties, practices as well as the ability to capture data, operate computer and collecting statistics; Working procedures in terms of the working environment; Project management; Public service procedures, processes and systems; Skills needed: Proven computer literacy; Written and verbal communication; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration; Planning and organising; Problem-solving; Report-writing; record-keeping; interpersonal relations; Flexibility; Teamwork; Accuracy; Aptitude of Figures; Ability to perform routine tasks; Ability to operate office equipment; Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines; Willingness to regularly travel away from office. Knowledge and working experience in the following: legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Public Finance Management Act, 1999, National Treasury Regulations and Provincial Treasury Instructions, other financial policies, prescripts, directives and collective agreements; salary administration and payment system in respect of purchase, payables and transfers; public finance, human resources and discourse management processes; policy development, and operational management, monitoring and review processes; public service procedures, processes and systems; project management; operational management practices; procurement and tendering processes. Skills: Numeracy; Literacy; Computer Literacy; Language; Project Management.

DUTIES : Preparation of Interim and Annual Financial Statements; Provide financial accounting services; In Year Monitoring (IYM) and Quarterly debt reporting; Managerial/ Supervisory functions.

ENQUIRIES : Ms N Sityana Tel No: (021) 483 6489

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

POST 35/377 : **ADMINISTRATIVE OFFICER: MONITORING AND EVALUATION REF NO: WCMD 41/2026**

SALARY : R413 001 - R486 501 per annum (Level 08)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree in Monitoring and Evaluation, Development Studies, Statistics, Social Sciences, Project Management, Data Analytics, Public Administration or a related field. A minimum of 3 years' experience in monitoring and evaluation, reporting, research, project management, or data verification and analysis. Competencies: Knowledge of the following: Apply M&E legislation, frameworks, guidelines, policies and directives; understand the mobility and transport sector; use information systems that support the management of performance information; manage projects and adhere strictly to deadlines; implement operational management practices; manage modern systems of governance and administration; manage public service reporting procedures, processes and systems; understand regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; manage financial processes in accordance with the Public Finance Management Act, 1999, National Treasury Regulations, Provincial Treasury Instructions and other applicable financial policies, prescripts, directives and collective agreements; support government strategic planning, with specific reference to the provincial growth and development strategy of the Western Cape; understand global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; understand Constitutional, legal and institutional arrangements governing the South African public sector; implement legislation, regulatory frameworks, guidelines, policies and best practices relevant to the line function; coordinate projects; develop and implement policies and operational processes; monitor and review operational performance; manage public finance, human resources and related administrative processes; manage performance management processes; understand the functioning of the Province and the activities of sister departments and related functional areas.
DUTIES : Performance Monitoring & Reporting (i.e. QPR, eQPRS, AR); Future performance planning (i.e. SP, APP, AOP); Assist with Departmental performance evaluations; Operational Administrative Support.
ENQUIRIES : Mr M Pantshwa Tel No: (021) 483 2394
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 35/378 : **STRATEGIC SOURCING SPECIALIST: ACQUISITION AND CONTRACT MANAGEMENT REF NO: WCMD 50/2026**

SALARY : R413 001 - R486 501 per annum (Level 08)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma /B-Degree (equivalent or higher qualification); A minimum of 1 years' experience in a Supply Chain Management or related working environment. Competencies: Knowledge of and working experience in the following: legislation, regulatory frameworks, policies and best practices relevant to the line functions; conduct strategic sourcing and procurement activities and assess market conditions; manage sourcing and vendor relationships; analyse market trends and identify procurement opportunities; manage procurement and tendering processes; implement the Broad-Based Black Economic Empowerment Act; implement the Preferential Procurement Policy Framework Act and associated regulations, practice notes and circulars; implement the Public Service Anti-Corruption Strategy; manage supply chain management processes in accordance with the Supply Chain Management Guide for Accounting Officers and Authorities; implement the Public Finance Management Act, National Treasury Regulations, Provincial Treasury Instructions, financial delegations and public service best practices; manage delegation frameworks, service level agreements, supplier relationships, contracts, strategic sourcing and departmental procurement policies and procedures; use government financial systems; manage public sector supply chain management models and processes; manage strategic sourcing across a broad range of commodities within a goods and services environment; manage the Mobility procurement

market; manage contract management processes, including legal aspects of supply chain management, drafting heads of terms and providing input into SLA negotiations; manage supply chain management delegations and related authorities; perform numeracy and literacy functions; use computer applications effectively; communicate effectively in the required language; manage projects and administrative processes; negotiate with suppliers and stakeholders; build and maintain professional networks; conduct strong analytical assessments; perform legal administration; manage time effectively; plan and organise procurement activities; solve problems; resolve disputes and manage conflict; compile reports; maintain accurate records; exercise sound judgement and decision-making; gather and analyse data and work with figures; use MS Office software for analysis and reporting; use supply chain management systems such as Electronic Procurement Solution (EPS), LOGIS and eTender; work effectively under pressure; work irregular hours when required; meet tight deadlines.

DUTIES : Render an effective and efficient strategic sourcing support service; reporting; analysing; database management; record keeping; research; development and Managerial/Supervisory functions.

ENQUIRIES : Ms S Moodley Tel No: (021) 483 8970

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

POST 35/379 : **ADMINISTRATIVE OFFICER: LAND TRANSPORT DEVELOPMENT REF NO: WCMD 32/2026**

SALARY : R338 106 - R398 277 per annum (Level 07)

CENTRE : Western Cape Mobility Department, Western Cape Government.

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher). A minimum of 1 year relevant administrative support experience. Competencies: Knowledge of and working experience: legislation, regulatory frameworks, policies and best practices relevant to the line functions; manage financial processes in accordance with the Public Finance Management Act, 1999, National Treasury Regulations, Provincial Treasury Instructions and other applicable financial policies, prescripts, directives and collective agreements; manage transport-related regulatory, legislative, policy and framework requirements; use information systems that support the management of knowledge and information relating to the line function; manage projects; implement operational management practices; manage procurement and tendering processes; use relevant software packages and computer programmes; perform general office administration and database management; Skills: numeracy and literacy functions; use computer systems effectively; Other: communicate effectively in the required language; manage projects; conduct data analysis; perform accounting, finance and audit functions; communicate effectively; conduct basic research.

DUTIES : Financial Administration; Administrative and Operational Support Services; Compliance; Governance and Knowledge Management; Procurement; Asset and Resource Management.

ENQUIRIES : Ms L Rautenbach Tel No: (021) 483 6904

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

POST 35/380 : **AUXILIARY OFFICER: LOGISTICS AND ASSET MANAGEMENT REF NO: WCMD 35/2026**

SALARY : R338 106 - R398 277 per annum (Level 07)

CENTRE : Western Cape Mobility Department, Western Cape Government.

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in Supply Chain Management or Finance. A minimum of 1-year relevant experience in Supply Chain Management or Finance. Competencies: Knowledge of and working experience with the following: legislation, regulatory frameworks, policies and best practices relevant to the line functions; use information systems that support the management of knowledge and information relating to the line function; perform logistics and asset management or financial administration functions; capture asset management data and maintain accurate statistics; operate relevant computer

systems and applications; perform duties relating to asset management administration and practices; understand the legislative framework governing the Public Service; perform work procedures applicable to the working environment; manage financial processes in accordance with the Public Finance Management Act, National Treasury Regulations, Provincial Treasury Instructions and other applicable financial policies, prescripts, directives and collective agreements; operate basic government systems such as PERSAL, BAS and LOGIS; manage projects; perform operational management functions; Skills: numeracy and literacy functions; use computer systems effectively; communicate in the required language; manage projects; perform accounting, finance and audit functions; conduct economic, financial and statistical analysis; perform legal administration; Other: plan and organise work activities; provide effective customer care; compile reports; solve problems; communicate effectively in writing and verbally; demonstrate creative thinking; make sound decisions; work effectively under pressure; work irregular hours when required; meet tight deadlines.

DUTIES : Administer logistics requisitions; Administer Logistics Purchases; Administer Logistics Payments; Perform Office Administration; render supervisory functions.

ENQUIRIES : Ms N Dyantyi Tel No: (021) 483 4529

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

POST 35/381 : **ADMINISTRATIVE OFFICER: OPERATING LICENCE AND PERMITS (PROCESSING) REF NO: WCMD 38/2026 (VARIOUS POSTS AVAILABLE)**

SALARY : R338 106 - R398 277 per annum (Level 07)

CENTRE : Western Cape Mobility Department, Western Cape Government

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); A minimum of 1-year administrative support experience. Competencies: Knowledge and understanding of the following: National Land Transport Act (Act No.5 of 2009); applications for operating licenses.; preparation of cases for the cancellation of operating licenses; how to notify operators of renewals; publication of operating license applications in the Government gazette; administration and database management; general support systems; Record Management/Administration; Knowledge of administrative procedures and processes. Skills: Numeracy; Literacy; Computer Literacy; Language; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration. Other: Reporting; Problem-solving; Communication; Planning; Organising; Research; Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines.

DUTIES : Render support with the processing of Operating License Applications; Perform Communication duties; Coordinate attendance of Committee hearings; Render effective utilisation of the PTRS System; Render supervisory functions.

ENQUIRIES : Mr J Abrahams Tel No: (021) 483 0240

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

POST 35/382 : **ADMINISTRATIVE OFFICER: QUALITY MANAGEMENT AND EVALUATION REF NO: WCMD 39/2026**

SALARY : R338 106 - R398 277 per annum (Level 07)

CENTRE : Western Cape Mobility Department, Western Cape Government.

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification). A minimum of 1–year relevant administrative support experience. Competencies: Knowledge of and working experience of the following: Legislation, regulatory frameworks, policies and best practices relevant to the line function; information systems that support the management of knowledge and information relating to the line function; administrative procedures and processes; project management functions; project coordination and project-related analytics; designing and implementing data collection tools; collecting and analysing data; ensuring data quality and managing data and related information; monitoring and evaluation tools; data verification and analysis; creating dashboards and developing monitoring and

evaluation tools; data management and data integrity; information and records management/administration; operational management practices; procurement and tendering processes. Skills: numeracy; literacy; computer literacy; language proficiency; project management; legal administration. Others: communication; research; analytical skills; organising; planning; time management; problem-solving; record keeping and minute taking; ability to work under pressure; willingness to work irregular hours and meet tight deadlines; ability to draft submissions, memoranda, reports, plans and letters; well-developed ability to build credibility, trust and cooperation through interpersonal interactions; no criminal record.

DUTIES : Render support with the development and maintenance of training policies and processes as part of the External Governance of the Quality Management System; Render support with the monitoring of all quality assurance (administrative aspects) to ensure compliance with all other relevant policies and procedures as part of the Internal Governance process; Render support with the monitoring to ensure compliance and relevance of Service Level Agreements (SLA's); Render line administrative support services to the Sub-Directorate; Research and development.

ENQUIRIES : Mr HP Arendse Tel No: (021) 983 1526

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

POST 35/383 : **ADMINISTRATIVE OFFICER: PROCESSING REF NO: WCMD 40/2026**

SALARY : R338 106 - R398 277 per annum (Level 07)

CENTRE : Western Cape Mobility Department, Western Cape Government

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); A minimum of 1-year administrative support experience. Competencies: Knowledge in the following: National Land Transport Act (Act No. 5 of 2009); processing applications for operating licences; preparing cases for the cancellation of operating licences; notifying operators of operating licence renewals; publishing operating licence applications in the Government Gazette; general office administration and database management; general support systems; information and records management/administration; administrative procedures and processes; Skills: numeracy; literacy; computer literacy; language proficiency; project management; accounting, finance and audit; economic, financial and statistical analysis; legal administration; Other: reporting; problem-solving; communication; planning; organising; research; ability to work under pressure; willingness to work irregular hours and meet tight deadlines.

DUTIES : Render support with the processing of operating license applications; Perform communication duties; Coordinate attendance of committee hearings; Render effective utilisation of the PTRS System; Render supervisory functions.

ENQUIRIES : Mr HMF Kirkwood Tel No: (021) 483 0228

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

POST 35/384 : **ADMINISTRATIVE OFFICER: TRANSPORT POLICIES AND STRATEGIES REF NO: WCMD 42/2026**

SALARY : R338 106 - R398 277 per annum (Level 07)

CENTRE : Western Cape Mobility Department, Western Cape Government.

REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1-year administrative support experience. Competencies: Knowledge of the following: legislation, regulatory frameworks, policies and best practices relevant to the line functions; use information systems that support the management of knowledge and information relating to the line function; administer relevant legislation relating to Public Transport and Public Service administration; support the implementation of Public Service, Provincial and Departmental strategies, policies, prescripts and other documents addressing Public Transport Development; support the implementation of the Provincial Growth and Development Strategy; support the implementation of the Provincial Land Transport Framework; use relevant software packages and computer programmes; perform basic human capital administration; perform basic financial administration; perform general office

administration and database management; use general support systems; manage information and records; perform administrative procedures and processes; coordinate projects; manage operational activities; manage procurement and tendering processes; support policy development and operational management, monitoring and review processes; support modern systems of governance and administration; manage public service procedures, processes and systems; understand regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; understand Constitutional, legal and institutional arrangements governing the South African public sector; manage public finance, human resources and related administrative processes; implement the Public Finance Management Act, 1999, National Treasury Regulations, Provincial Treasury Instructions and other applicable financial policies, prescripts, directives and collective agreements; understand the functioning of the Province and the activities of sister departments and related functional areas; understand and support the policies of the government of the day; manage Labour Relations legislation and regulations; support performance management processes.

DUTIES : Render line administrative support services to the Transversal Transport Forum; Co-ordinate administrative management control activities; Provide support to meetings, planning sessions and workshops; Manage Programme/Project-related resources; Research and development.

ENQUIRIES : Ms S Kleinhans Tel No: (021) 483 8545

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

POST 35/385 : **CUSTOMER RELATIONS OFFICER (2 POSTS AVAILABLE): WALK-IN CENTRE: VANGATE REF NO: WCMD 46/2026**

SALARY : R338 106 - R398 277 per annum (Level 07)

CENTRE : Western Cape Mobility Department, Western Cape Government.

REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (or higher qualification); A minimum of 1-year relevant administrative support experience. Competencies: Knowledge of and working experience in the following: Interpret and implement legislation, regulatory frameworks, policies and best practices relevant to the line functions; use information systems that support the management of knowledge and information relating to the line function; administer the National Land Transport Act (Act No. 5 of 2009); the National Land Amendment Transport Act (Act No 23 of 2023) and the regulations associated with both Acts. Administer the Road Transportation Act (Act No. 74 of 1977); administer the Western Cape Road Transportation Amendment Law Act (Act No. 8 of 1996); administer the National Land Transport Regulations, 2009; manage the functions, activities, processes and procedures of a Walk-In-Centre; process applications for operating licences; manage financial management, monitoring and reporting procedures, systems and reports of the Directorate; perform general office administration and database management; manage financial processes in accordance with the Public Finance Management Act, 1999, National Treasury Regulations, Provincial Treasury Instructions and other applicable financial policies, prescripts, directives and collective agreements; Skills: perform numeracy and literacy functions; use computer applications and systems effectively; communicate effectively in the required language; manage projects; perform accounting, finance and audit functions; conduct economic, financial and statistical analysis; perform legal administration; Other: prepare reports; solve problems; communicate effectively; plan and organise activities and resources; conduct research; work effectively under pressure; work irregular hours when required; meet tight deadlines.

DUTIES : Render assistance with the handling of enquiries; Client Service and Application Administration; Business Process Improvement and Operational Support; Render administrative support services

ENQUIRIES : Mr D De Klerk Tel No: (021) 483 0249

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

POST 35/386 : **ROAD SAFETY OFFICER: WEST COAST REF NO: WCMD 47/2026**

SALARY : R338 106 - R398 277 per annum (Level 07)
CENTRE : Western Cape Mobility Department, Western Cape Government.
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in Education, Communication, Public Relations, Project Management and Social Science; A minimum of 1-year relevant experience; A valid code B driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of and working experience with: Implement legislation, regulatory frameworks, policies and best practices relevant to the line functions; use information systems that support the management of knowledge and information relating to the line function; provide traffic safety education; plan and execute road safety interventions; create awareness and inform road users about traffic safety projects and road safety issues; market heavy-duty driver training assistance; monitor services rendered by driver training schools; conduct strategy planning; manage projects; implement strategic thinking processes; manage performance management processes; use general support systems; manage operational activities; manage procurement and tendering processes; develop, implement, monitor and review policies and operational processes; manage modern systems of governance and administration; manage public service procedures, processes and systems; assess regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; understand Constitutional, legal and institutional arrangements governing the South African public sector; manage public finance, human resources and related administrative processes; implement the Public Finance Management Act, 1999, National Treasury Regulations, Provincial Treasury Instructions and other applicable financial policies, prescripts, directives and collective agreements; understand the functioning of the Province and the activities of sister departments and related functional areas; implement and support the policies of the government of the day; manage Labour Relations legislation and regulations; manage performance management processes; perform numeracy, literacy and computer-related functions; communicate effectively in the required language; Skills: manage projects; Other: communicate effectively; plan and organise activities and resources; solve problems; compile and write reports; work effectively under pressure; work irregular hours when required; meet tight deadlines; travel regularly away from the office when required.om office.
DUTIES : Render support with the planning and execution of road safety interventions in the Metro North Region; Render support with the hosting of road safety interventions in the Metro North Region and provide feedback and solutions to improve service delivery; Accounting for progress and performance; Resource and Equipment Management
ENQUIRIES : Mr P Zitshu Tel No: (021) 483 5554
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 35/387 : **ROAD SAFETY OFFICER: EDEN REF NO: WCMD 48/2026**

SALARY : R338 106 - R398 277 per annum (Level 07)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in Education, Communication, Public Relations, Project Management and Social Science; A minimum of 1-year relevant experience; A valid code B driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of and working experience with: Implement legislation, regulatory frameworks, policies and best practices relevant to the line functions; use information systems that support the management of knowledge and information relating to the line function; provide traffic safety education; plan and execute road safety interventions; create awareness and inform road users about traffic safety projects and road safety issues; conduct strategy planning; manage projects; implement strategic thinking processes; manage performance management processes; use general support systems; manage operational activities; manage procurement and tendering processes;

develop, implement, monitor and review policies and operational processes; manage modern systems of governance and administration; manage public service procedures, processes and systems; assess regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; understand Constitutional, legal and institutional arrangements governing the South African public sector; manage public finance, human resources and related administrative processes; implement the Public Finance Management Act, 1999, National Treasury Regulations, Provincial Treasury Instructions and other applicable financial policies, prescripts, directives and collective agreements; understand the functioning of the Province and the activities of sister departments and related functional areas; implement and support the policies of the government of the day; manage Labour Relations legislation and regulations; manage performance management processes; perform numeracy, literacy and computer-related functions; communicate effectively in the required language; Skills: manage projects; Other: communicate effectively; plan and organise activities and resources; solve problems; compile and write reports; work effectively under pressure; work irregular hours when required; meet tight deadlines; travel regularly away from the office when required.om office.

DUTIES : Render support with the planning and execution of road safety interventions in the Region; Render support with the hosting of road safety interventions in the Eden Region and provide feedback and solutions to improve service delivery; Accounting for progress and performance; Resource and Equipment Management.

ENQUIRIES : Ms N Luwaca Tel No: (021) 483 9519

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

POST 35/388 : **ADMINISTRATIVE OFFICER REF NO: WCMD 103/2025 R1 (X2 POSTS)**

SALARY : R338 106 - R398 277 per annum (Level 07)

CENTRE : Western Cape Mobility Department, Western Cape Government

REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); a minimum of 3 years of relevant experience; and a valid code B (or higher) driving license; Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: Transport related regulatory, policies and frameworks; Public Finance Management Act (PFMA), 1999 ,National Treasury Regulations, Provincial Treasury Instructions, other financial policies, prescripts, directives and collective agreements; Project management; Operational management practices; Procurement and tendering processes; Public service procedures, processes and systems; Relevant software packages and sound application of relevant computer programmes; General office administration and database management; General support systems; Information and Record Management/Administration. Skills needed: Numeracy, Literacy, Computer Literacy; Written and verbal communication; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration; Basic Research; Analytical; Organising; Planning; Time Management; Problem-solving.

DUTIES : Provide high-level administrative support in the oversight and implementation of Land Transport Services; render high-level administrative support services; Remains up to date with legislation, prescripts, policies, procedures and processes applicable to the work terrain; Render financial support services; Render research support services; supervisory functions.

ENQUIRIES : Mr BB Ngcebetsha Tel No: (021) 483 7844

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

POST 35/389 : **ADMINISTRATION CLERK: OFFICE OF THE HOD REF NO: WCMD 24/2026**

SALARY : R237 453 - R279 708 per annum (Level 05)

CENTRE : Western Cape Mobility Department, Western Cape Government.

REQUIREMENTS : Grade 12 (Senior certificate or equivalent qualification). Competencies: Knowledge of the following: Clerical duties, practices as well as the ability to capture data, operate computer and collect statistics; Understanding of the

		legislative framework governing the Public Service; Working procedures in terms of the working environment; insight of the Public Service financial legislations, processes and procedures, National Treasury Regulations and Provincial Treasury Instructions. Skills in the following: Computer, Planning and Organising, Language, Good Verbal and Written Communication, Customer Care, Reporting, Problem-solving, Creative Thinking, Decision Making, Inter-personal, Willingness to work irregular hours and meet tight deadlines, Ability to work under pressure.
DUTIES	:	Render general clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration clerical support services within the component; Provide financial administration support services in the component.
ENQUIRIES	:	Ms L Theron Tel No: (021) 483 948
APPLICATIONS	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
POST 35/390	:	**ADMINISTRATION CLERK: SUPPORT SERVICES REF NO: WCMD 28/2026**
SALARY	:	R237 453 - R279 708 per annum (Level 05)
CENTRE	:	Western Cape Mobility Department, Western Cape Government.
REQUIREMENTS	:	Grade 12 (Senior Certificate or equivalent qualification). Competencies: Knowledge of following: Clerical duties, practices as well as the ability to capture data, operate computer and collect statistics; Understanding of the legislative framework governing the Public Service; Understanding of the Occupational Health and Safety Act, 1993; Working procedures in terms of the work environment. Skills in the following: Computer; Planning and Organising; Language; Good Verbal and Written Communication; Meeting Procedures and Minute Taking; Job Knowledge; Interpersonal Relations; Flexibility; Teamwork; Willingness to work irregular hours and meet tight deadlines; Ability to perform routine tasks Ability to operate office equipment; Ability to work under pressure.
DUTIES	:	Render general clerical support services within the OHAS component; Provide supply chain clerical support services within the OHAS component; Provide personnel administration clerical support services within the OHAS component; Provide financial administration support services in the OHAS component.
ENQUIRIES	:	Mr. F du Plessis Tel No: (021) 483 3968
APPLICATIONS	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
POST 35/391	:	**ACCOUNTING CLERK: FINANCIAL ACCOUNTING (PAYMENTS) REF NO: WCMD 29/2026**
SALARY	:	R237 453 - R279 708 per annum (Level 05)
CENTRE	:	Western Cape Mobility Department, Western Cape Government.
REQUIREMENTS	:	Grade 12 (Senior certificate or equivalent qualification). Competencies: Knowledge of the following: Financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics; understanding of the Public Service financial legislations, procedures and processes, National Treasury Regulations, Provincial Treasury Instructions, Public Finance Management Act (PFMA), 1999, (PFMA, Division of Revenue Act (DORA), Public Service Act (PSA), Public Service Regulations (PSR's), Prefencial Procurement Policy Framework (PPPFA), Financial Manual); Financial operating systems, Personnel and Salary System (PERSAL), Basic Accounting System (BAS), Logical Information System (LOGIS); Understanding of the legislative framework governing the Public Service; Working procedures in terms of the work environment. Skills in the following: Computer; Planning and Organising; Language; Good Verbal and Written Communication; Basic Numeracy; Reporting; Job Knowledge; Interpersonal Relations; Flexibility; Teamwork; Accuracy; Aptitude of Figures; Willingness to work irregular hours and meet tight deadlines; Ability to perform routine tasks; Ability to operate office equipment; Ability to work under pressure.
DUTIES	:	Render Financial Accounting support services; Provide payment office clerical support services within the component; Render support with reporting responsibilities; Provide financial administration support services in the component.

ENQUIRIES	:	Mr S Soko Tel No: (021) 483 5015
APPLICATIONS	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
POST 35/392	:	**REGISTRY CLERK: SUPPORT SERVICES REF NO: WCMD 30/2026**
SALARY	:	R237 453 - R279 708 per annum (Level 05)
CENTRE	:	Western Cape Mobility Department, Western Cape Government.
REQUIREMENTS	:	Grade 12 (Senior Certificate or equivalent qualification). Competencies: Knowledge of following: Registry duties, practices as well as the ability to capture data, and operate computer; Understanding of the legislative framework governing the Public Service; Storage and retrieval procedures in terms of the working environment; Work in registry; Working procedures in terms of the work environment. Skills in the following: Computer; Planning and Organising; Language; Good Verbal and Written Communication; Job Knowledge; Interpersonal Relations; Flexibility; Teamwork; Willingness to work irregular hours and meet tight deadlines; Ability to perform routine tasks; Ability to operate office equipment; Ability to work under pressure.
DUTIES	:	Provide registry counter services; Handle incoming and outgoing correspondence; Render an effective filing and record management service; Operate office machines in relation to the registry function; Process documents for archiving and/ disposal.
ENQUIRIES	:	Ms. C Mentoor Tel No: (021) 4832579
APPLICATIONS	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
POST 35/393	:	**DRIVER: GENERAL ADMINISTRATION (BRACKENFELL) REF NO: WCMD 37/2026**
SALARY	:	R144 024 - R169 656 per annum (Level 02)
CENTRE	:	Department of Western Cape Mobility Department, Western Cape Government.
REQUIREMENTS	:	Grade 10 qualification or A minimum of 7 months relevant experience; A Valid code B (or higher) driving license. Competencies: Knowledge of the following: Procedure to operate the vehicle e.g. procedures to obtain trip authorities complete the logbooks of the motor vehicle, to obtain consumables (e.g. petrol) and obtain basic services (e.g. fixing a flat tyre); Prescripts for the correct utilisation of the motor vehicle, how and for what purposes the motor vehicle can be utilised, what is the requirements for the storage of the vehicle; Procedures to ensure that the motor vehicle is maintained properly; Must be physically fit and able to move heavy equipment (responsible for the loading and off-loading of goods and motorcycles; Responsible for the safe movement of goods and knowledge on how to safely secure motorcycles when being transported. Skills in the following: Computer Literacy; Language; Planning and Organisation; Good Verbal and Written Communication; Customer Care; Creative Thinking; Must be physically fit and able to move heavy equipment; Willingness to work irregular hours and meet tight deadlines.
DUTIES	:	Provide a transport service for staff and students at the Gene Louw Traffic College; Provide a messenger service within the Directorate; Render support to the Transport Officer with the maintenance and cleaning of official vehicles in the Directorate; Ad hoc tasks.
ENQUIRIES	:	Mr. J Baugaard Tel No: (021) 983 1523
APPLICATIONS	:	To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or 2.Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974, Or Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
NOTE	:	To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form Applications not submitted on or

before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.