



**the dpsa**

Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

## **PUBLIC SERVICE VACANCY CIRCULAR**

**PUBLICATION NO 37 OF 2025  
DATE ISSUED 10 OCTOBER 2025**

### **1. Introduction**

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

### **2. Directions to candidates**

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

### **3. Directions to departments**

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

### **4 SMS pre-entry certificate**

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

### **AMENDMENT**

**NATIONAL DEPARTMENT OF CORRECTIONAL SERVICES:** Kindly take note that the department has withdrawn the following advertised posts, as it appears in Circular 35 of the PSVC dated 26 September 2025, with a closing date of 14 October 2025. The details are as follows: Deputy Director: Performance Monitoring and Reporting: Ref HO 2025/09/14; Deputy Director: Correctional Centres (NCB4): Ref HO 2025/09/96; Assistant Manager Nursing: Communicable Diseases: Ref HO 2025/09/22; Administration Officer: Course Administration: Ref HO 2025/09/77; Deputy Director: Programme Targeting Behaviour: Ref HO 2025/09/97; ASD: Monitoring and Intervention: Ref HO 2025/09/98; Senior Administration Officer: Functional Training: Ref HO 2025/09/52; Senior Correctional Policy Administrator: Pre- Release Preparation (NCB 2): Ref: HO 2025/09/104; Assistant Manager: Nursing: Maternal / Child and Youth Health: Ref: HO 2025/09/29; Deputy Director: Academic Support Ref: HO 2025/09/06; Administration Officer: Logistics and Stores: Ref: HO 2025/09/80; Deputy Director:

Security Evaluation (NCB4): Ref: HO 2025/09/92; Deputy Director: Case Management (NCB4): Ref: HO 2025/09/95; Assistant Director: Monitoring Services (NCB3): Ref: HO 2025/09/101;

**THE DEPARTMENT OF MINERAL AND PETROLEUM RESOURCES.** Kindly amend the center of the following post: Registry Clerk (REF NO: 047) to North West- Region: Rustenburg, as advertised in the Public Service Vacancy Circular No 36 with the closing date of 17 October 2025.

**THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE:** kindly note that the post of Director: Finance, Ref No: 2025/123, in the Department of Public Works and Infrastructure as advertised on 03 October 2025 with the closing date of 17 October 2025 was erroneously advertised with incorrect Centre: Head Office, the correct Centre is Durban Regional Office.

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**CIVILIAN SECRETARIAT FOR POLICE SERVICE**

*The Civilian Secretariat for Police Service calls on all independent suitably qualified and experienced professional to serve as member of the Audit and Risk Committee.*

- APPLICATIONS** : A comprehensive Curriculum Vitae should be forwarded to Private Bag X922 Pretoria 0001 or hand delivered or couriered to 258 Lilian Ngoyi Street, Pretorius Street, Fedsure Building 2nd floor, Pretoria at the Reception Desk. Applications can also be emailed to: [Recruitment42@csp.gov.za](mailto:Recruitment42@csp.gov.za).
- CLOSING DATE** : 24 October 2025, NB: Please ensure that your application reaches this office before 17h00 on week-days.
- NOTE** : Preference will be given to applicants who are citizens of the Republic of South Africa and residents within the Gauteng Province.

**OTHER POST**

- POST 37/01** : **AUDIT AND RISK COMMITTEE MEMBER REF NO: CSP/13/2025 (1 POST)**
- SALARY** : Audit and Risk Committee members shall be appointed as independent contractors and not as employees of the Civilian Secretariat for Police Service. Appointment will be for a three-year term and remuneration shall be in accordance with National Treasury Regulations 3.1.6, read with 20.2.3. Members will be remunerated for preparations and attendance of meetings.
- CENTRE REQUIREMENTS** : Pretoria
- Applicants must be in possession of a graduate qualification in the field of either Law, Accounting, Finance, Internal Auditing, or Risk Management. Applicants must have a sound experience in Internal and External Auditing, Governance and Risk Management, Strategy Development, implementation and Monitoring, and Legal. A proven record of service or membership of the following Committees: Audit Committee, Risk Management Committee, Ethics Committee and/or any Governance Body. Attributes and skills: Independence, integrity, objectivity, reliability, sound knowledge of Public Sector environment, knowledge of governance and risk management principles and control processes. Good communication skills, strong leadership skills, knowledge of Public Administration Industry. Independence from all operations of the Civilian Secretariat for Police Service. Preference will be given to applicants in possession of a graduate qualification in the field of Law, CA (SA), CIA and MBA. Drivers License. Applicants should not be serving in no more than three (3) Committees. Preference will be given to Female candidates and/or previously disadvantaged persons.
- DUTIES** : The Committee regulates and discharges its responsibilities in accordance with the provisions of the PFMA, Treasury Regulations and the approved Audit & Risk Committee Charter.
- ENQUIRIES** : Mr BK Shiphamele Tel: 012 4931 386
- APPLICATIONS** : Applications can also be emailed to: [Recruitment42@csp.gov.za](mailto:Recruitment42@csp.gov.za)

## DEPARTMENT OF DEFENCE

- CLOSING DATE** : 24 October 2025 at 16:00 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : 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 web site 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. The shortlisted candidates will be subjected to two (2) pre-entry assessments (practical and ethical exercise) which will determine the candidate's suitability. 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 POSTS

- POST 37/02** : **ASSISTANT DIRECTOR (INTERNAL SUPPORT): REF NO: DPSP/25/33/25**
- SALARY** : R582 444 – R686 091 per annum (Level 10)
- CENTRE** : Armscor Building, Erasmuskloof, Pretoria
- REQUIREMENTS** : Grade 12 (NQF Level 4) or equivalent with a recognised Bachelor's Degree/Advanced Diploma (NQF level 7) in Public Administration/Management or relevant qualification. A minimum of three (3) years' experience at supervisory level. Special requirements (skills needed): Knowledge of Public Service Act, Public Service Regulations and relevant prescripts. Departmental policies and procedures. Batho Pele principles. Minimum Information Security Standards. PFMA, Treasury regulations, Employment Service Act, Skills development. General Management, Project Management, Financial Management and must have intermediate Knowledge in Planning. Competencies/skills: Communication skills (Verbal and written communication), Leadership, Problem-solving and decision making. Conflict Management, Facilitation, Analytical, Innovative, Sound organising and planning skills, Advance Computer Skills (applications such as MS Word, Excel, PowerPoint and Outlook. Personal attributes: Ability to work individually and in a team, Ability to collaborate effectively and communicate with stakeholders at various levels, ability to work under pressure, Proactive approach to meeting deadlines and delivering results with limited supervision, Good interpersonal relations, service oriented and Integrity, creative and Innovative, Professionalism, reliability. Flexibility. Teamwork and ethical.
- DUTIES** : Successful candidate will be responsible to provide a professional corporate administrative support services within the establishment of Defence Policy,

		Strategy and Planning Division and perform the following key functions: Manage processes for the development of divisional planning. Provide advice on the compliance with human resource prescripts. Provide recruitment, Performance Management Development System (PMDS) and Employee Health and Wellness (EHW) support. Provide financial support in conjunction with prescripts custodian. Provide records and resource management.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms Z. Slabbert or Mr N.C. Sendall Tel: (012) 335 5634/5210
	:	Department of Defence, Defence Policy, Strategy and Planning Division, Private Bag X161 Pretoria, 0001, may hand delivered to, Department of Defence, Armscor Building, cnr of Nossob- and Boeing Street, Erasmuskloof, Pretoria, 0001 or email to <a href="mailto:Phumelele.Gabuza@dod.mil.za">Phumelele.Gabuza@dod.mil.za</a>
<b><u>POST 37/03</u></b>	:	<b><u>LEGAL ADMINISTRATION OFFICER: POLICY &amp; GENERAL LEGAL SUPPORT REF NO: DLSD/29/37/25/01</u></b>
<b><u>SALARY</u></b>	:	R324 579 – R1 111 323 per annum (MR3-MR5). Salary will be in accordance with the Occupational Specific Dispensation Determination. Shortlisted candidates will be required to submit a Service Certificate for determination of their experience.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Directorate Legal Services Division, Erasmuskloof, Pretoria.
	:	Grade 12 and an LLB Degree. (MR3 - LLB Degree plus a minimum of 2 years post qualification experience in legal profession. MR4 - LLB Degree plus a minimum of 8 years post qualification experience in legal profession. MR5 - LLB Degree plus a minimum of 14 years post qualification experience in legal profession). Admission as an Attorney or Advocate is recommended. Special requirements (skills needed) Knowledge of the Constitution, Defence Act, Criminal Law, Criminal Procedure, Law of Evidence and Administrative Law is required. Skills on Interpretation of Statutes and knowledge of litigation and litigation processes is required. In addition, general knowledge of law, negotiation skills, presentation skills, management skills, good communication skills (written and verbal), computer literacy, research skills and ability to conduct legal research using legal research programs.
<b><u>DUTIES</u></b>	:	Provide legal advice and support regarding the formulation of Departmental policies, to ensure the alignment of DoD policies with national legislation and/or with other prescripts. Facilitate the resolution of legal disputes regarding the interpretation or implementation of DoD policies. Provide sound legal advice/opinion on policy issues. Provide legal support with regard to formulation of policies, DODIs, DODDs and JDPs. Ensure alignment of DoD policies with national legislation and other prescripts. Facilitate resolution of legal disputes with regard to the interpretation or implementation of contracts. Assist with the facilitation of the PAIA, as well as POPIA process within the DoD. Facilitate and manage litigation. This includes civil claims instituted against, or by the DoD. This inter alia includes the handling of letters of demand, summonses and notices of motion. Liaise with the State Attorney on the proposed handling and management of DoD litigation matters, including drafting of instructions to the State Attorney. Liaise with internal DoD stakeholders on litigation matters. Attend consultations with the State Attorney and/or Counsel. Draft submissions in the management of litigation, this includes drafting submissions to the Head of Department. Ensure sound litigation administration including the compiling of monthly litigation reports/statistics. Facilitate requests for legal representation by the State from DoD officials.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Col E.O. Mothupi Tel: (012) 355 5383 and Lt Col A. Everitt, Tel: (012) 355 5334
	:	Department of Defence, Directorate Legal Services Division, Private Bag X161, Pretoria, 0001 or may be hand delivered at Armscor Building, Corner Nossob and Boeing street, Erasmuskloof, Pretoria 0001 or emailed to <a href="mailto:Mafemo.Majutla@dod.mil.za">Mafemo.Majutla@dod.mil.za</a>
<b><u>POST 37/04</u></b>	:	<b><u>LEGAL ADMINISTRATION OFFICER: HUMAN RESOURCE LEGAL SUPPORT REF NO: DLSD/29/37/25/02</u></b>
<b><u>SALARY</u></b>	:	R324 579 – R1 111 323 per annum (MR3-MR5). Salary will be in accordance with the Occupational Specific Dispensation Determination. Shortlisted candidates will be required to submit a Service Certificate for determination of their experience.
<b><u>CENTRE</u></b>	:	Directorate Legal Services Division, Erasmuskloof, Pretoria.

**REQUIREMENTS**

: Grade 12 and an LLB Degree. (MR3 - LLB Degree plus a minimum of 2 years post qualification experience in legal profession. MR4 -LLB Degree plus a minimum of 8 years post qualification experience in legal profession. MR5 - LLB Degree plus a minimum of 14 years post qualification experience in legal profession). Admission as an Attorney or Advocate is recommended. Special requirements (skills needed): Extensive labour law background. Labour/Industrial relations background. MLP or other relevant experience for at least 3 years. Experience of handling of labour disputes and litigation. Background if industrial relations. Public service and military. Knowledge of Legal writing and drafting. The ability to conduct legal research using legal research programs. Computer literacy-, Research, analytical, presentation, problem solving, negotiation, people management, research, interpersonal relation, and Communication skills (verbal and written). Strategic thinking ability.

**DUTIES**

: Provide specialist HR Legal advice. Represent and or facilitate representation of the Department in PSCBC, GPSSBC, CCMA, MBC and MBA matters. Instruct, liaise and assist the Office of the State Attorney in labour litigation where the DOD is involved. To develop and maintain an effective and efficient system of liaising with relevant internal and external role players to ensure effective HR Legal advice. Draft, review and provide written legal advice on DOD related MOUs and other international legal documents, which entails conducting written legal opinions on the legality of MOU, provide negotiation support to DOD when required. Facilitate and manage litigation. This includes civil claims instituted against, or by the DoD. This inter alia includes the handling of letters of demand, summonses and notices of motion. Liaise with the State Attorney on the proposed handling and management of DoD litigation matters, including drafting of instructions to the State Attorney. Liaise with internal DoD stakeholders on litigation matters. Attend consultations with the State Attorney and/or Counsel. Draft submissions in the management of litigation, this includes drafting submissions to the Head of Department. Ensure sound litigation administration including the compiling of monthly litigation reports/statistics. Facilitate requests for legal representation by the State from DoD officials.

**ENQUIRIES  
APPLICATIONS**

: Col E.O. Mothupi Tel: (012) 355 5383 and Lt Col A. Everitt, Tel: (012) 355 5334  
: Department of Defence, Directorate Legal Services Division, Private Bag X161, Pretoria,0001 or may be hand delivered at Armscor Building, Corner Nossob and Boeing street, Erasmuskloof, Pretoria 0001 or emailed to [Mafemo.Majutla@dod.mil.za](mailto:Mafemo.Majutla@dod.mil.za)

## DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT

*The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer.*

- APPLICATIONS** : **Pretoria:** May be forwarded to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria, marked for the attention: Human Resources Management.  
**Cape Town, Northern Cape, Western Cape Eastern Cape, Free State, Mpumalanga and Limpopo:** Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, The Director: Integrated Human Resource Management, Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street, Cape Town or can be emailed to the respective email address quoting the reference number on the subject email.  
**KZN:** Must be hand-delivered to 185 Langalibalele Street, Old Mutual Building, Pietermaritzburg, 3200
- CLOSING DATE** : 03 November 2025
- NOTE** : Application must be submitted on a 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; Creditworthiness; 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 candidates shortlisted for the posts will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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.



## **MANAGEMENT ECHELON**

**POST 37/05** : **DIRECTOR: DEMAND MANAGEMENT SERVICES (REF NO: CFO13/2025)**

**SALARY** : R1 266 714 per annum (all-inclusive salary package)

**CENTRE** : Pretoria

**REQUIREMENTS** : An undergraduate qualification in Supply Chain Management or Logistic Management or relevant qualification on (NQF 7) within the related field as recognized by SAQA. A postgraduate academic qualification (NQF8 and above) in Supply Chain Management will be an added advantage. A minimum of five (5) years' experience at middle/senior managerial level within Supply Chain Management - Demand and Acquisition Management. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG) upon appointment. In-depth knowledge of public sector procurement processes, including the supply chain legislative framework (PFMA, PPPFA, Treasury Regulations, PPR, etc.) Strong expertise in Demand Management, Strategic Sourcing methodologies, Sourcing Strategy Development, Specification/Terms of Reference Development. Proven ability to establish and manage demand management systems and internal controls. Knowledge of strategic planning and budgeting. Ability to develop, interpret and apply policies, strategies and legislation. Ability to control and manage the demand management function of the department. Ability to compile management reports on supply chain management performance. Knowledge of Public Service financial legislative frameworks. Strategic Capability and Leadership; Programme and Project Management; Financial Management; People Management and Empowerment; Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; Research skills; Sound organising skills; Stakeholder engagement. Excellent communication skills (written and Verbal); analytical, innovative, problem solving, and interpersonal skills. Ability to work under pressure and long hours.

**DUTIES** : Development and implementation of demand management framework and strategies. Manage and consolidate the procurement requirements from Branches in line with the strategic plan of the department timeously. Manage a consolidated Procurement Plan for goods and services with critical delivery dates and the approval thereof on time and submission to National Treasury. Monitor and report on progress against the procurement plan. Manage the implementation of Central Supplier Database. Update and implement Central Supplier Database (CSD) in line with client/user requirements. Ensure compliant database with BEE targets and code of good. Facilitation of Bid Specification Committee meetings. Ensure that the specifications/terms of reference are in an unbiased manner to allow all potential bidders to offer their goods or services without favour or prejudice. Review and manage policies, instruction notes and supply chain performance. Monitor, analyse and implement SCM policies and National Treasury instruction notes. Review and implement sourcing strategy. Conduct supplier workshop and share the business opportunities available in the department (procurement plan) with potential service providers throughout the country. Oversee the audit findings and provide responses timeously. Ensure Sound corporate governance and improved compliance with SCM reporting requirements (Internal and external reporting). Ensure continuous improvements and controls

**ENQUERIES** : Mr M Makhathini, Tel: (012) 399 9515

**APPLICATIONS** : [CFO13-2025@dffe.gov.za](mailto:CFO13-2025@dffe.gov.za)

**POST 37/06** : **DIRECTOR: FORESTRY ADVISORY SERVICE (REF: FOM01/2025)**

**SALARY** : R1 266 714 per annum (all-inclusive annual salary package)

**CENTRE** : Pretoria

**REQUIREMENTS** : An undergraduate qualification in Forestry or Natural Sciences or relevant qualification on (NQF 7) within the related field as recognized by SAQA. A minimum of five (5) years middle/senior managerial level. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG), upon appointment. Extensive knowledge of National Forests Act, 1998 (Act No 84 of 1998) (NFA) and National Environmental management Act, 107 of 1998 and policies impacting on the forestry sector. Knowledge of extension and advisory services. Knowledge of capacity building and skills development and programme implementation. Knowledge of government administrative procedures (PFMA

and treasury regulations). Planning, Monitoring & Reporting. Skills: Leadership and management, Strategic thinking, Analytical thinking, Conceptual, Problem solving, Process design, Expert level of computer literacy. Communication, especially in writing. Competencies: Strategic Planning. Strategic Capability and Leadership, Programme and Project Management, Financial Management. Problem Solving and Analysis. People Management and Empowerment. Excellent Communication.

**DUTIES** : Ensure coordination and facilitation of sector capacity building programmes. Ensure the development and implementation of the forestry capacity building strategy. Ensure that a skills audit is conducted in the areas identified by the Forestry Sector Masterplan. Promote partnerships with institutions involved in capacity building, Promotion of partnerships with institutions involved in Capacity Building, Ensure the Forestry workplace Skills Plan is developed annually. Ensure collaboration with forestry institutions of higher learning and the FP&M SETA to address skills issues for students and unemployed youth. Provide strategic leadership in the coordination and implementation of extension services. Ensure the development of norms and standards for extension services. Promote support of forestry SMMEs through extension approaches and techniques. Promote partnerships and support to extension agents in the sector. Ensure the establishment and maintenance of effective linkages and partnerships with relevant stakeholders for the support of forestry extension and advisory services in the sector.

**ENQUIRIES** : Mr Tebogo Mathiane (012 309 5701)  
**APPLICATIONS** : [FOM01-2025@dffe.gov.za](mailto:FOM01-2025@dffe.gov.za)

**POST 37/07** : **DIRECTOR: STATE FOREST MANAGEMENT (REF: FOM07/2025)**

**SALARY** : R1 266 714 per annum (all-inclusive annual salary package)  
**CENTRE** : Pietermaritzburg, KwaZulu-Natal  
**REQUIREMENTS** : An undergraduate qualification in Forestry or Natural Sciences or equivalent qualification on (NQF7) within the related field as recognized by SAQA. A minimum Five (5) years of experience in the relevant field at a Middle /Senior managerial level. Successful Completion of the Public service Senior Management Leadership Programme. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG), upon appointment. Knowledge and understanding of all relevant legislation and regulations that govern the Public Service including Public Finance Management Act (PFMA) and treasury regulations, the Public Service Act, Labour Relations Act etc. Knowledge of the Commercial Forestry Sector. Knowledge and understanding of National Priorities e.g. Accelerated and shared growth Initiative South Africa. Understanding of the Forest Sector broad-based black economic empowerment. Knowledge of relevant policies, legislations and frameworks relating to Forestry e.g. National Forest Act, National Veld and Forest Fire Act, National Industrial Policy Framework (NIPF). Knowledge of Enumeration of biological assets for collection of data. Financial Management. Project Management and strategic planning. Stakeholder Engagement. Sound research, organizing and analytical skills. Good Presentation skills Ability to negotiate in difficult situations and to resolve conflict. Good interpersonal relations skills. Good Communication skills. A valid Driver's license and willingness to travel.

**DUTIES** : Manage the plantations and implement the annual plan of operations for the plantations. Manage State Forests, personnel and associated assets. Develop and implement Fire Management Plans, Ensure the implementation of Sustainable Forest Management in line with the National Forest Act and National Veld and Forest Fire Act. Proactive mitigation of audit risks, develop and implement interventions. Stakeholder Liaison and Providing post settlement support and management of state forest Land and State Forest Land transfer.

**ENQUIRIES** : Ms M Leseke, Cell No: 072 199 1291  
**APPLICATIONS** : [FOM07/2025@dffe.gov.za](mailto:FOM07/2025@dffe.gov.za)

#### **OTHER POSTS**

**POST 37/08** : **PROJECT MANAGER: GLOBAL ENVIRONMENT FACILITY-PILLAR 2 REF NO: BC13/2025**  
 (Two Year Contract)

<b><u>SALARY</u></b>	:	R1 059 105 per annum (all-inclusive salary package)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	National Diploma (NQF6) in Project management /Environmental Science or relevant qualification within the related field as recognised by SAQA. A minimum of five (5) years' experience in project management or relevant field of which (3) should be at an entry/junior managerial level (Assistant Director Level or equivalent). Knowledge and experience with Global Environment Facility policies and procedures including log frames and similar project planning tools. Experience and knowledge in project/programme management and implementation. Experience in managing large multidisciplinary projects. Knowledge in Biodiversity Management; Experience in the monitoring and evaluation of internationally funded projects. Report writing experience. Knowledge in Financial and Procurement administrative procedures. Leadership and Management; Organisational and planning skills. Innovation and proactiveness; Ability to gather and analyse information. Good interpersonal relations skills; Conflict management and resolution. Ability to work independently and in a team.
<b><u>DUTIES</u></b>	:	Provide strategic leadership to the project team and oversee project implementation. Act as the national representative of the project at regional and international levels. Consult with different high-level project partners from relevant institutions to ensure scheduled project activities are completed successfully. Oversee public relations for the project. Coordinate effective communication amongst stakeholders at landscape, national and international level. Ensure high-level stakeholder engagement as well as political and community buy-in. Maintain good communication with other relevant projects and foster synergies and alignment with those projects. Serve as Secretary for the Technical Working Committee and Project Steering Committee in coordinating project implementation. Monitor implementation progress as well as financial and budgetary status of the project components in accordance with the annual workplan. Ensure that World Bank/GEF norms for monitoring and evaluation of project performance, output delivery and impact are applied. Manage the project budget. Facilitate the approval and endorsement of financial and procurement documentation of the national components of the project
<b><u>ENQUIRY APPLICATIONS</u></b>	:	Mr S Malete, Tel: (012) 399 9511
	:	<a href="mailto:BC13-2025@dffe.gov.za">BC13-2025@dffe.gov.za</a>
<b><u>POST 37/09</u></b>	:	<b><u>PROJECT MANAGER: GLOBAL ENVIRONMENT FACILITY 7- HUMAN WILDLIFE CONFLICT REF NO: BC17/2025</u></b> Re-Advert (Three Year Contract)
<b><u>SALARY</u></b>	:	R1 059 105 per annum(all-inclusive salary package)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	National Diploma (NQF6) in Project management /Environmental Science or relevant qualification within the related field as recognised by SAQA. A minimum of five (5) years' experience in project management or relevant field of which (3) should be at an entry/junior managerial level (Assistant Director Level or equivalent). Knowledge and experience with GEF policies and procedures including log frames and similar project planning tools. Experience and knowledge in project/programme management and implementation. Experience in managing large multidisciplinary projects. Knowledge in Biodiversity Management; Experience in the monitoring and evaluation of internationally funded projects. Report writing experience. Knowledge in Financial and Procurement administrative procedures. Leadership and Management; Organisational and planning skills. Innovation and proactiveness; Ability to gather and analyse information. Good interpersonal relations skills; Conflict management and resolution. Ability to work independently and in a team.
<b><u>DUTIES</u></b>	:	Provide strategic leadership to the project team. Act as the national representative of the project at regional and international levels. Consult with different high-level project partners from relevant institutions to ensure scheduled project activities are completed successfully. Oversee public relations for the project. Coordinate effective communication amongst stakeholders at landscape, national and international level. Ensure high-level stakeholder and policy buy-in. Monitoring inputs of partners, ensuring that project obligations are fulfilled in a timely and coordinated fashion. Manage

		Project Implementation Task Team and participate in Steering Committee meetings. Serve as Executive Secretary and provide support to the PSC in coordinating project implementation. Monitor progress of the project. Monitor the financial and budgetary status of the national components of the project. Ensure that UNEP/GEF norms for monitoring and evaluation of project performance, output delivery and impact are applied. Participate in the UNEP semi-annual field supervision missions.
<b><u>ENQUIRY APPLICATIONS</u></b>	:	Mr S Malete, Tel (012) 399 9511
	:	<a href="mailto:BC17-2025@dffe.gov.za">BC17-2025@dffe.gov.za</a>
<b><u>POST 37/10</u></b>	:	<b><u>DEPUTY DIRECTOR: GREENING &amp; LIVELIHOODS IMPLEMENTATION SUPPORT (X3 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R1 059 105 annum per annum (all-inclusive salary package).
	:	Bhisho, Eastern Cape (REF: FOM08/2025)
	:	Polokwane, Limpopo (REF: FOM09/2025)
	:	Bloemfontein, Free State (REF: FOM10/2025)
<b><u>REQUIREMENTS</u></b>	:	National Diploma (NQ6) in Forestry or Developmental Studies or equivalent qualification within the related field. A minimum of five (5) years' experience in Forestry or related field, of which three (3) years should be at an entry/junior managerial level (Assistant Director level or equivalent). Knowledge and understanding of the National Forests Act, 1998 (Act No 84 of 1998) (NFA) and the National Veld and Forest Fire Act, 1998 (Act No 101 of 1998) (NVFFA). Knowledge of the function of different departments and levels of government. Government business practices and policies. Departmental service delivery. Reporting systems and processes. Project Management and strategic planning. Stakeholder Engagement. Strategic Capability and Leadership. Financial Management. People Management and Empowerment. Ability to work under pressure and handle criticism. Ability to gather and analyse information. Ability to negotiate in difficult situations and to resolve conflict. Good interpersonal relations skills. Good Communication skills. A valid Driver's license and willingness to travel.
<b><u>DUTIES</u></b>	:	Manage the socio-economic development of the Forestry sector with reference to the livelihood programmes. Promote livelihoods and greening programmes locally, provincially and nationally through stakeholder liaison. Implement National Forestry Development Awareness Programmes and Campaigns. Ensure the implementation of forestry livelihood development and agroforestry. Manage and implement forestry greening and livelihood programmes and projects. Implement greening initiatives (Ten Million Trees) programmes. Provide technical advice and guidance on Forestry Development issues. Ensure the promotion of partnerships between Government, Non-Government Organisation (NGO's) and private individuals and communities. Ensure the integration of Forestry Development into Local, Provincial and National Government Developments. Ensure the inclusion of Forestry Development on Provincial Growth and Development Strategies (PDGS), Spatial Development Frameworks (SDF) and Integrated Development Plans (IDP), Provide support in the coordination of forestry greening campaigns. Provide support for the Arbor Month and Arbor City Awards Programme. Sustainable Management of state nursery. Develop and implement the Annual Plan of Operations. Revenue collection. Manage the resources of the component.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr N Matsea, Cell No: 066 390 7000
	:	<a href="mailto:FOM08-2025@dffe.gov.za">FOM08-2025@dffe.gov.za</a>
	:	<a href="mailto:FOM09-2025@dffe.gov.za">FOM09-2025@dffe.gov.za</a>
	:	<a href="mailto:FOM10-2025@dffe.gov.za">FOM10-2025@dffe.gov.za</a>
<b><u>POST 37/11</u></b>	:	<b><u>DEPUTY DIRECTOR: FOREST RESOURCE PROTECTION (X2 POST)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R1 059 105 per annum (all-inclusive package)
	:	Bhisho, Eastern Cape (FOM11/2025)
	:	Pietermaritzburg, KwaZulu-Natal (FOM12/2025)
<b><u>REQUIREMENTS</u></b>	:	National Diploma (NQ6) in Forestry or Natural Resources or equivalent qualification within the related field. A minimum of five (5) years of experience in Forestry or related field, of which three (3) years should be at the entry managerial level (Assistant Director level or equivalent). Sound understanding of the National Forests Act, 1998 (Act No 84 of 1998) and National Veld and Forest Fires Act, 1998 (Act No 101 of 1998). Knowledge of the Forestry and environmental management sector. Understanding of the Public Finance

		Management Act (PFMA) and Treasury Regulations. Knowledge of policy development and analysis. Excellent Communication (verbal, presentation and report writing). Ability to work independently and efficiently under pressure. A valid driver's license and willing to travel.
<b><u>DUTIES</u></b>	:	Implementation, monitoring and evaluation of policy instruments. Ensure effective implementation of policies, legislation, strategies, action plans, guidelines, norms and standards for forestry legislation (NFA and NVFFA). Enumeration for collection of data. Ensure compliance and enforcement of the NA while advocating co-operative governance. Provide support to the Fire Protection Association in terms of the NVFFA provisions. Implement capacity building and training on forestry legislation. Conduct training and awareness to various stakeholders including SAPS, Prosecutors, Magistrates, FPAs on the provisions of the forestry legislation (NFA and NVFFA). Ensure Integrated Fire Management through collaboration of all stakeholders, Ensure establishment, compliance, and functionality of Fire Protection Associations
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr C Ndou, Tel: 066 019 1221
	:	<a href="mailto:FOM11-2025@dffe.gov.za">FOM11-2025@dffe.gov.za</a>
	:	<a href="mailto:FOM12-2025@dffe.gov.za">FOM12-2025@dffe.gov.za</a>
<b><u>POST 37/12</u></b>	:	<b><u>DEPUTY DIRECTOR: STATE FOREST MANAGEMENT (X2 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R1 059 105.per annum per annum (all-inclusive salary package).
	:	Nelspruit, Mpumalanga: (REF: FOM13/2025)
	:	Makhado, Limpopo: (REF: FOM14/2025)
<b><u>REQUIREMENTS</u></b>	:	National Diploma (NQ6) in Forestry or Developmental Studies or relevant qualification within the related field. A minimum of five (5) years' experience in Commercial Forestry or related field, of which three (3) years should be at an entry/junior managerial level (Assistant Director level or equivalent). Knowledge and understanding of the National Forests Act, 1998 (Act No 84 of 1998) (NFA) and the National Veld and Forest Fire Act, 1998 (Act No 101 of 1998) (NVFFA), including other relevant Acts such as NEMA, NEMBA, and Protected Areas. Knowledge and management of Plantation Forestry and Environmental Management Sector. Knowledge and experience in Enumeration and management of biological assets for collection of data. Financial Management. Project Management and strategic planning. Stakeholder Engagement. Ability to work under pressure and handle criticism. Ability to negotiate in difficult situations and to resolve conflict. Good interpersonal relations skills. Good Communication skills. A valid Driver's license and willingness to travel.
<b><u>DUTIES</u></b>	:	Managing and coordinate the implementation, maintenance, and improvement of the Sustainable Forest Management (SFM) business processes. Develop and implement Annual Plan of Operational APOs that will facilitate the rehabilitation and restoration of timber within the forest plantations in the province. Ensure business processes for Sustainable Forest Management (SFM) are developed, implemented, reviewed, and disseminated to all forest managers within the plantations. Ensure development, review, and implementation of forest growth and yield model for commercial forest plantations. Maintain an inventory for biological asset register through stock enumeration, develop plan to ensure physical verification is conducted for all state forest plantations in the Region. Ensure and support monitoring and assessment of the performance of state forest plantations against the principles, criteria and indicators of sustainable forest management, including the implementation of policies and regulations. Ensure that revenue collection in the plantations is in line with finance policies and prescripts. Monitor forest protection for risk and mitigation. Develop and implement Fire Management Plans for estates/plantations. Strengthening human resource development, technical capacity and cooperation at a regional level to ensure implementation of appropriate legislation for the management of forests. Participate in the Fire Protection Association activities in the region. Facilitate the establishment of liaison Forums and manage stakeholder liaison. Participate in the forestry provincial development forums and development initiatives by other organisations
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms M Leseke, Cell No: 072 1991 291
	:	<a href="mailto:FOM13-2025@dffe.gov.za">FOM13-2025@dffe.gov.za</a>
	:	<a href="mailto:FOM14-2025@dffe.gov.za">FOM14-2025@dffe.gov.za</a>

**POST 37/13** : **DEPUTY DIRECTOR: FOREST SECTOR ANALYSIS (REF NO: FOM16/2025)**

**SALARY** : R1 059 105 per annum (all-inclusive salary package).  
**CENTRE** : Pretoria  
**REQUIREMENTS** : National Diploma (NQF6) in Forestry or Natural Sciences or equivalent qualification within the related field. A minimum of five (5) years' experience in Forestry or related field, of which three (3) years should be at an entry/junior managerial level (Assistant Director level or equivalent). Knowledge of Forestry and Environmental Management Sector, Project and Programme Management, Public Finance Regulations, Public Service Regulations, Knowledge of all relevant Acts such as NFA, NEMA, NEMBA, Protected areas and NVFFA. Knowledge of enumeration for collection of data. Ability to work under pressure, communication skills (written and verbal), Facilitation and negotiation skills, Planning and organising, Leadership skills, Planning and Execution, Financial Management and report writing skills. A valid Driver's license and willingness to travel.

**DUTIES** : Develop statistics and trend analysis pertaining to the Forest Sector. Ensure the analysis, interpretation and provision of relevant data and information to various stakeholders. Perform triennial analysis of the State of Forest and periodic forest resource assessment to provide forest sector trends. Develop periodic and on-demand qualitative analysis and report on specific forest-sector issues. Coordinate reporting on forestry matters at a national and international level and ensure effective representation of the forestry sector. Develop Forestry Sector Reports. Ensure the publishing of reports on Commercial Timber Resources and Primary Roundwood Processing in South Africa (Commercial Timber Statistics). Manage publication of the state of forestry reports. Provides input towards reports commissioned by other sister Departments and other role players. Provide technical information on forest resources and Forestry. Provide forestry technical advice on the development of Forestry Sector strategies. Consolidate inputs and comments from internal and external stakeholders. Ensure the publishing of forestry related articles in various platforms. Oversee the management of an efficient knowledge and information programme for the forest sector. Ensure compliance with regional/international conventions, Agreements and processes. Produce reports based on the Joint Forest Sector Questionnaire and submit to the Food and Agriculture Organization of the United Nations (FAO). Participate and produce country reports towards the Global Forest Resources Assessment Programme led by the FAO.

**ENQUIRIES** : Ms. Hlobisile Sithole, Cell No: 082 683 5606  
**APPLICATIONS** : [FOM16-2025@dffe.gov.za](mailto:FOM16-2025@dffe.gov.za)

**POST 37/14** : **DEPUTY DIRECTOR: FOREST BASED ENTERPRISES REF NO: FOM17/2025)**

**SALARY** : R1 059 105 per annum (all-inclusive salary package).  
**CENTRE** : Pretoria  
**REQUIREMENTS** : National Diploma (NQF6) in Forestry or equivalent qualification within the related field. A minimum of five (5) years' experience in Forestry or related field, of which three (3) years should be at an entry/junior managerial level (Assistant Director level or equivalent). Knowledge and understanding of the National Forests Act, 1998 (Act No 84 of 1998) (NFA) and National Environmental management Act, 107 of 1998. Knowledge of Environmental Legislation and policies impacting on the forestry sector. Knowledge in the regulation of natural resources. Knowledge of government administrative procedures (PFMA and treasury regulations). Stakeholder Engagement. Strategic thinking and Leadership Management. Problem Solving skills. Expert Level of Computer Literacy. Ability to work under pressure and handle criticism. Ability to gather and analyse information. Ability to interpret regulation and develop appropriate policy. Good interpersonal relations skills. Good Communication skills. A valid Driver's license and willingness to travel.

**DUTIES** : Manage small growers' initiatives and programmes. Develop initiatives to support small growers in the affected provinces. iv. Provide small-scale technical advice and support to forestry small growers. Facilitate access to market, funding and certification for SMMEs. Conduct Profiling of SMMEs within the province. Facilitate and coordinate small grower timber production

		enterprises. Coordinate the implementation of the afforestation programme. Collaborate with the private sector on support mechanisms for small growers in the sector. Facilitate and coordinate non-timber forest products enterprises. Develop and implement a strategy framework for Non-Timber Forest Products. Establish structures to coordinate efforts to support small growers and timber and Non-Timber Forest Product enterprises. Ensure effective coordination and hosting of the sessions for these structures in provinces.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms O Zikhali, Cell No: 060 973 4232
	:	<a href="mailto:FOM17-2025@dffe.gov.za">FOM17-2025@dffe.gov.za</a>
<b><u>POST 37/15</u></b>	:	<b><u>DEPUTY DIRECTOR: INFORMATION MANAGEMENT AND COORDINATION REF: BC15/2025</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R896 436 per annum (all-inclusive salary package)
	:	Pretoria
	:	National Diploma (NQ6) in Public Management or Administration or equivalent qualification within the related field as recognised by SAQA. A minimum of five (5) years' experience in information management, of which three (3) should be at entry/ junior managerial level (Assistant Director level or equivalent). Knowledge of project planning methodologies such as critical path planning. Knowledge of computers and database/spreadsheet/ word processing software. Biodiversity Management Conservation Management. Public Administration. Project Management. Public service prescripts and procedure. Ability to conceptualize and organize project planning process. Ability to take responsibility and function under minimal supervision. Ability to work with wide range of people. Skills: Computer literacy. Excellent communications and leadership skills. Excellent planning and organizational skills Problem-solving skills. Ability to accurately review and complete detail-oriented information and projects. Ability to conceptualize and organize project planning process. Personal attribute: Team player; Goal orientated; Working under pressure; Loyalty; Commitment; Honesty and integrity; Enthusiasm; Reliability; Personal presentation; Positive self-esteem; initiative and creativity; Self-Motivation; Adaptability; Ability to take responsibility and function under minimal supervision. Ability to work with wide range of people.
<b><u>DUTIES</u></b>	:	Manage and coordinate the implementation of bilateral activities arising from the biodiversity related Memoranda of Understanding with other countries. Ensure implementation and reporting on the progress, the outcomes approach in terms of Outcome 10 and outcome 7. Facilitate the development of implementation agreements with stakeholders for the advancement of the biodiversity science/policy interface. Provides advice to participants; serves as a liaison, analysing information, providing documentation, and preparing reports. Develop a set of national indicators for biodiversity and conservation for long term monitoring. Implement a system to track indicators over time and compile reports. Provide secretariat functions for stakeholder engagement platforms (Convention on Biological Diversity (CBD), Intergovernmental Platform on Biodiversity and Ecosystem Services (IPBES)
<b><u>ENQUIRY APPLICATIONS</u></b>	:	Mr S Malete (012) 3009511
	:	<a href="mailto:BC15-2025@dffe.gov.za">BC15-2025@dffe.gov.za</a>
<b><u>POST 37/16</u></b>	:	<b><u>DEPUTY DIRECTOR: BUDGET REPORTING (REF NO: CFO19/2025)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R896 436 per annum (all-inclusive salary package)
	:	Pretoria
	:	National Diploma (NQF 6) in Accounting or Finance or relevant qualification within the Financial Management field as recognised by SAQA. A minimum of five (5) years' experience in Management Accounting environment of which three (3) should be at entry/ junior managerial level (Assistant Director level or equivalent). Training in MS Office packages (Word and Excel specifically at Intermediate level), BAS & Vulindlela. Knowledge of strategic planning and budgeting. Ability to develop, interpret and apply policies, strategies and legislation. Knowledge of HR management practices, legal issues, negotiations and dealing with conflict. Assist in career planning and effective deployment of personnel. Ability to control and manage the acquisition of services and assets of the department. Ability to develop and apply policies. Advanced skills in financial; project management; Good interpersonal relations; Stakeholder engagement; Research skills; Financial Management; Change Management and knowledge management; Problem Solving and Analysis and People

		Management and Empowerment. Ability to work individually and in team. Good interpersonal relations skills. Ability to work with difficult persons and to resolve conflict.
<b><u>DUTIES</u></b>	:	Undertake financial planning, budgeting, and reporting work to ensure that information for planning purposes is collected and analysed properly, manage, review, analyse and quality assure the budget preparation process and coordinate, review, analyse and quality assure the management accounting reporting processes. Monitor the policy and legislative framework to ensure that cognisance is taken of new developments, develop and maintain policies and processes, monitor cash flow and submit cash flow reports and plans as required. Provide advice and guidance to role players on the use of forecasting methods and tools. Manage the roll-over, adjustment estimates (ENE), and virement process to ensure that information on the requirement for role-over requests are disseminated to responsibility and program managers and that all roll-over requests are considered, proposal developed submitted to the CFO for consideration. Donor funding management of expenditure and reporting. Develop and manage the operational plan of the sub-directorate and report on progress as required. Maintain discipline and quality control of work delivered by employees.
<b><u>ENQUERIES APPLICATIONS</u></b>	:	Ms D Malibe, Tel: (012) 399 9146
	:	<a href="mailto:CFO19-2025@dffe.gov.za">CFO19-2025@dffe.gov.za</a>
<b><u>POST 37/17</u></b>	:	<b><u>SCIENTIST PRODUCTION GRADE A: AQUACULTURE INNOVATION &amp; TECHNOLOGY DEVELOPMENT REF NO FIM06/2025</u></b>
<b><u>SALARY CENTRE</u></b>	:	R761 157 per annum (all-inclusive remuneration package)
	:	Aquaculture Technology and Demonstration Centre (ATDC), Gariep Dam, Free State
<b><u>REQUIREMENTS</u></b>	:	Bachelor's (BSc) Honours Degree (NQF8) in Aquaculture/ Agriculture/ Ichthyology/ Aquatic Parasitology/ Zoology or equivalent qualification within the related field as recognised by SAQA. Three (3) years' post-qualification experience in aquaculture research and compulsory registration with the SACNASP as a Professional Natural Scientist. Theoretical and practical knowledge of aquaculture production systems, inland fisheries, breeding and aquatic animal health and welfare. Proven ability to carry out quantitative analysis and report and peer reviewed scientific publication writing and scientific reviews. Knowledge of animal ethics as it relates to animal research. Familiar with software applications and statistical analysis of data. Knowledge of animal ethics as it relates to animal and applied aquaculture research. Practical aquaculture breeding, aquatic animal handling and biosecurity skills. Good communication, analytical and problem solving and analysis skills. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Undertake basic and applied aquaculture and inland fisheries research on priority species in line with the Aquaculture Research and Technology programme and inland fisheries policy. Provide information on new technologies and research developments through continuous professional developments. Perform scientific analysis and regulatory functions. Gather, interpret and statistically evaluate empirical and experimental data to inform policy and practice. Compile detailed technical and scientific reports, proposals, concept notes and policy briefs for departmental identity and consolidate sectoral needs for methodologies and decision-support tools in inland aquaculture and inland fisheries. Monitor and evaluate aquaculture research programmes and demonstrate activities. Support the ATDC with optimizing breeding and hatchery programmes. Maintain effective stakeholder and client relationships to promote adoption of best practices and evidence-based approaches. Mentor, train and supervise candidate scientists, interns, students and aquaculture technicians at the ATDC and provide structured learning and development opportunities to support growth of technical capacity in the sector
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms A Bernatzeder, Tel No. (082) 687 5333
	:	<a href="mailto:FIM06-2025@dffe.gov.za">FIM06-2025@dffe.gov.za</a>
<b><u>POST 37/18</u></b>	:	<b><u>CONTROL ENVIRONMENTAL OFFICER GRADE A: SUSTAINABLE AQUACULTURE MANAGEMENT REF NO: FIM07/2025</u></b>
<b><u>SALARY CENTRE</u></b>	:	R612 480 per annum
	:	Cape Town (Foretrust Building)



<b><u>REQUIREMENTS</u></b>	:	Four (4) year Degree (NQF8) in Natural/ Environmental Sciences or equivalent within the related field as recognised by SAQA. Six (6) years' experience in the marine environment field. Knowledge of the Marine Living Resources Act (MLRA) and other legislation related to Aquaculture. Understanding of environmental impact assessment. Knowledge and understanding of environmental management principles, laboratory procedures and data analysis. Experience in administrative procedures and database development and management. Understanding of policy and legislation development. Proven research methodology (interpretation of findings), project management skills. Communication, interpersonal and problem-solving skills.
<b><u>DUTIES</u></b>	:	Manage the granting of rights in accordance with section 18 of the MLRA and other legislation. Coordinate the assessment process of the Marine Aquaculture Rights application. Monitor efficiency throughout the assessment process to ensure that the service standard is met. Review, develop and monitor the implementation of marine aquaculture industry related policy and legislative guidelines. Manage the issuing of permits in accordance with section 13 of the MLRA. Oversee the processing of permits and exemptions. Ensure quality output on the permit applications submitted. Check and monitor progress to ensure service standards are met. Advise potential farmers, new applicants, and existing permit holders on permit application procedures, conditions and requirements. Monitor compliance to all relevant legislative provisions and report non-compliance to relevant authorities. Oversee site visits and inspections of aquaculture facilities to ensure compliance with legislation. Oversee aquaculture authorisation advisory services to stakeholders and ensure that quality information is provided. Provide and manage administrative, information management, and personnel management with regards to aquaculture authorisation. Provide mentorship, peer review of documentation and quality control. Oversee improved performance, capacity building and skills development for aquaculture authorisation officials.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. A Njobeni, Tel No. (082) 924 0101
	:	<a href="mailto:FIM07-2025@dffe.gov.za">FIM07-2025@dffe.gov.za</a>
<b><u>POST 37/19</u></b>	:	<b><u>CONTROL ENVIRONMENTAL OFFICER GRADE A: EMI LEGAL SUPPORT (RCSM08/2025)</u></b>
<b><u>SALARY</u></b>	:	R612 480 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Four-year Degree (NQF8) in Natural or Environmental Sciences or equivalent qualification within the related field as recognised by SAQA, plus six (6) years' post qualification experience in the relevant field. A postgraduate qualification in Environmental Law would be an added advantage. Understanding of environmental, administrative, criminal and Constitutional law and its application to the environmental compliance and enforcement management system. Ability to apply legal aspects to practical environmental compliance and enforcement matters. Excellent written and verbal communication skills, particularly with regard to the drafting of legal opinions which supports the work of Environmental Management Inspectors across the Inspectorate. The ability to interact with and provide assistance to a wide range of stakeholders, as well as an understanding of intergovernmental relations and co-operative governance. Knowledge in general government administrative, financial and procurement procedures and processes Leadership, analytical, problem-solving and negotiation skills. Information management and computer literacy skills. A service-orientated approach and ability to work efficiently and effectively under pressure. Ability to work independently, or as part of a team. Must be able to work in a meticulous manner, under pressure and conform to deadlines determined by supervisor. Be willing to travel and in possession of a valid driver's license.
<b><u>DUTIES</u></b>	:	Support the work of Environmental Management Inspectors by providing written and verbal responses to requests for legal support or advice from environmental compliance and enforcement stakeholders, including Environmental Management Inspectors and other regulatory authorities. Obtain legal counsel's opinion where required. Support responses to requests submitted in terms of Promotion of Access to Information Act 2 of 2000 (PAIA). Undertake a legal review of draft documents developed by Environmental Management Inspectors, including formal correspondence, notices, directives etc. Provide proactive legal support and advice in the form of legal advisories, opinions and case summaries relating to environmental compliance and

enforcement. Review, develop, maintain and update appropriate legislation, policies, procedures and guidelines in support of the Environmental Management Inspectorate. Assess, develop, update, maintain and procure compliance and enforcement information resources, including relevant publications and manuals, as well as electronic information resources and platforms. Contribute legal content to publications, including annual reports and quarterly newsletters. Draft and review memorandums of agreement/understanding with external stakeholders relating to environmental compliance and enforcement. Provide legal support to facilitate compliance and enforcement capacity development within the Inspectorate.

**ENQUIRIES**  
**APPLICATION**

: Mr Mark Jardine Tel: 012 399 9497  
: [RCSM08-2025@dffe.gov.za](mailto:RCSM08-2025@dffe.gov.za)

**POST 37/20**

: **CONTROL ENVIRONMENTAL OFFICER GRADE A: EMI CAPACITY DEVELOPMENT REF NO: (RCSM07/2025)**

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R612 480 per annum  
: Pretoria  
: Four (4) year Degree (NQF8) in Natural or Environmental Sciences or equivalent qualification within the related field as recognised by SAQA, plus six (6) years' post qualification experience in the relevant field. Knowledge and experience in the design, development, implementation, presentation, monitoring and evaluation of compliance and enforcement capacity-building programmes. Ability to interact with and provide assistance to a wide range of stakeholders as well as an understanding of intergovernmental relations and co-operative governance. Excellent written, verbal and visual communication skills, including the ability to develop training curriculum. Sound knowledge of the legislative framework related to the Environmental Management Inspectorate (EMI) in South Africa. Strategic, problem-solving and organisational skills. Knowledge in general government administrative, financial and procurement procedures and processes. Administrative and logistical skills, including project management, government procurement, budgetary monitoring and events management. Customer responsiveness with a focus on skills and capacity development objectives. Be willing to travel and in possession of a valid driver's license. Ability to work independently, and as part of a team. Computer literate and meticulous.

**DUTIES**

: To plan, implement, facilitate and participate in the national environmental compliance and enforcement (basic and specialised) capacity-building programme for Environmental Management Inspectors; as well as other relevant regulatory authorities, including South African Revenue Service: Customs (SARS), South African Police Service (SAPS), National Prosecuting Authority (NPA) and the Border Management Authority (BMA) etc. Administer and facilitate venue procurement oversight, presenter logistics, assessments, curriculum development and review and record keeping. Implement a monitoring and evaluation process in respect of the national compliance and enforcement programme. Provide capacity development support to operational projects of national, provincial and municipal Environmental Management Inspectors and other compliance and enforcement role-players. Liaise and collaborate with international and domestic environmental authorities and donors as well as tertiary education institutions, NGOs and other relevant stakeholders on compliance and enforcement capacity-development initiatives. Develop appropriate training curriculum to be delivered through the national environmental compliance and enforcement capacity-building programme. Monitor the procurement of venues and initiate and administer other related goods and services (including training-related presenters, equipment, publications etc.) required to support the delivery of environmental compliance and enforcement capacity development and operational initiatives.

**ENQUIRIES**  
**APPLICATION**

: Mr Mark Jardine Tel: 012 399 9497  
: [RCSM07-2025@dffe.gov.za](mailto:RCSM07-2025@dffe.gov.za)

**POST 37/21**

: **CONTROL BIODIVERSITY OFFICER GRADE A: BIODIVERSITY GLOBAL CHANGE: REF NO: BC14/2025)**

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R612 480 per annum  
: Pretoria  
: Four (4) year Degree (NQF8) in Natural/ Environmental Sciences or equivalent qualification within the related field, as recognised by SAQA, plus six (6) years

		post qualification experience in the relevant field. Appropriate experience in the development, coordination, facilitation and implementation of Biodiversity and Climate change strategies and policies. Knowledge of multilateral Environmental Agreements relating to biodiversity and climate change. Good knowledge and understanding of biodiversity and climate change as well as Ecosystem based Adaptation (EbA) and /or Nature based solutions. Project management skills, interpersonal skills, presentation skills, ability to interact professionally with a wide range of stakeholders, planning and organizational skills and an ability to write and interpret technical reports. A valid driver's license.
<b><u>DUTIES</u></b>	:	Coordinate the development and implementation of climate change adaptation tools for the biodiversity and ecosystems sector. Provide support in the implementation of the Ecosystem based Adaptation strategy and associated guidelines. Convening of the Ecosystem based Adaptation community of practice. Provide technical support in the coordination, integration of Ecosystem based adaptation across government sectors and institutions to identify opportunities for strengthening EbA Outcomes. Provide technical support with the coordination and implementation of multilateral Environmental Agreements. Provide technical line function support and advice to other Sub-Directorates within the Directorate as well as intergovernmental and national structures including clients within the public service, private sector and civil society on biodiversity and climate change matters and issues.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr Barney Kgope, Tel: (012 399 9165)
	:	BC14-2025@dffe.gov.za
<b><u>POST 37/22</u></b>	:	<b><u>CONTROL BIODIVERSITY OFFICER GRADE A: WILDLIFE ECONOMY MSMEs SUPPORT SERVICES REF: BC16/2025</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R612 480 per annum
	:	Pretoria
	:	Four (4) year Degree (NQF8) in Environmental Management/ Natural Sciences / Natural Resource Economics or equivalent qualification within the related field as recognised by SAQA, plus six (6) years post qualification experience in the relevant field. Knowledge of the NEMA; NEMBA; NEMPAA, NBES, CBD, CITES and White Paper on Conservation and Sustainable Use of South Africa's Biodiversity. Knowledge of general government administrative procedures and processes (PSA & PSR). Financial and Procurement administrative procedures (PFMA & Treasury Regulations). Knowledge and in-depth understanding of the Biodiversity Operation Phakisa. Skills: Planning skills; Good communication skills; Negotiations skills; Policy development; Computer literacy and Creativity; Report writing skills and Organisational skills. Personal Attributes: Innovative and proactive. Ability to work long hours voluntarily. Ability to gather and analyse information. Proven leadership skills. Ability to develop and apply policies. Ability to work independently and in a team. Ability to lead multidisciplinary team. Good interpersonal relations skills. Ability to work under extreme pressure. Conflict management and resolution.
<b><u>DUTIES</u></b>	:	Support to Micro, Small, and Medium Enterprises (MSMEs) within the wildlife sector. Identify and enter into partnerships to facilitate MSMEs growth and for the implementation of the Wildlife Economy Lab outcomes. Undertake scientific and economic research relevant to the wildlife sector. Coordinate reporting of the wildlife sector in terms of jobs created and economic contribution. Participate in the development, review and implementation of the Biodiversity Economy Satellite account. Monitor, review, and evaluate progress on implementation plans. Support and encourage product owners to obtain all operating licenses for all relevant products in their respective game farms or wildlife ranches. Facilitate post-game donation or custodianship support initiatives such as recruitment of Wildlife Extension Officers.
<b><u>ENQUIRY APPLICATIONS</u></b>	:	Ms L Tshitwamulomoni, Tel:012 399 9611
	:	BC16-2025@dffe.gov.za
<b><u>POST 37/23</u></b>	:	<b><u>CONTROL ENVIRONMENTAL OFFICER GRADE A: CLIMATE CHANGE MITIGATION RESEARCH AND ANALYSIS (REF: CCAQ09/2025)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R612 480 per annum
	:	Pretoria
	:	Four (4) year Degree (NQF8) in Environmental Management/ Natural Sciences or equivalent qualification within the related field as recognised by SAQA, plus

six years post qualification experience in the relevant field. Knowledge of South Africa's greenhouse gas emission profile and climate change mitigation. Climate Change legislation policies and Strategies. Climate Change Mitigation scenarios development and Modelling. Ability to conduct research, gather and analyse information. Climate change models. Ability to conduct social economic analysis. Skills: Data collection and analysis. Climate change modelling. Climate Change Scenario Development. Systems thinking and dynamics. Basic modelling skills; Coordination skills' Organisational and planning; Communication skills (written and spoken); Programme and Project Management; Listening skills; Writing skills; Decision-making skills; Report writing skills; Organisational skills and Computer Literacy. Personal Attributes: Innovative and proactive. Ability to work long hours voluntarily. Ability to gather and analyse information. Proven leadership skills. Ability to develop and apply policies. Ability to work independently and in a team. Ability to lead multidisciplinary team. Good interpersonal relations skills. Ability to work under extreme pressure. Conflict management and resolution. Ability to organise and plan under pressure. Ability to collect and interpret information and reports. Interpersonal relations. Initiative. Responsibility and loyalty.

**DUTIES** : Facilitate the collection of greenhouse related data and Climate change mitigation Information for the country. Ensure the facilitation and conduction climate change mitigation research, analysis and studies to inform mitigation interventions and response measures of low carbon development. Develop methodologies and approaches that facilitate the implementation of climate change mitigation response measures and interventions. Facilitate the development of analysis tools such as models to be used for the analysis of greenhouse gas data, socio-economic impact etc.

**ENQUIRY APPLICATIONS** : Mr. P Mabina, Tel (082) 537 4924  
: [CCAQ09-2025@dffe.gov.za](mailto:CCAQ09-2025@dffe.gov.za)

**POST 37/24** : **ASSISTANT DIRECTOR: NON-INFRASTRUCTURE PROGRAMMES (EP20/2025)**

**SALARY CENTRE REQUIREMENTS** : R582 444 per annum  
: North-West Province  
: National Diploma (NQF6) in Environmental Science/Environmental Management or equivalent qualification within the related field as recognised by SAQA. A minimum of three (3) years in a Project Management role. Appropriate biological sciences knowledge. Strong experience in Natural Resource Management. Knowledge of administrative procedures; financial management; project management and programme management; personnel management; sound organizing and planning skills and good communication skills. Ability to compile reports, listening and writing skills. Excellent communication skills (verbal and written). Proven experience at supervisory and contract management level. Computer literacy. Problem solving and conflict management. A Valid drivers' licence as well as above average numerical literacy.

**DUTIES** : Coordinate the implementation of Environmental Programmes Non-Infrastructure projects. Assist with administration of MOAs and contracts signed with entities and service providers. Support the recruitment process of create work opportunities of EPWP. Assist with monitoring and reporting of expenditure progress for budget allocated for project operations. Conduct monthly project performance review with service providers and entities. Ensure compliance with Environmental Programmes Non-Infrastructure projects. Conduct regular sit inspection on all current and completed projects sites. Verify accuracy and compliance of in-field project site clearing data. Conduct project risk assessment to identify, implement and report on mitigations and control improvements. Facilitate the development and review of project operational plans. Assist with drafting, review and approval of annual detailed project plans. Assist with mid-term revision APP targets and budgets for project under implementation. Facilitate the stakeholder's engagement through identification and engage with relevant stakeholders to support the implementation of projects. Liaise with relevant organs of state to ensure coordination and partnerships at district and local level concerning planning and implementation of invasive alien plants. Participate in the implementation of public environmental awareness and education programmes.

**ENQUIRIES APPLICATIONS** : Mr UR Bahadur, Tel: 012 252 0263  
: [EP20-2025@dffe.gov.za](mailto:EP20-2025@dffe.gov.za)

**POST 37/25** : **ASSISTANT DIRECTOR: WOODLAND AND INDIGENOUS FOREST MANAGEMENT (BC18/2025)**

**SALARY** : R582 444 per annum  
**CENTRE** : Eastern Cape  
**REQUIREMENTS** : National Diploma (NQF6) in Forestry or Nature Conservation or Environmental Science or equivalent qualification within the related field. Three (3) years' experience in Indigenous Forestry or Provincial or National Parks or related field. Knowledge, and evidence of application of the following legislation: National Forest Act 1998 (Act 84 of 1998), National veld and Forest Fire Act (NVFFA), National Environmental Management Act 1998 (Act 107 of 1998) and NEMPA including regulations and policies regulating Natural Resources. Policies impacting on the forestry sector. Knowledge of Environmental Treaties. Knowledge of government administrative procedures i.e. Public Finance Management Act (PFMA) and Treasury Regulations, Occupational Health and Safety (OHS), Performance Management systems). Knowledge of Environmental Impacts Assessments and Geographical Information System (GIS) techniques. Good communication skills (verbal and written). Computer literacy. Ability to work under pressure and handle criticism. Ability to lead a team. Project management skills. Good interpersonal relations skills. Ability to negotiate in difficult situations and to resolve conflict. Ability to work long hours. A Valid Driver's License and Willingness to travel.

**DUTIES** : Ensure sustainable management of woodlands and indigenous forests through promoting use of forests for various purposes. Provide support with the issuing and/or approve licenses for different use in the state indigenous forest as per the National Forest Act (NFA) delegations. Coordinate the identification of Rare, Threatened and Endangered species (RTEs) within the state forests as per the Principle, Criteria, Indicators and Standards Framework (PCI&S). Conduct conservation planning and ensure compliance with national biodiversity management frameworks. Develop and monitor the implementation of the Directorate Business Plan, including the rehabilitation programmes, stakeholders' engagement campaigns. Promote the expansion of new woodland coverage, and where possible, the restoration/rehabilitation of ancient woodland. Conduct ecological forest monitoring and research. Monitor and support the implementation of capacity building and environmental empowerment strategies. Facilitate the creation of work opportunities through the EPWP. Facilitate the supply of PPE and Equipment. Ensure Health and safety of the employees in the workplace. Management and supervision of employees.

**ENQUIRIES** : Dr T Ramatshimbila, Cell No: 082 804 7621  
**APPLICATIONS** : [BC18-2025@dffe.gov.za](mailto:BC18-2025@dffe.gov.za)

**POST 37/26** : **ASSISTANT DIRECTOR: SECRETARIAT SUPPORT (REF: ODG04/2025)**

**SALARY** : R468 459. per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : National Diploma (NQF6) in Public Management or Administration or Business Administration or relevant administration-related qualification as recognised by SAQA. A minimum of three (3) years' proven experience within secretariat field, governance coordination or executive roles. Knowledge of Public service prescripts, administrative procedures, Project Management, Intergovernmental Relations, Treasury Regulations and Financial Regulations. Advanced proficiency in Microsoft Office (Word, Excel, Outlook and PowerPoint). Excellent minute-taking, report writing and follow-up skills. Ability to successfully manage a wide network of relationships. Good interpersonal relations. Strong analytical, interpersonal, and problem-solving abilities. Ability to handle sensitive information/documents confidentiality and maintain high level of integrity and objectivity. Ability to work independently and in a team and manage tight deadlines across multiple government platforms. Experience in managing engagements across senior executive levels, including Ministers, Deputy Ministers and Director-General. Sound organizing skills, strong communication skills (verbal and written).

**DUTIES** : Provide Secretariat support to the Departmental Management Meetings for Minister and Deputy Minister's. Provide Secretariat Executive support for the Director-General's Departmental Management meetings, Bilateral with Public Entities and Departmental Makgotla. Manage logistics, compile meeting packs,

		take accurate minutes, and track action items. Coordinate with internal and external stakeholders to ensure smooth committee operations.
<b><u>ENQUIRIES</u></b>	:	Mr M Madingwane, Tel: 012 399 9880
<b><u>APPLICATIONS</u></b>	:	<a href="mailto:ODG04-2025@dffe.gov.za">ODG04-2025@dffe.gov.za</a>
<b><u>POST 37/27</u></b>	:	<b><u>ESTATE MANAGER: WOODLANDS&amp; INDIGENEOUS FOREST MANAGEMENT REF NO: BC19/2025)</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum
<b><u>CENTRE</u></b>	:	Eastern Cape (Bomvane Estate)
<b><u>REQUIREMENTS</u></b>	:	National Diploma (NQF6) in Forestry or equivalent qualification within the related field, coupled with a minimum three (3) years relevant experience in Indigenous Forest Management. Knowledge and understanding of National Forest Act, 1998 (Act No. 84 of 1998) and National Veld and Forest Fire Act, 1998 (Act No. 101 of 1998), National Environmental Management Act (NEMA), National Environmental management: Protected Areas Act (NEMPA), other environmental legislations and regulatory processes. Knowledge and understanding of Public Service Act, Occupational Health, and Safety Act, PFMA, Treasury Regulations. Knowledge of Indigenous Forestry and Protected areas operational processes. Skills: People management and empowerment, financial management, Project and programme management, Communication (written and verbal), Leadership, Facilitation and negotiation skills, Planning and execution. Ability to work long hours, to apply policies. work individually and in team, work with difficult persons and to resolve conflict, Innovative and proactive. A valid driver's license.
<b><u>DUTIES</u></b>	:	Preserving the biodiversity of the estate to ensure the continued livelihood within the forest estate. Management and rehabilitation of degraded forest areas, wetlands, and riparian zones. Implementation of National Forest Act and National Veld & Forest Fire Act. Auditing of forests and implementation of Corrective Action Measures as per PCIS Framework. Management of woodlots associated with some Indigenous forests. Manage the infrastructure to ensure the functional utilisation, maintenance, and development within the forest estate. Roads (e.g., management roads, tourist roads, etc.). Office buildings (e.g., offices, stores, gardens, staff houses, guest houses, ablution facilities etc.). Tourism facilities (Recreational facilities e.g., hiking huts, guest houses, camp sites, picnic sites, bird hides, etc.). Forest boundary beacons and fences. Promote Environmental Awareness and manage internal and external relationships with all interested and affected stakeholders to the estate. Ensure presentations to visitors, schools, and communities. Promote indigenous tree planting and Arbor week. Promote, facilitate, and monitor access by users and visitors to educate them on the aspects of forest biodiversity management. Ensure proper functioning of Participatory Forest Management Committees (neighbouring farmers, communities, NGOs, and other stakeholders). Participate in biodiversity related forums and workshops. Training of SAPS, Communities and Forest Officers in National Forest Act and National Veld & Forest Fire Act. Manage risk and security aspects on the estate & administrative and related function. Develop and implement resource security plan for the estate. Enforce regulations and legislation applicable on the estate. Coordinate and conduct regular forest patrols. Oversee the issuing of licenses and other relevant permits. Compile and submit monthly and quarterly reports (technical and support related e.g., work plans for PMDS). Develop an Operational Plan for the estate. Manage human resources. Provide inputs into the development of internal standards and guidelines. Coordinate and manage booking for in hiking huts accommodation. Inputs on the formulation of policies and regulations.
<b><u>ENQUIRIES</u></b>	:	Enquires: Dr. TV Ramatshimbila Tel No: (012) 309 5716
<b><u>APPLICATIONS</u></b>	:	<a href="mailto:BC19-2025@dffe.gov.za">BC19-2025@dffe.gov.za</a>
<b><u>POST 37/28</u></b>	:	<b><u>SENIOR FORESTER: WOODLANDS &amp; INDIGENEOUS FOREST MANAGEMENT REF NO: BC20/2025</u></b>
<b><u>SALARY</u></b>	:	R397 116 per annum
<b><u>CENTRE</u></b>	:	Eastern Cape
<b><u>REQUIREMENTS</u></b>	:	National Diploma (NQF6) in Forestry/ Nature Conservation or equivalent qualification within the related field. A minimum of two (2) years of experience in Indigenous Forest Management or related field. Knowledge of all relevant acts such as National Forests Act, 1998 (Act No 84 of 1998) (NFA), National

		Veld Forest Fire Act, 1998 (Act No 101 of 1998) (NVFFA), National Environmental Management Act (NEMA), National Environmental Management: Biodiversity Act (NEMBA), Public Service Act (PSA), Public Finance Management Act (PFMA). Skills: Knowledge of forest management sector, computer, people management, leadership, planning and organising, financial management, Environmental Impacts Assessments and Geographical Information System (GIS) techniques. A valid driving license.
<b><u>DUTIES</u></b>	:	Implementation of the infrastructure maintenance plan within the forest estate which deals with the following: Maintenance of forests roads, official buildings (e.g., offices, stores, gardens, staff houses, ablution facilities, hiking huts, camp sites, picnic sites, etc.) Maintenance of Forest boundary beacons and fences. Assist in preservation of forest biodiversity to ensure the continued livelihood within the forest estate, assist in the development and implementation of the management plan for the forest estate, which deals with the following: rehabilitation of degraded forest areas, wetlands, and riparian zones. Implementation of the National Forest Act, 1998 (Act No. 84 of 1998), as amended and National Veld and Forest Fire Act, 1998 (Act No. 101 of 1998), as amended. Recording and monitoring and recording of rare, threatened, and endangered species, Implementation of invasive alien plant control, implementation of the PCI&S framework. Management of woodlots associated with some indigenous forests. Promote environmental awareness and manage relationships with all affected stakeholders: Presentations to visitors, schools, and communities. Capacity building of local communities in forest related legislations. Promote, facilitate, and monitor forest access by users and visitors. Promote tree planting and relevant environmental campaigns. Manage risk and security aspects of the forest estate. Staff supervision.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr K. Ncisana, Cell No: 040 492 0089
	:	<a href="mailto:BC20-2025@dffe.gov.za">BC20-2025@dffe.gov.za</a>
<b><u>POST 37/29</u></b>	:	<b><u>PROJECT COORDINATOR: EP NON-INFRASTRUCTURE PROGRAMMES (REF: EP16/2025)( X3 POST)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R397 116 per annum
	:	Pretoria
	:	National Diploma (NQF6) in Natural Science/Environmental Management or equivalent qualification within the related field as recognised by SAQA. A minimum of two (2) years' experience in the relevant field. Understanding of Project management. Knowledge of Alien vegetation control. Good communication skills and sound organization and planning skills. Knowledge of Working for Water policies and procedures, knowledge of legislation relevant to alien vegetation control will serve as an added advantage. Knowledge of Public Service and Departmental procedures and prescripts. Computer literacy, knowledge of the Public Finance Management Act (PFMA). People management, change management and empowerment skills. Valid driver's license and willingness to travel and work long hours with limited supervision.
<b><u>DUTIES</u></b>	:	Provide project planning support services to the project by developing a strategic clearing plan and an Annual Plan of Operation (APO) for approval of budget allocation. Facilitate the implementation of project plans through the establishment of stakeholder engagement. Monitor implementation of project plans by conducting site audits to ensure compliance with Working for Water policies/standards, health and safety prescripts and various environment and agriculture legislation which governs alien vegetation control. Render projects close out services by conducting final site inspections and facilitating the handing over of cleared land to the land user.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms LP Mabuza Tel: 012 399 9632
	:	<a href="mailto:EP16-2025@dffe.gov.za">EP16-2025@dffe.gov.za</a>
<b><u>POST 37/30</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER: PELAGIC AND HIGHSEAS FISHERIES MANAGEMENT REF NO FIM08/2025</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R397 116 per annum
	:	Cape Town (Foretrust Building)
	:	National Diploma (NQF level 6) in Public Management/ Public Administration or equivalent administration-related qualification as recognised by SAQA. A minimum of two (2) years' experience in administration, stakeholder engagement and management, implementation of legislation and policies. Knowledge of the Marine Living Resources Act, 1998 (Act No.18 OF 1998),

**DUTIES**

Public Service Act and the PFMA. Knowledge and experience in financial and procurement procedures. Proven knowledge and experience in project management. Computer skills.

: Implement regulatory processes within the Department. Verify and validate catch permits within the small pelagic fisheries sector. Processing of the following permit types: Fish processing establishments, exemptions, exports, imports and transport. Provide input towards drafting submissions for total allowable catch in the small pelagic fisheries. Coordinate and facilitate stakeholder participation. Handle logistics in convening management working group meetings and road shows. Compile reports/ draft minutes for road shows and meetings. Consult and communicate with stakeholders in addressing queries related to permits and other fisheries management related issues. Provide support towards management decisions for the small pelagic sector. Verify right holder quota accuracy for the small pelagic fisheries permits. Refer cases of non-compliance to relevant authorities. Provide support towards data management. Facilitate input for database in respect of incoming and outgoing documents. Maintain and update rights register on Marine Administrative System (MAST).

**ENQUIRIES  
APPLICATIONS**

: Mr. J De Goede, Tel No. (083) 461 4522  
: [FIM08-2025@dffe.gov.za](mailto:FIM08-2025@dffe.gov.za)

**POST 37/31**

: **ENVIRONMENTAL OFFICER PRODUCTION GRADE A: GHG INVENTORY  
AND SYSTEMS (REF: CCAQ10/2025)**

**SALARY  
CENTRE  
REQUIREMENTS**

: R343 842 per annum  
: Pretoria  
: National Diploma (NQF6) in Natural/ Environmental Science or equivalent qualification within the related field as recognised by SAQA, coupled with a minimum of one (1) year experience in a relevant field. Knowledge of environmental and development issues (globally, regionally, locally). Knowledge of atmospheric chemistry and industry process applications. Knowledge of and experience in using 2006 IPCC guidelines. Good understanding and knowledge of emission estimation methodologies and sequestration processes, as well as sources and sinks in the respective sectors. Good analytical and mathematical competency. Extensive knowledge of climate change mitigation issues, including legal and policy frameworks and other barriers, the economics and technical requirements of low carbon development. Knowledge of South Africa's greenhouse gas emission profile and climate change mitigation. Ability to conduct research, gather and analyse information. Ability to conduct greenhouse gas emission reviews. Skills: Data collection and analysis; Analytical thinking; Coordination skills; Programme and Project Management; Information management; Customer focus and responsiveness; Report writing skills; Organisational skills and Computer Literacy. Good interpersonal relations skills. Ability to gather and analyse information. Ability to develop and apply policies. Ability to work individually and in a team. Ability to work under extreme pressure. Ability to work with difficult persons and to resolve conflict.

**DUTIES**

: Lead the compilation and review of South Africa's greenhouse gas inventory. Support the operationalization of the national system for the greenhouse gas inventory. Evaluating GHG inventory improvement themes from previous emissions inventories. Ensure that data gaps are resolved for subsequent inventories. Plan and implement GHG inventory improvement programmes. Administer the national GHG emissions reporting programme for South Africa.

**ENQUEIRIES  
APPLICATIONS**

: Ms S Mashele, Tel (012) 399 9195  
: [CCAQ10@dffe.gov.za](mailto:CCAQ10@dffe.gov.za)



**DEPARTMENT OF HIGHER EDUCATION AND TRAINING  
WESTERN TVET COLLEGE INVITES ALL SUITABLE AND QUALIFIED CANDIDATES TO APPLY FOR THE  
FOLLOWING PERMANENT VACANCIES**

**OTHER POSTS**

<b><u>POST 37/32</u></b>	:	<b><u>SENIOR STUDENT SUPPORT OFFICER: REF NO:CORP/SSO/05</u></b> Student Support Services
<b><u>SALARY</u></b>	:	R397 116.per annum plus benefits (Level 8)
<b><u>CENTRE</u></b>	:	Western TVET College - Corporate Office
<b><u>REQUIREMENTS</u></b>	:	Grade 12/ Matric/ NCV Level 4 Certificate. A bachelor's degree in psychology/ Bachelor of Arts in Social Work or equivalent qualification. 3 – 5 years of relevant work experience in Student Support Administration/Teaching and Learning environment or related field. Must have a valid driver's license. Must be computer literate. Supervisory experience will be an added advantage. Knowledge: Knowledge and understanding of Student Support Services Framework. Knowledge of career guidance and extra-curricular activities. Should have good communication, administrative, report writing, problem solving, people management, presentation, project management, team leadership, planning and organising skills. Knowledge of Ethical regulatory and legislative framework, Public Service Regulations, Public Service Act, National Student Financial Aid Scheme and other related legislation. Knowledge of PSET and CET Act. Knowledge and understanding of Student Support Services Act. Knowledge and understanding of electoral processes. Knowledge of Teaching and Learning. Knowledge of career guidance and extra-curricular activities. 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 PSET sector. Knowledge of Education Act. Competencies & Skills: Administrative, Planning and organizing, financial management, report writing, communication and interpersonal, problem solving, analytical, client oriented, project management, team leadership and people management.
<b><u>DUTIES</u></b>	:	Ensure the provisioning of Pre Entry, on course and Exit Support for students. Ensure the provisioning of career guidance, placement assessment for students. Ensure the provisioning of student counselling and academic support. Facilitate student governance and student leadership development and exit support programme. Ensure the overall supervision and proper coordination of Student Support Services. Ensure the overall supervision and proper implementation of student work placement and Work Integrated Learning (WIL) policies. Ensure the overall supervision and facilitation of student governance, student leadership development and exit support programmes. Ensure the overall supervision and implementation of sport, recreation, arts and culture. Ensure the management of human, physical and financial resources. Ensure the provision of health and wellness for the College. Provide structured exit support to assist students with career placement, further studies, and transition into the workforce. Create an alumni database to track and engage former students at the college. Provision of administrative support and comply with DHET and College Policies and Procedure.
<b><u>ENQUIRIES</u></b>	:	Mr P Motai Tel No: (011) 692 4004 Ext. 1010/1061/1062
<b><u>APPLICATIONS</u></b>	:	Please hand deliver your application or email it to <a href="mailto:recruitment2025@westcol.co.za">recruitment2025@westcol.co.za</a> in a pdf format and as one attachment, quoting the relevant reference number to the Principal, Western TVET College, Corporate Office, 42 Johnstone Street, Randfontein, 1760.
<b><u>NOTE</u></b>	:	All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Only shortlisted candidates will be required to submit certified copies of original documents with academic records/transcripts and other relevant supporting documents on or before the day of the interview following communication from HR Office. Foreign qualifications must be accompanied by a SAQA evaluation report. Successful candidates will be subjected to a vetting and financial

disclosure process (criminal record, citizenship, qualification verification and employment verification). Western TVET College is an equal opportunities employer and reserves the right not to fill the posts. People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. NB Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified.

<b><u>CLOSING DATE</u></b>	:	24 October 2025 at 12:00
<b><u>POST 37/33</u></b>	:	<b><u>STATE ACCOUNTANT: PAYROLL/FINANCIAL ACCOUNTING REF NO:CORP/SA/04</u></b> Financial Services
<b><u>SALARY</u></b>	:	R325 101.per annum plus benefits (Level 7)
<b><u>CENTRE</u></b>	:	Western TVET College - Corporate Office
<b><u>REQUIREMENTS</u></b>	:	Matric/Grade12 or NCV L4 certificate plus a recognised 3-year National Diploma or Degree in Accounting/ Financial Management/ Cost and Management Accounting (NQF level 6/7) as recognised by SAQA or relevant qualification. 2 to 3 years relevant work experience in financial management environment. Knowledge of any basic financial operating systems (e.g. Pastel, PERSAL, BAS, LOGIS etc. Competencies, Knowledge and Skills: Must be computer literate (MS Word, Excel, PowerPoint, Outlook and Internet). Added advantages: BAS and PERSAL certificate and Driver's license. Basic knowledge of the Public Service financial legislation, procedures and National Treasury Regulations (PFMA, DORA, PSA, PSR). Knowledge of any financial operating systems (PASTEL, PERSAL, BAS, LOGIS). Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial information Should have good numeracy, accuracy, report writing, problem-solving, planning, organising, team leadership and communication skills. Computer skills, Planning and organizing, Language (Good verbal and written communication), basic numeracy skills, ability to perform routine tasks, ability to utilise computer equipment, flexibility, interpersonal relations, accuracy, aptitudes of figures.
<b><u>DUTIES</u></b>	:	Implementation of Budget Control and expenditure, assist with budget control overspending in the institution, verify and validate information collected from budget holders. Compare and verify the comparison of expenditure against the budget. Identify variances and verify the identification of variances. Verify the capturing, allocations virements on budgets. Provide support in terms of Accounts Control. correct errors to ensure that amount in the Pastel system are accurate, valid and complete. Provide support on income and expenditure management. Prepare bank reconciliation where required, ensure that salaries control and related are reconciled and cleared monthly, ensure that debit orders are valid, accurate and complete. Assist with any ad hoc and other requests within the Finance division. Prepare monthly income and expenditure reports for management and council committees. Gather and summarise financial data and compile financial reports. Prepare and reconcile for monthly creditor's, monitor creditors age analysis, assist with key lead schedules for the annual financial audit and respond to audit queries. salaries and debtors. Monitor Tax Administration and Reconciliation. Process all monthly salaries and ensure processed correctly. Monitor employee tax deductions and prepare payment packs for third party deductions. Manage requests and processing of tax directives where necessary. Administer employee tax deductions. Oversee the distribution, management and control of IRP5/IT3(A) Certificates. Prepare monthly payroll reconciliations, ensure all salary monthly debit orders and deductions are valid.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr P Motai Tel No: (011) 692 4004 Ext. 1010/1061/1062 Please hand deliver your application or email it to <a href="mailto:recruitment2025@westcol.co.za">recruitment2025@westcol.co.za</a> in a pdf format and as one attachment, quoting the relevant reference number to the Principal, Western TVET College, Corporate Office, 42 Johnstone Street, Randfontein, 1760.
<b><u>NOTE</u></b>	:	All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Only shortlisted candidates will be required to submit certified copies of original documents with academic records/transcripts and other relevant supporting documents on or before the day of the interview following communication from HR Office. Foreign qualifications must be accompanied by a SAQA evaluation

report. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). Western TVET College is an equal opportunities employer and reserves the right not to fill the posts. People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. NB Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified.

<b><u>CLOSING DATE</u></b>	:	24 October 2025 at 12:00
<b><u>POST 37/34</u></b>	:	<b><u>CLEANERS: REF NO: CORP/CLEANER/06 AND KC/CLEANER/07 (X2 POSTS)</u></b> Cleaning Services
<b><u>SALARY</u></b>	:	R138 486 per annum plus benefits (Level 2)
<b><u>CENTRE</u></b>	:	Corporate Office and Krugersdorp Central
<b><u>REQUIREMENTS</u></b>	:	Grade 10 or ABET Level 4. Knowledge of cleaning and maintenance procedures. Basic knowledge of safety requirements attached to the duties of the post. Knowledge of basic hand tools. Must have basic numeracy and literacy skills to read operating instructions and notices.
<b><u>DUTIES</u></b>	:	Should be committed, hardworking and must be able and willing to work long hours and under pressure. Must have good interpersonal relations and verbal communication skills. Knowledge of repetitive tasks. Knowledge of hygiene and facilities policies. Knowledge of relevant legislation, prescripts, policies, and procedures.
<b><u>ENQUIRIES</u></b>	:	Mr P Motai Tel No: (011) 692 4004 Ext. 1010/1061/1062
<b><u>APPLICATIONS</u></b>	:	Please hand deliver your application or email it to <a href="mailto:recruitment2025@westcol.co.za">recruitment2025@westcol.co.za</a> in a pdf format and as one attachment, quoting the relevant reference number to the Principal, Western TVET College, Corporate Office, 42 Johnstone Street, Randfontein, 1760.
<b><u>NOTE</u></b>	:	All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Only shortlisted candidates will be required to submit certified copies of original documents with academic records/transcripts and other relevant supporting documents on or before the day of the interview following communication from HR Office. Foreign qualifications must be accompanied by a SAQA evaluation report. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). Western TVET College is an equal opportunities employer and reserves the right not to fill the posts. People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. NB Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified.
<b><u>CLOSING DATE</u></b>	:	24 October 2025 at 12:00

## DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

*The Department of Justice and Constitutional Development's mandate is to ensure that there is accessible justice system in our vibrant and evolving constitutional democracy. It is responsible, amongst others, to enable Access to Justice for all, promote Constitutionalism, Rule of Law, Respect for Human Rights; and to coordinate the State Litigation and Legal Advisory Services. The Department is therefore presenting an opportunity to dynamic individuals with relevant competencies to join a dynamic team in its quest to fulfill its mandate and deliver justice services to the people of South Africa.*

<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria OR <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a>
<b><u>CLOSING DATE</u></b>	:	27 October 2025
<b><u>NOTE</u></b>	:	Interested applicants must submit their applications for employment to <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> or alternatively the address specified in each post. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za">www.gov.za</a> , and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Application that do not comply with the above specifications will not be considered and will be disqualified. It remains the responsibility of an applicant to ensure that application reaches the department noting different options provided for submission. A SAQA evaluation report must accompany foreign qualifications. All shortlisted candidates for posts will be subjected to a technical and/or competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required before appointment for all SMS positions. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin only when shortlisted. The DOJ&CD 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 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

## OTHER POST

<b><u>POST 37/35</u></b>	:	<b><u>PROVISIONING ADMINISTRATION CLERK: LOGISTICS AND ACQUISITION MANAGEMENT REF NO: 25/104/FMS</u></b>
<b><u>SALARY</u></b>	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	National Office: Pretoria
	:	Grade 12 certificate or equivalent. Skills and Competencies: Computer literacy (MS Word; Excel, Power Point and Outlook); Planning and organizing skills; Communication (written and verbal) skills; Good interpersonal relations skills; Administrative skills; customer service orientated;
<b><u>DUTIES</u></b>	:	Key Performance Areas: Render asset management clerical support; Render demand and acquisition clerical support; Render logistical support services.
<b><u>ENQUIRIES</u></b>	:	Ms. A van Ross Tel No: (012) 315 1094

**MUNICIPAL INFRASTRUCTURE SUPPORT AGENT**

*The Municipal Infrastructure Support Agent (MISA) is a Government Component within the Ministry for Cooperative Governance and Traditional Affairs. It is a Schedule 3 entity regulated in terms of the Public Service Act, 1994, as amended. MISA's primary function is to support municipalities in infrastructure planning implementation, operations and maintenance. MISA invites suitable candidates to apply for the following positions, based in MISA Head Office in Centurion, Pretoria.*

- APPLICATIONS** : Please forward your application, quoting the relevant reference number, to the emails provided for each post.
- CLOSING DATE** : 24 October 2025 at 16:00 Applications will not be considered after the closing date: 24 October 2025
- NOTE** : For All Applications: Applications must quote the relevant reference number and consist of: A fully completed and signed NEW Z83 form which can be downloaded at [www.dpsa.gov.za/](http://www.dpsa.gov.za/) "From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered", a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); 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 (Only shortlisted candidates will be required to submit certified qualifications, all non-SA citizens must submit a copy of proof of permanent residence in South Africa.. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All shortlisted candidates for all posts will be subjected to (1) a technical/practical exercise; (2) integrity assessment (3) personnel suitability checks on criminal records, citizen verification, financial records, qualification; and for SMS posts (4) verification a generic managerial competency assessment and 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 three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. The successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as completing a financial interest declaration within one month of appointment and annually thereafter. The department reserves the right not to fill the post(s).

**OTHER POSTS**

- POST 37/36** : **ACCOUNTING CLERK: FINANCIAL ACCOUNTING SERVICES REF NO: MISA/AC-FAS/02 (X2 POSTS)**
- SALARY** : R228 321 – R268 950 per annum (Level 5)
- CENTRE** : Misa Head Office, Centurion
- REQUIREMENTS** : A Grade 12 certificate or equivalent qualification. No experience required. Core Competencies: Financial Management. Generic Competencies: Problem Solving and Analysis, Client Orientation and Customer Focus, Communication (verbal & written), Computer literacy. Technical competencies: In depth knowledge of: Public Finance Management Act, 1999 (Act no. 1 of 1999) and Treasury Regulations. Basic Accounting System (BAS) and PERSAL System or VIP system.
- DUTIES** : The successful candidate will perform the following duties: Financial Accounting Service: Process invoices within 30 days. Create debts and follow up on recovery of debt owed to the department. Capture Journals on the system. Compile cashbooks on a monthly basis. Perform general ledger reconciliations. Perform filing. Salaries section: Process payroll. Perform employee tax reconciliation. Process third party pay-overs. Process travel and subsistence claims. Perform filing.
- ENQUIRIES** : Mr Jesse Chetty, Tel. 067 391 7387/ 012 848 5300
- APPLICATIONS** : Please forward your application, quoting the relevant reference number, to [misa2@tttreruitment.co.za](mailto:misa2@tttreruitment.co.za)
- POST 37/37** : **SUPPLY CHAIN CLERK: DEMAN AND ACQUISITION REFE NO: MISA/SCC-DA/03**
- SALARY** : R 228 321 – R 268 950 per annum (Level 5)

**CENTRE  
REQUIREMENTS**

- : Misa Head Office, Centurion
- : An appropriate Senior certificate or equivalent qualification as recognised by SAQA. Core Competencies: Client orientation and customer focus. Problem Solving, Planning and Organising, Communication (Verbal & Written) and Computer Literacy. Technical competencies: In depth knowledge and understanding of: Procurement processes. Treasury regulations (8.2.3). The Preferential Procurement Policy Framework Act (PPPFA).

**DUTIES**

- : The successful candidate will perform the following duties: Provide secretariat support during the bid considerations and contracts conclusion process. Update and maintain a supplier database. Register suppliers on Logis or similar systems. Request, receive quotations and place orders. Capture specifications on the electronic purchasing system. Issue and receive bid documents.

**ENQUIRIES  
APPLICATIONS**

- : Mr Jesse Chetty, Tel. 067 391 7387/ 012 848 5300
- : Please forward your application, quoting the relevant reference number, to [misa3@tttrecruitment.co.za](mailto:misa3@tttrecruitment.co.za)

**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.***

<b><u>APPLICATIONS</u></b>	:	All applications must be submitted to the relevant Recruitment Response E mails stated below.
<b><u>CLOSING DATE</u></b>	:	27 October 2025
<b><u>NOTE</u></b>	:	<p>Applicants must apply by submitting applications on the most recent Z83 form obtainable from any Public Service Department or on the DPSA web site link: <a href="https://www.dpsa.gov.za/newsroom/psvc/">https://www.dpsa.gov.za/newsroom/psvc/</a> 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). If the Z83 is not completed as prescribed your application will not be accepted. 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. 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. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency-based assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will test generic managerial competencies using the mandated DPSA SMS competency assessment tools. 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 <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme/">https://www.thensg.gov.za/training-course/sms-pre-entry-programme/</a>.</p> <p>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 <a href="http://www.dpsa.gov.za-vacancies">www.dpsa.gov.za-vacancies</a>. 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 NB! All employees considered for appointment to the Investigating Directorate Against Corruption will be subject to a lifestyle audit and integrity vetting.</p>

## OTHER POSTS

<b><u>POST 37/38</u></b>	:	<b><u>DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS RECRUIT 2025/495 (2 POSTS)</u></b> National Prosecutions Services
<b><u>SALARY</u></b>	:	R1 563 183.per annum (Total Cost Package) (SMS Level 14)
<b><u>CENTRE</u></b>	:	Pretoria: Head Office (OCC)
<b><u>REQUIREMENTS</u></b>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least ten years' post qualification experience in civil and/or criminal litigation. At least five years' experience in Organised Crime. Admission as an Attorney/Advocate will be an added advantage. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good advocacy skills as well as developed skills in legal research and drafting. Good knowledge of civil and/or criminal law and procedure, the law of evidence, and the relevant international instruments on organised crime. Proven experience in handling complex organised crime, racketeering, or money laundering cases. Strong leadership, strategic thinking and decision-making skills. Willing to travel. Excellent communication and advocacy skills. Excellent general management and project management skills as well as computer skills. Ability to work under pressure and manage high profile, sensitive matters. Ethical integrity, impartiality and commitment to the rule of law and justice.
<b><u>DUTIES</u></b>	:	To guide investigations and conduct prosecutions of identified cases/major investigations/ projects. To exercise oversight on any decision to prosecute, and to give any necessary advice and report to the Head of the OCC. To ensure that decisions to prosecute or not prosecute are made timeously and do comply with all relevant legal prescripts, the Constitution, and all applicable policies procedures, and directives. To provide high level, professional and well researched opinions and reports to the Head of the OCC. To manage and direct governance and operations in the OCC. To monitor and review strategy and operations and provide enterprise performance reports. To liaise with regional offices and arrange meetings in this regard. To render professional advice to the Head of the OCC as required; To ensure that plans are in place to promote good stakeholder and partner engagements; To provide inputs into the NPA's and NPS's Annual Plans and ensure that the OCC's Annual Operational Plan is developed and implemented; To monitor delivery of the regional offices in line with the NPA's Strategy Against Organised Crime, National and provincial Intake criterion and National and provincial Implementation Plans. In order to ensure that the regional offices meet targets: to continuously analyse, review and monitor operational performance of the offices in order, inter alia, to identify operational deficiencies and to monitor the achievement of strategic objectives and annual targets, To develop any performance or delivery improvement plans or make such interventions as circumstances may require; To oversee the development and implementation of appropriate employee performance management systems; To initiate and implement joint training initiatives by establishing training needs both at national and regional levels for the OCC and relevant stakeholders. To meet with relevant stakeholders on a regular basis in order to effectively execute the mandate of the OCC. To prepare and execute presentations whenever required. To guide, check and process racketeering applications. To ensure the NPA's FATF obligations are complied with.
<b><u>ENQUIRIES</u></b>	:	Glittering Hlophe Tel No: 012 845 6336
<b><u>APPLICATIONS</u></b>	:	e mail <a href="mailto:Recruit2025495@npa.gov.za">Recruit2025495@npa.gov.za</a>
<b><u>POST 37/39</u></b>	:	<b><u>DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS RECRUIT 2025/496</u></b> Specialised Commercial Crime Unit
<b><u>SALARY</u></b>	:	R1 563 183.per annum (Total Cost Package) (SMS Level 14)
<b><u>CENTRE</u></b>	:	Port Elizabeth
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	Manage the portfolio assigned by the Director. 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. 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.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Nosiseko Mabaleka Tel No: 012 842 1465
	:	e mail <a href="mailto:Recruit2025496@npa.gov.za">Recruit2025496@npa.gov.za</a>
<b><u>POST 37/40</u></b>	:	<b><u>CHIEF FORENSIC DATA CASE ANALYST RECRUIT 2025/497</u></b> (Re-advert) Investigating Directorate Against Corruption
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 266 714.per annum (Total Cost Package) (SMS Level 13)
	:	Pretoria: Head Office
	:	An appropriate B degree (NQF level 7) qualification in Computer Science/Information Systems/Statistics/Forensic Science/Forensic Accounting/Policing/Criminology or related qualification with specialisation in data analysis, data science, big data, machine learning, and/or forensic investigations. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. At least 10 years' experience in data analysis, data science, databases (design, implementation and administration) and forensics investigation of which 5 years should be at a middle management level in a legal/investigative/financial environment in roles related to investigations, financial crime, forensic accounting or compliance. Vocational training in Anti-corruption and financial crime/anti-money laundering/corruption investigation techniques/data analysis tools/cybersecurity. Certified Fraud Examiner (CFE), Certified Data Analysis (CDA, Certified Information Systems Auditor (C) Certified Anti-Money Laundering Specialist (CAMS) or other Data Science and Analytics certifications. Experience in managing and directing Forensic Service providers in criminal and forensic matters. Experience in testifying on criminal matters in at least the High Court will be an added advantage.(Persons that have been found as an unreliable witness in any court would not be considered) Experience in handling investigations and/or security breaches involving Electronic data storing devices or cybercrimes. Valid drivers license.
<b><u>DUTIES</u></b>	:	Oversee the provision of a specialised services in respect of data analysis and presentation of finding. Oversee the process of creating relational databases and data science tools for mining data sets to support evidence-based investigation and prosecution of cases. Oversee the development and maintenance of data models using data mining and other analytical techniques. Oversee the execution of special operations in line with the provisions of relevant legislation. Oversee the compilation of report and ensure the court readiness of investigations. Providing managerial activities. Supervise staff.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Maureen Dibetle Tel No: 012 845 7727
	:	e mail <a href="mailto:Recruit2025497@npa.gov.za">Recruit2025497@npa.gov.za</a>
<b><u>POST 37/41</u></b>	:	<b><u>CHIEF CRIMINAL INVESTIGATOR RECRUIT 2025/498 (2 POSTS)</u></b> Investigating Directorate Against Corruption

<b><u>SALARY</u></b>	:	R1 266 714.per annum (Total Cost Package) (SMS Level 13)
<b><u>CENTRE</u></b>	:	Pretoria: Head Office
<b><u>REQUIREMENTS</u></b>	:	An appropriate B degree (NQF level 7) or Advanced Diploma (NQF level 7) / B-tech qualification in policing and /or criminal investigation related. At least 10 years' experience in criminal investigation of which 5 years should be at middle management level. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Certified fraud examiner or ICFP (Institute of Commercial Forensic Practitioners) SA accreditation would be an added advantage. Vocational training in criminal investigations such as the detective Learning Programme and/or other specialised investigation courses. Experience in testifying criminal matters in at least the High Court. (Persons that have been found as an unreliable witness in any court would not be considered). Experience in managing and directing forensic service providers in criminal and forensic matters. Strategic capability and leadership, general management, and empowerment. Administration skills, communication, planning and prioritising, customer focused and responsiveness, problem solving and decision-making. Knowledge of legislation and regulations pertaining to public service administration, specifically: The Constitution of South Africa and the rights of suspects, the Criminal Procedure Act 51 of 1977, Prevention Organized Crime Act 121 of 1988, with emphasis on racketeering, money laundering and asset forfeiture provisions, the NPA Act, Prevention and combating of corrupt activities Act 12 of 2004. Knowledge of writing skills, legal and administration, logistics management internal control and risk management, Knowledge of the NPA and policies and procedures relevant to the job functions. Valid driver's license.
<b><u>DUTIES</u></b>	:	Manage strategic planning and implementation of criminal investigations. Coordinate and manage stakeholder relations in relation to investigations. Oversee the conducting of criminal quality investigations within the allocated responsibilities of the investigation groups. Oversee national criminal investigative projects and administrative functions. and prosecution cases. Ensure the overall provisioning of digital forensic examinations. Oversee strategic leadership pertaining to the development, implementation and maintenance of procedures, policies, guidelines related to data analysis and digital forensics. Liaise with local and international law enforcement institutions on financial and criminal investigators related matters. Oversee the compilation of reports and ensure the court readiness of investigations. Supervise staff.
<b><u>ENQUIRIES</u></b>	:	Maureen Dibetle Tel No: 012 845 7727
<b><u>APPLICATIONS</u></b>	:	e mail <a href="mailto:Recruit2025498@npa.gov.za">Recruit2025498@npa.gov.za</a>

#### **OTHER POSTS**

<b><u>POST 37/42</u></b>	:	<b><u>SENIOR STATE ADVOCATE RECRUIT 2025/499</u></b> Specialised Commercial Crime Unit
<b><u>SALARY</u></b>	:	R1 195 110.per annum (Total Cost Package) – R1 859 814.per annum (Total cost package) (LP-9)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years' post qualification 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. Extensive prosecutorial or 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, including indictments and court documents, dealing with representations. Knowledge of asset forfeiture law will be an added advantage. Well-developed skills in legal research and legal drafting. Strong interpersonal and communication skills. General computer proficiency and knowledge of programs in MS Office. Good interpersonal, analytical, organization and communication skills. A valid driver's license.
<b><u>DUTIES</u></b>	:	Study case dockets, decide on the institution of and conduct criminal proceedings. Deal with any representations. Conduct prosecution of serious, complex and organized commercial crime and corruption matters. 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. Manage court and case flow management independently. Study and deal with appeals and reviews. Advise the police on the investigation of serious, complex and organized commercial crime cases and corruption matters. Be able to guide and supervise junior advocates. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Takalani Mfuni Tel No: 011 220 4827
	:	e mail <a href="mailto:Recruit2025499@npa.gov.za">Recruit2025499@npa.gov.za</a>
<b><u>POST 37/43</u></b>	:	<b><u>SENIOR STATE ADVOCATE RECRUIT 2025/500 (2 POSTS)</u></b> (Re-advert) National Prosecutions Service
<b><u>SALARY</u></b>	:	R1 195 110.per annum (Total Cost Package) – R1 859 814.per annum (Total cost package) (LP-9)
<b><u>CENTRE REQUIREMENTS</u></b>	:	DPP: Mpumalanga
	:	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. Five (5) years' experience in legal practice will be an added advantage. Ability to act independently. Experience or knowledge in environmental cases will be an added advantage. Strong interpersonal and communication skills. Decision making ability. Computer literacy and knowledge of programs in Ms Office. The incumbent will be required to travel within the region. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Study 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 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. Attend to representations, prepare opinions and head of arguments and argue cases in 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. Ensure accurate statistics and good governance. Mentor and coach junior staff (Prosecutors/ Advocates) and quality check their work. Provide appropriate guidance and direction and issue proper instructions to Advocates/Prosecutors/ SAPS/DPCI on all aspects of work. Participate in the performance assessment of staff being mentored. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Tebogo Mashile Tel No: 013 045 0686
	:	e mail <a href="mailto:Recruit2025500@npa.gov.za">Recruit2025500@npa.gov.za</a>
<b><u>POST 37/44</u></b>	:	<b><u>SENIOR STATE ADVOCATE RECRUIT 2025/501 (OCC)</u></b> National Prosecutions Services
<b><u>SALARY</u></b>	:	R1 195 110.per annum (Total Cost Package) – R1 859 814.per annum (Total cost package) (LP-9)
<b><u>CENTRE REQUIREMENTS</u></b>	:	DPP: Mpumalanga
	:	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 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 prosecuting and presenting/arguing cases in court. Experience in guiding criminal investigations and giving instructions in law and statutory offences. Interpersonal skills. Good knowledge of and/or experience in the litigation of the Prevention of Organised Crime Act matters. Written and verbal communication skills. Ability to work independently. A valid driver's licence

<b><u>DUTIES</u></b>	:	Conduct prosecution of serious complex and organised crime cases and corruption matters. Advise the police on the investigation of serious, complex and organised crime matters and corruption 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. Present cases in court, lead witnesses, cross examine and address the court on conviction and sentence. Appear in motion proceedings and do appeals and reviews. Generally, conduct prosecution on behalf of the state.
<b><u>ENQUIRIES</u></b>	:	Tebogo Mashile Tel No: 013 045 0686
<b><u>APPLICATIONS</u></b>	:	e mail <a href="mailto:Recruit2025501@npa.gov.za">Recruit2025501@npa.gov.za</a>
<b><u>POST 37/45</u></b>	:	<b><u>SENIOR DIGITAL FORENSIC ANALYST RECRUIT 2025/502</u></b> (Re-advert) Investigating Directorate Against Corruption
<b><u>SALARY</u></b>	:	R1 059 105 per annum (Total Cost Package) (MMS Level 12)
<b><u>CENTRE</u></b>	:	Pretoria: Head Office
<b><u>REQUIREMENTS</u></b>	:	An appropriate B Degree (NQF level 7) Advanced Diploma (NQF level 7) / B-tech qualification in policing, law, forensics, computer science, data and physical science; software engineering or equivalent. 5 years' experience of which 3 years should be in a junior level in criminal and/or forensic investigations environment in a legal/investigative or financial environment. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Vocational training in criminal investigations specialised courses. Certification in either Cellebrite, FTK, Oxygen or any forensic tools. Experience in testifying on criminal matters in at least the Regional Court. (Persons that have been found as an unreliable witness in any court would not be considered). Experience in managing and directing forensic service providers in criminal and forensic matters. Strategic capability and leadership, administration skills, communication, planning and prioritising, customer focused and responsiveness, problem solving and decision making. Knowledge of legislation and regulations pertaining to public service administration, specifically: The Constitution of South Africa and the rights of suspects, the criminal Procedure Act 51 of 1977, Investigation of common law offences as it pertains to fraud, forgery, uttering, theft, and offence involving dishonesty. Understanding of law of evidence in civil matters. Knowledge and experience of a wide range of computer/digital/devices/ cellular phones, software/operating systems, Knowledge of database structures and configuration for formats such as SQL, SQLite, ESE, plist and MXL. Experience in at least EnCase, Cellebrite and XRY. Valid drivers' license.
<b><u>DUTIES</u></b>	:	Manage/ recover evidential data from computers, mobile devices, CCTV systems, servers, emails, cloud storage and other electronic devices with the standing Cyber Crime Act, and ISO17025 accredited investigative techniques. Manage the conducting of quality digital forensic examination of electronic devices or other devices which may contain data. Manage the development, maintenance and implementation of policies, standards, procedure and guidelines on digital forensic and related matters. Provide operational leadership and guidance with regards to overall conducting of digital forensics, handling, and safekeeping of electronic devices. Manage planning and implementation for expert services regarding examination and research. Manage/compile investigation report. Ensure that appropriate security and access control of forensics tools, system and evidence are maintained at all times. Supervise staff. Guide expert testimony in court relevant to the investigations. Testify on the data extracted from the devices.
<b><u>ENQUIRIES</u></b>	:	Maureen Dibette Tel No: 012 845 7727
<b><u>APPLICATIONS</u></b>	:	e mail <a href="mailto:Recruit2025502@npa.gov.za">Recruit2025502@npa.gov.za</a>
<b><u>POST 37/46</u></b>	:	<b><u>SENIOR FINANCIAL INVESTIGATOR RECRUIT 2025/503 (5 POSTS)</u></b> Investigative Directorate Against Corruption
<b><u>SALARY</u></b>	:	R1 059 105.per annum (Excluding Benefits) (MMS Level 12)
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	An NQF level 6 recognised three (3) year Diploma, Advanced Certificate or equivalent qualification in e of the following: Forensic investigation, Forensic Auditing, Law, Criminal Investigation. At least five years financial investigation in a legal /Investigative/financial environment in roles related to investigation, financial crime, forensic accounting or compliance. Vocational training in one

		of the following: Forensic Investigation, Forensic Auditing, Law or any other specialised financial investigation courses. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent written and verbal communication skills, innovative and proactive. General management and project management Skills. Strategic capability and leadership. People management and empowerment. Customer service and responsiveness. Communication Skills. Planning and Prioritising. Research and administration skills. A valid driver's license.
<b><u>DUTIES</u></b>	:	Manage and conduct case planning. Manage and conduct financial investigation. Manage/execute special operations in line with the provisions of relevant legislation. Co-ordinate and manage stakeholder relations with regards to financial investigations. Provide administrative support with regard to case management. Manage and develop staff.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Bheki Sithole Tel No: 012 845 7786
	:	e mail <a href="mailto:Recruit2025503@npa.gov.za">Recruit2025503@npa.gov.za</a>
<b><u>POST 37/47</u></b>	:	<b><u>SENIOR CRIMINAL INVESTIGATOR RECRUIT 2025/504 (6 POSTS)</u></b> Investigative Directorate Against Corruption
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 059 105.per annum (Excluding Benefits) (MMS Level 12)
	:	Pretoria Head Office
	:	An NQF level 6 recognised three (3) year Diploma, Advanced Certificate or equivalent qualification in policing and/or criminal investigation. Minimum of 5 years criminal investigation experience with 3 years operational management experience. Vocational training in criminal investigations such as detective Learning Programme and/or other specialised investigation courses. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent written and verbal communication skills, innovative and proactive. General management and project management Skills. Strategic capability and leadership. People management and empowerment. Customer service and responsiveness. Communication Skills. Planning and Prioritising. Research Skills and Administration skills. A valid driver's license.
<b><u>DUTIES</u></b>	:	Provide strategic planning and implementation of criminal investigations. Coordinate and manage stakeholder relations with regards to criminal investigations. Conduct criminal investigations within the allocated responsibilities of the investigation group. Manage national criminal investigative projects and administrative functions. Manage/execute special operations in line with the provisions of relevant legislation. Manage and develop staff.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Bheki Sithole Tel No: 012 845 7786
	:	e mail <a href="mailto:Recruit2025504@npa.gov.za">Recruit2025504@npa.gov.za</a>
<b><u>POST 37/48</u></b>	:	<b><u>SENIOR FORENSIC DATA CASE ANALYST RECRUIT 2025/505</u></b> Investigative Directorate Against Corruption
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 059 105.per annum (Excluding Benefits) (MMS Level 12)
	:	Pretoria Head Office
	:	An appropriate B Degree (NQF level 7) Computer Science/ Information Systems/ Statistics/ Forensic Science/ Forensic Accounting/ Policing/ Criminology or related qualification with specialization in data analysis and/or forensic investigations. Minimum of 5 years' experience in data analysis in a legal/investigative/financial environment in roles related to investigations, financial crime, forensic accounting or compliance. Vocational training in Anti-corruption and financial crime/anti-money laundering/corruption investigation techniques/ data analysis tools/ cybersecurity/Digital Forensics. Certified Fraud examiner (CFE), Certified Data Analyst (CDA), Certified Information System Auditor (CISA), Certified Anti-Money Laundering Specialist (CAMS) or other Data Science and Analytics certifications. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent written and verbal communication skills, innovative and proactive. General management and project management Skills. Strategic capability and leadership. People management and empowerment. Customer service and responsiveness. Communication Skills. Planning and Prioritising. Research Skills and Administration Skills.
<b><u>DUTIES</u></b>	:	Facilitate the planning and implementation of data analysis and research. Monitor the collection of data and management thereof. Manage/ conduct

		quality analysis of data to support investigation and prosecution of crimes. Undertake the compilation and presentation of investigation report. Manage and develop staff
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Matodzi Makhari Tel No: 012 845 6012
	:	e mail <a href="mailto:Recruit2025505@npa.gov.za">Recruit2025505@npa.gov.za</a>
<b><u>POST 37/49</u></b>	:	<b><u>REGIONAL COURT CONTROL PROSECUTOR RECRUIT 2025/506</u></b> National Prosecutions Service
<b><u>SALARY</u></b>	:	R1 032 906.per annum (Total Cost Package) - R1 675 743.per annum (Total Cost Package) (Level SU-3)
<b><u>CENTRE REQUIREMENTS</u></b>	:	CPP: Modimolle
	:	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. Must have the ability to act independently or within minimum supervision. Proficiency in prosecuting, guiding investigation and giving instructions in complex or more difficult common law and statutory offences in Regional and District Court. Draft complex charge sheets and complex court documents. Good management skills. Must manage, give guidance and train prosecutors.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Thuba Thubakgale Tel No: 015 045 0285
	:	e mail <a href="mailto:Recruit2025506@npa.gov.za">Recruit2025506@npa.gov.za</a>
<b><u>POST 37/50</u></b>	:	<b><u>HEAD COURT CONTROL PROSECUTOR 3</u></b> National Prosecutions Service
<b><u>SALARY</u></b>	:	R1 032 906.per annum (Total Cost Package) - R1 675 743.per annum (Total Cost Package) (Level SU-3)
<b><u>CENTRE</u></b>	:	CPP: Wynberg (Paarl) - Recruit 2025/507
	:	CPP: Modimolle (Mokopane) – Recruit 2025/508
<b><u>REQUIREMENTS</u></b>	:	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. The incumbent must have the ability to act independently or within minimum supervision. Proficiency in prosecuting, guiding investigation and giving instructions in complex or more difficult common law and statutory offences in Regional and District Court. Experience in prosecuting and guiding investigation of more complex cases that are heard in the Regional court and sexual offences and cases involving children. Draft complex charge sheets and complex court documents. Good management skills. Must manage, give guidance and train Prosecutors. Excellent administrative skills. Computer literacy in MS package. Valid driver's licence.
<b><u>DUTIES</u></b>	:	Manage, train and give guidance to and train prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquests 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.

<b><u>ENQUIRIES</u></b>	:	CPP: Wynberg (Paarl) Thuso Damane – 021 487 7129
<b><u>APPLICATIONS</u></b>	:	CPP: Modimolle (Mokopane) Thuba Thubakgale – 015 045 0285
	:	CPP: Wynberg (Paarl) e mail <a href="mailto:Recruit2025507@npa.gov.za">Recruit2025507@npa.gov.za</a>
	:	CPP: Modimolle (Mokopane) e mail <a href="mailto:Recruit2025508@npa.gov.za">Recruit2025508@npa.gov.za</a>
<b><u>POST 37/51</u></b>	:	<b><u>STATE ADVOCATE RECRUIT 2025/509</u></b> National Prosecutions Service
<b><u>SALARY</u></b>	:	R932 904.per annum (Total Cost Package) to R1 539 321 per annum (Total Cost Package) (Level LP- 7 to LP-8)
<b><u>CENTRE</u></b>	:	CPP: Bellville (Blue Downs)
<b><u>REQUIREMENTS</u></b>	:	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 in the prosecution of Sexual Offences; Criminal Procedure, Civil litigation and management of Gender based violence matters. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. High level of proficiency in prosecuting and presenting/ arguing cases in court. Experience in guiding investigations and giving instructions in law and statutory offences. A valid driver's licence.
<b><u>DUTIES</u></b>	:	To institute and conduct criminal proceedings on behalf of the State, to perform any act incidental thereto and to carry out the duties and functions assigned to the prosecution under any Act and/ or the Policy Manual and / or any directives, inter alia, study case dockets, decide on the institution of and conduct criminal proceedings, including proceedings of an advanced or complex nature in the dedicated sexual offences courts. Prepare cases for court, guide investigations, and consult with witnesses, draft charge sheets and other court documents, including documents that are more complex in nature. Present the State's case in court. Present evidence, cross-examine and address the court on, inter alia, conviction and sentence. To ensure criminal and civil litigation in compliance with requirements legally imposed upon the State regarding aspects of criminal and civil activities relevant to the mandate of the National Prosecuting Authority on the management of gender-based violence and all matters incidental there to. To track, monitor and facilitate cases through the Criminal Justice System, manage the court rolls at dedicated sexual offences courts. Securing the attendance of witnesses, investigating officer's and accused in custody at court. Ensuring a reduction of turnaround time in the finalization of cases in line with the mandate of NPA. Assist to improve functional relationships with stakeholders. Constant follow up with the relevant stakeholders. Assist to improve the conviction rate. Supervise, train and develop relevant role-players where required. Submit monthly reports (including statistics) regarding performance management.
<b><u>ENQUIRIES</u></b>	:	Sonwabiso Mkwakwi Tel No: 021 487 7234
<b><u>APPLICATIONS</u></b>	:	e mail <a href="mailto:Recruit2025509@npa.gov.za">Recruit2025509@npa.gov.za</a>
<b><u>POST 37/52</u></b>	:	<b><u>STATE ADVOCATE RECRUIT 2025/510 (2 POSTS)</u></b> National Prosecutions Service
<b><u>SALARY</u></b>	:	R932 904 per annum (Total Cost Package) to R1 539 321.per annum (Total Cost Package) (Level LP- 7 to LP-8)
<b><u>CENTRE</u></b>	:	DPP: Limpopo (OCC)
<b><u>REQUIREMENTS</u></b>	:	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 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 the litigation of the Prevention of Organised Crime Act (POCA) matters. Written and verbal communication skills. Ability to work independently.
<b><u>DUTIES</u></b>	:	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** : Thuba Thubakgale Tel No: 015 045 0285  
**APPLICATIONS** : e mail [Recruit2025510@npa.gov.za](mailto:Recruit2025510@npa.gov.za)

**POST 37/53** : **PROJECT MANAGER RECRUIT 2025/511 (2 POSTS)**  
Investigating Directorate Against Corruption

**SALARY** : R896 436.per annum (Total Cost Package) (MMS Level 11)  
**CENTRE** : Pretoria: Head Office  
**REQUIREMENTS** : An appropriate B Degree (NQF level 7) Three-year National Diploma (NQF level 6) in Business Administration/Public Administration or equivalent. Three years' experience in managing projects in the public sector, legal or investigative environment. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Project Management certification (Prince2, PMP, CAMP). Knowledge of PFMA, POCA, PSA and NPA Act. Eligible for confidential security clearance.

**DUTIES** : Coordinate multidisciplinary investigation teams and task forces. Develop and maintain detailed project plans, including scope, timelines, risks, resources, and deliverables. Arrange operational logistics (venues, transport, data/evidence managing. Consult with internal and external stakeholders (e.g. prosecutors, law enforcement, SARS, AFLJ, international partners, witness protection). Monitor project scope, quality, deadlines, and risks; escalate critical issues promptly. Maintain project dashboards, case-tracking tools, and administrative records. Produce and submit weekly and monthly status reports. Uphold ethical standards confidentiality, and compliance with PFMA, POCA, Public Service Act, and NPA Act.

**ENQUIRIES** : Maureen Dibetle Tel No: 012 845 7727  
**APPLICATIONS** : e mail [Recruit2025511@npa.gov.za](mailto:Recruit2025511@npa.gov.za)

**POST 37/54** : **FINANCIAL INVESTIGATOR RECRUIT 2025/512 (5 POSTS)**  
Investigative Directorate Against Corruption

**SALARY** : R582 444.per annum (Excluding Benefits) (Level 10)  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : An NQF level 6 three year Diploma, Advanced Certificate or equivalent in Forensic investigation, forensic Auditing, Law, Criminal Investigation or related qualification. Minimum of three years' experience financial investigation in a legal/investigative/financial environment in roles related to investigations, financial crime, forensic accounting or compliance. Vocational training in Forensic Investigation, Forensic Auditing, Law or any other specialized financial investigation courses. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent written and verbal communication skills, innovative and proactive. General management and project management Skills. Strategic capability and leadership. People management and empowerment. Customer service and responsiveness. Communication Skills. Planning and Prioritising. Research Skills and Administration skills. A valid driver's license.

**DUTIES** : Conduct case planning. Conduct financial investigation. Execute special operations in line with the provisions of relevant legislation. Attend to stakeholder engagement in relation to financial investigations. Provide administrative support with regard to case management.

**ENQUIRIES** : Maureen Dibetle Tel No: 012 845 7727  
**APPLICATIONS** : e mail [Recruit2025512@npa.gov.za](mailto:Recruit2025512@npa.gov.za)

**POST 37/55** : **FORENSIC DATA CASE ANALYST RECRUIT 2025/513 (7 POSTS)**  
Investigative Directorate Against Corruption

**SALARY** : R582 444.per annum (Excluding Benefits) (Level 10)  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : An appropriate B Degree (NQF level 7) in Computer Science/ Information Systems/ Statistics/ Forensic Science/ Forensic Accounting/ Policing/



		Criminology or related qualification with specialization in data analysis and/or forensic investigations. Minimum of three years' experience in data analysis in a legal/investigative/financial environment in roles related to investigations, financial crime, forensic accounting or compliance. Vocational training in Anti-corruption and financial crime/anti-money laundering/corruption investigation techniques/ data analysis tools/ cybersecurity/Digital Forensics. Certified Fraud examiner (CFE), Certified Data Analyst (CDA), Certified Information System Auditor (CISA), Certified Anti-Money Laundering Specialist (CAMS) or other Data Science and Analytics certifications. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent written and verbal communication skills, innovative and proactive. General management and project management Skills. Strategic capability and leadership. People management and empowerment. Customer service and responsiveness. Communication Skills. Planning and Prioritising. Research Skills and Administration skills. A valid driver's license.
<b><u>DUTIES</u></b>	:	Plan and implement data analysis and research. Collect and manage data. Conduct quality analysis of data to support investigation and prosecution of crimes. Execute special operations in line with the provisions of relevant legislation. Compile and present investigation report.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Bheki Sithole Tel No: 012 845 7786
	:	e mail <a href="mailto:Recruit2025513@npa.gov.za">Recruit2025513@npa.gov.za</a>
<b><u>POST 37/56</u></b>	:	<b><u>CRIMINAL INVESTIGATOR RECRUIT 2025/514 (13 POSTS)</u></b> Investigative Directorate Against Corruption
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R582 444.per annum (Excluding Benefits) (Level 10)
	:	Pretoria Head Office
	:	An NQF level 6 three-year Diploma, Advanced Certificate or equivalent in Policing and/or Criminal Investigation or related qualification. Minimum of three years' experience in a legal/investigative environment in roles related to corruption investigations, commercial related crimes and/or financial crimes. Vocational training in criminal investigations such as the detective Learning Programme and/or other specialized investigation courses. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent written and verbal communication skills, innovative and proactive. General management and project management Skills. Strategic capability and leadership. People management and empowerment. Customer service and responsiveness. Communication Skills. Planning and Prioritising. Research Skills and Administration skills. A valid driver's license.
<b><u>DUTIES</u></b>	:	Conduct strategic planning and implementation for investigations purposes. Attend to stakeholder engagements in relation to investigations. Conduct criminal investigations as authorised by the Investigating Director. Execute special operations in line with the provisions of relevant legislation. Participate in national criminal investigative projects and administrative functions.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Matodzi Makhari Tel No: 012 845 6012
	:	e mail <a href="mailto:Recruit2025514@npa.gov.za">Recruit2025514@npa.gov.za</a>
<b><u>POST 37/57</u></b>	:	<b><u>ASSISTANT DIRECTOR: ADMINISTRATION RECRUIT 2025/515</u></b> (Re-advert) Specialised Commercial Crime Unit
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R468 459.per annum (Excluding Benefits) (Level 9)
	:	Bloemfontein
	:	An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Finance, Public Administration or equivalent qualification. Minimum three years relevant experience in finance and/or administration in the Public Service. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent written and verbal communication skills, innovative and proactive. Decisive under pressure and solution orientated. Negotiating and supervisory skills. Problem solving skills and ability to meet strict deadlines. Knowledge of legislation and regulations pertaining to public service administration specifically the Public Service Act, PFMA and Treasury Regulations. Strong administrative, decision making, organizational and general office management skills. Good planning skills. Performance management skills. Execution, interpretation and recommendations on policies and procedures. Computer literacy in programmes such as MS Word, Excel, PowerPoint and Outlook. Reliable, organized and able to work in a team.

<b><u>DUTIES</u></b>	:	Manage and supervise court administration including court roll management, court statistics compilation. Manage the provision of effective register services. Develop and maintain reliable register system to monitor the movement of files, documents and faxes. Manage corporate services files. Manage finance and supply chain functions. Compilation and interpretation of budget. Manage regional expenditure. Supervise management of S & T claims. Compile and submit monthly finance statistics. Implement and ensure compliance with policies and procedures. Liaise with the stakeholders/customers and suppliers. Perform monthly inspections. Act in the absence of Director: Administration.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Lemmer Ludwick Tel No: 053 807 4539 e mail <a href="mailto:Recruit2025515@npa.gov.za">Recruit2025515@npa.gov.za</a>
<b><u>POST 37/58</u></b>	:	<b><u>STATE ACCOUNTANT RECRUIT 2025/516</u></b> Financial Management -Sub Directorate Internal Control
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R325 101 per annum (Excluding Benefits) (Level 7) Pretoria: Head Office An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Financial Management/ Accounting/Auditing or other relevant qualification. Minimum two (2) years relevant experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of Legislation and Regulations pertaining to PFMA Act, Treasury Regulations, and other government related legislations. Understanding of the Public Finances in the public sector. Good Communication, liaison, and presentation skills. Knowledge of LOGIS System, PERSAL, BAS. Computer literacy, including Microsoft Office Suite (Word, EXCEL, PowerPoint, Outlook). Ability to work independently and under pressure. Willingness to travel. Good administration skills. People management and empowerment. Planning and prioritising skills. Problem solving and decision making. Valid
<b><u>DUTIES</u></b>	:	Conduct interim investigation into fruitless, wasteful and loss cases. Maintain an updated register for all investigations. Validate payment batches against checklist. Present cases of Theft and Losses to the Loss Control Committee. Prepare reports for the Loss Control Committee an Expenditure Control Committee. Provide Secretariat support to the Loss Control Committee. Report on Internal Controls within the Finance Component. Prepare Appointment letters to newly appointed Loss Control Committee Members. Attend to Audit queries. Provide support with regards to Awareness Workshops for Losses within the NPA.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mashane Sebesebe Tel No: 012 845 6595 e mail <a href="mailto:Recruit2025516@npa.gov.za">Recruit2025516@npa.gov.za</a>
<b><u>POST 37/59</u></b>	:	<b><u>HUMAN RESOURCES CLERK RECRUIT 2025/517</u></b> National Prosecutions Services
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R228 321 per annum (Excluding Benefits) (Level 5) DPP: Kimberley 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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Nicholas Mogongwa Tel No: 053 807 4539 e mail <a href="mailto:Recruit2025517@npa.gov.za">Recruit2025517@npa.gov.za</a>

## DEPARTMENT OF PLANNING, MONITORING AND EVALUATION

<b><u>APPLICATIONS</u></b>	:	Applications must be posted / or hand-delivered to: The Department of Planning, Monitoring and Evaluation (DPME), Attention: Human Resource Admin & Recruitment, at Private Bag X 944. Pretoria 0028 or hand delivered to 330 Grosvenor Street, Hatfield, Pretoria 0028 (please quote the relevant post and reference number). Applications can also be emailed to <a href="mailto:Recruitment10@dpme.gov.za">Recruitment10@dpme.gov.za</a>
<b><u>CLOSING DATE</u></b>	:	24 October 2025 at 16:30
<b><u>WEBSITE</u></b>	:	<a href="http://www.dpme.gov.za">www.dpme.gov.za</a>
<b><u>NOTE</u></b>	:	The relevant reference number must be quoted on all applications. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on a signed Z83 accompanied by a comprehensive CV only specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates only. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. The DPME 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). Failure to submit the above information will result in the application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Reference checks will be done during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates must be available for interviews at a date and time determined by DPME. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. All shortlisted candidates will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. For salary levels 11 to 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. The DPME reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The DPME also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Prior to appointment, 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: <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme/">https://www.thensg.gov.za/training-course/sms-pre-entry-programme/</a> . Candidates are required to use the new Z83 (Application for employment) that is implemented with effect from 1 January 2021. A copy can be downloaded on the website of the Department of Public Service & Administration (DPSA) at <a href="http://www.dpsa.gov.za">www.dpsa.gov.za</a>

## MANAGEMENT ECHELON

<b><u>POST 37/60</u></b>	:	<b><u>DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES REF NO:10/2025</u></b> Branch: Corporate Services
<b><u>SALARY</u></b>	:	R1 741 770.per annum (all-inclusive salary package) (Level 15). The remuneration package consists of a basic salary, the State's contribution to the

**CENTRE  
REQUIREMENTS**

Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.

: Pretoria  
: A relevant and appropriate NQF level 8 qualification in either Public Administration/ Social Science/ Business Management, Law/ Strategic Management/ Human Resources and 10 years appropriate experience of which 8 years must be Senior Managerial level. NQF level 9 (Master's Degree) will be an added advantage. Being able to communicate effectively by exchanging information and ideas in a clear and concise manner appropriate for the audience in order to explain, persuade, convince and influence others to achieve the desired outcomes. Be able to display and build the highest standards of ethical and moral conduct in order to promote confidence and trust in the Public Service. Deep knowledge of the Government legislative framework, Public Service legislative and Policy Framework, Government Medium Term Strategic Framework linked to the National Development Plan, Advanced knowledge of public policy analysis and policy development process, Stakeholder management and coordination, Strategic thinking and leadership, Research skills, Financial and Human Resource Management. Knowledge of the Public Service Act (PSA), Public Service Regulations, Public Finance Management Act (PFMA) and Treasury Regulations. Competencies & Skills: Management skills including people management and empowerment, and involvement in managing multi-disciplinary teams. Ability to provide strategic direction and leadership. The ability/experience to create an environment for high performance culture and staff development. Ability to manage multiple projects. Excellent interpersonal & communication skills (written & verbal) and the ability to communicate with diverse audiences. Highly developed negotiation and conflict management skills. Strategic and analytical skills. Research and policy analysis skills. Financial, Computer and project/programme management skills. Personal Attributes: The incumbent must be assertive, self-driven, innovative, client and solution orientated and able to work under stressful situations.

**DUTIES**

: The successful incumbent will be responsible for providing strategic Corporate Services to the Department. This involves providing strategic leadership and coordination in the development, implementation and monitoring of the strategic plan, annual performance plan, annual report and communication services of the department. Oversee the provision of strategic and integrated human resource services, effective security and facilities management services to enhance management support and organisational performance. Provide strategic leadership and oversee the provision of Information, Communication and Technology services and the implementation of the ICT plan to support management operations. Coordinate all administrative inputs to Ministry, DG, external stakeholders and strategic control points. Effective management of the resources of the branch to ensure compliance with statutory requirements. Provide leadership in the coordination of all administrative functions and services assigned to the branch with specific reference to Strategic, Annual Performance and Operational planning and budgeting.

**ENQUIRIES**

: Mr M Cilo, Tel No (012) 312- 0453.

### THE 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, PDF. Candidates must submit applications to [recruitment7@dsbd.gov.za](mailto:recruitment7@dsbd.gov.za) and quote the reference number for the abovementioned position on the subject line (email) when applying i.e REF NO: O: BF
- CLOSING DATE** : 24 October 2025 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. All shortlisted candidates for SMS and/or MMS (MMS optional) posts will be subjected to (1) a technical exercise, (2) a generic managerial competency assessment. 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. Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote presentively in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan). The successful candidate will be required to sign a performance agreement within 3 months of appointment, as well as completing a financial interest's declaration form within one month of appointment and annually thereafter. The Department reserves the rights 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 POST

- POST 37/61** : **BLENDED FINANCE "REF NO: O: BF"**
- SALARY** : R397 116 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma (NQF 6) in Development Finance / Economics / Financial Accounting / Corporate Finance / Business Leadership / Business Administration / Administration / Public Administration / Social Sciences or equivalent / related as recognised by SAQA. Minimum of 1 year experience in Development Finance / Economics / Financial Accounting / Corporate Finance environment. Training in MS packages and valid driver's licence. Have proven competencies: Communication (written and verbal), Project and Programme Administration, Client Orientation and Customer Focus, Analytical and Problem Solving, Financial acumen, Service Delivery Innovation, Teamwork and Collaboration.
- DUTIES** : Conduct desktop research on blended finance initiatives to support MSME growth. Collect and analyse data to inform access to finance strategies. Support the development of policies, frameworks, SOPs, and templates guiding MSME funding interventions. Coordinate responses to MSME and cooperative enquiries related to financial and non-financial support. Facilitate internal and external stakeholder engagements and maintain communication channels. Provide administrative and logistical support for the directorate inclusive of but not limited to: drafting of correspondences, submissions presentations, reports, and logistical support during events, workshops, meetings, minute-taking and record keeping.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/3097

**NOTE**

: The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan).

**DEPARTMENT OF SOCIAL DEVELOPMENT**

***It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of this post and candidates whose transfer/promotion/appointment will promote representivity will receive preference.***

- APPLICATIONS** : Please forward your application, quoting the relevant reference number, to the Director-General, Department of Social Development, Private Bag X901, Pretoria, 0001. Physical Address: HSRC Building, 134 Pretorius Street In the event of hand delivery of applications, applicants must sign an application register book as proof of submission. Applicants may also email their applications to the following email addresses: For: DDG: Community Development – [e-recruit.ddgcd2@dsd.gov.za](mailto:e-recruit.ddgcd2@dsd.gov.za), DDG: Corporate Support Services – [e-recruit.ddgcscs@dsd.gov.za](mailto:e-recruit.ddgcscs@dsd.gov.za), Parliamentary and Cabinet Support – [e-recruit.pcs@dsd.gov.za](mailto:e-recruit.pcs@dsd.gov.za)
- FOR ATTENTION** : Mr TZ Mapela
- CLOSING DATE** : 24 October 2025
- NOTE** : Curriculum vitae with a detailed description of duties and the names of two referees must accompany your signed application for employment (Z83). If applying for more than one position, applicants must submit separate applications for each position. Shortlisted candidates for a post will be required to submit certified copies of qualifications and identity documents on the date of the interview. Applicants are advised that from 1 January 2021, a new application for employment (Z83) form is effective and must be completed in full, failure to use the new Z83 will result in disqualification. The new form can be downloaded online at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies). Applicants applying for SMS posts are required to successfully complete the Certificate for entry into the SMS (submitted prior to appointment) and full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Applicants are expected to pay for the course and may enroll for it at a cost of R400.00. The duration of the course is 120 hours. All shortlisted candidates for 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 Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will sign an annual performance agreement, complete a financial disclosure form and will also be required to undergo a security clearance. Candidates nominated for posts on salary levels 2 - 12 may be subjected to a competency assessment during the selection process. If the candidate is applying for an OSD post, certificates of service must be submitted on the date of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. Personnel suitability checks will be conducted on shortlisted candidates, and the appointment is subject to positive outcomes of the checks. Correspondence will be limited to shortlisted candidates only. The selection of candidates will be done with due regard to the relevant aspects of the selection process as set out in the Public Service Amendment Regulations, 2023, Regulation 67. Applications received after the closing date will not be taken into consideration. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. Candidates requiring additional information regarding the advertised post may direct their enquiries to the person as indicated above. Internal applicants must submit and register their employment applications at the register book in the DSD reception area for the attention of Mr TZ Mapela. DSD reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment process.

**MANAGEMENT ECHELON**

<b><u>POST 37/62</u></b>	:	<b><u>DEPUTY DIRECTOR-GENERAL: COMMUNITY DEVELOPMENT (REF: M1/A/2025)</u></b> Branch: Community Development Re-advertisement (Applicants who applied before need not to re-apply)
<b><u>SALARY</u></b>	:	R1 813 182.per annum This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.
<b><u>CENTRE REQUIREMENTS</u></b>	:	HSRC Building, Pretoria An appropriate post graduate qualification (NQF level 8) in Developmental Studies or Social Sciences or Economic Development or Community Development as recognized by SAQA PLUS a minimum of 8 years' experience at senior management level. Knowledge of the Constitution of South Africa. Knowledge of i) Reconstruction and Development Programme, ii) the Growth Path, iii) Municipal System Act, iv) Rural Development Act, v) Population and Development Policy, vi) the relevant Public Service Legislative frameworks, vii) PFMA and Treasury Regulations, public management and administration principles. Knowledge and understanding of policy development. Knowledge and understanding of the NPO framework, and other NPO related Bills and Policies. White Paper on Transformation of Public Service. Knowledge of Social Service Professions Act, 110 of 1978, as amended. Understanding of the management of strategic plans, business plans and budgeting. Knowledge of the Acts that governing the implementation of social development services and programmes. Understanding and knowledge of community development related Legislations, Policies, Frameworks and norms and standards. Knowledge and understanding of involvement in the international structures/ stakeholders (UN Convention and AU). Knowledge of Kings IV Report for Corporate Governance. Knowledge of National Development Plan (NDP). Knowledge of National Development Agency Act. Competencies needed: Strategic capability and leadership. Programme and project management. Financial Management. Policy Analysis and Development. Information and Knowledge Management. Communication. Service Delivery Innovations. Problem Solving and Change Management. People management and empowerment. Client Orientation and Customer Focus. Stakeholder Management. Presentation, Facilitation and Coordination. Attributes: Good interpersonal relations. Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Adaptability. Independent thinking. Cost consciousness. Honesty and integrity.
<b><u>DUTIES</u></b>	:	Key Responsibilities: Oversee, manage and report on the development of sustainable community development legislative frameworks, policies, strategies, operational frameworks, guidelines and effective programmes. Oversee, manage and report on the implementation of sustainable community programmes aimed at community mobilization, sustainable livelihood, poverty alleviation and reduction programmes to empower poor communities, families and individuals. Oversee, manage and report on coordination, effective and efficient non-profit organization (NPOs) registration, compliance, operations, coordination and monitoring systems, processes and application. Oversee, manage and report on the budget, human resources and performance of the branch in line with the set regulations and prescripts.
<b><u>ENQUIRIES NOTE</u></b>	:	Mr FP Netshipale, Tel: (012) 312-7662/7556 In terms of the Department's employment equity targets, Coloured and White males and African, Coloured and White females as well as persons with disabilities are encouraged to apply.
<b><u>POST 37/63</u></b>	:	<b><u>DEPUTY DIRECTOR-GENERAL: CORPORATE SUPPORT SERVICES (REF: M1/B/2025)</u></b> Branch: Corporate Support Services
<b><u>SALARY</u></b>	:	R1 813 182.per annum This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.
<b><u>CENTRE</u></b>	:	HSRC Building, Pretoria



<b><u>REQUIREMENTS</u></b>	:	An appropriate qualification at NQF level 8 in Social Sciences/ Public Management/ Business Administration/Industrial Psychology/ Legal Services as recognized by SAQA PLUS a minimum of 8 years' experience at senior management level. Knowledge of the Constitution of South Africa. Knowledge of the relevant Public Service Legislative Framework. Knowledge of PFMA and Treasury Regulations Knowledge and understanding of public management and administration principles. Knowledge of White Paper on Transformation of Public Service. Knowledge of macro and micro policies such as MTSF, NDP, MTEF, ect. Knowledge of Batho Pele principles. Knowledge and understanding of government reporting requirements. Competencies needed: Strategic capability and leadership. Programme and project management. Financial Management. Policy Analysis and Development. Information and Knowledge Management. Communication. Service Delivery Innovations. Problem Solving and Change Management. People management and empowerment. Client Orientation and Customer Focus. Stakeholder Management. Operational Planning and Budgeting. Presentation, Facilitation and Coordination. Attributes: Good interpersonal relations. Ability to work under pressure. Innovative and creative. Independent thinking. Ability to work in a team and independently. Adaptability. Confidentiality. Political sensitivity. Cost consciousness. Honesty, integrity and Ethics. Emotional Intelligence. Ability to evaluate/ analyse information and to select an alternative that best meets the needs of the impending situation. Strategic awareness. Customer service oriented and focus. Accountability. Ability to exercise appropriate judgement.
<b><u>DUTIES</u></b>	:	Key Responsibilities: Oversee and manage the provision of information management systems technology services. Oversee, manage and report on the human capital management services. Oversee and manage communication services. Oversee and manage provision of legal services. Oversee and manage the provision of auxiliary services. Oversee, manage and report on the budget, human resources and performance of the branch in line with the set regulations and prescripts.
<b><u>ENQUIRIES</u></b>	:	Mr FP Netshipale, Tel: (012) 312-7662/7556
<b><u>NOTE</u></b>	:	In terms of the Department's employment equity targets, Coloured and White males and African, Coloured and White females as well as persons with disabilities are encouraged to apply.

#### **OTHER POST**

<b><u>POST 37/64</u></b>	:	<b><u>PARLIAMENTARY AND CABINET SUPPORT (REF: M1/C/2025)</u></b> Office of the Director-General
<b><u>SALARY</u></b>	:	R896 436.per annum This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.
<b><u>CENTRE</u></b>	:	HSRC Building, Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate three-year degree or equivalent qualification as recognized by SAQA PLUS 6-10 years' experience. Knowledge of Ministry operations. Proven management competencies. Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio. Working knowledge of the political and parliamentary processes in South Africa. Competencies needed: Strategic capability and leadership. Programme and project management. Policy Analysis and Development. Information and Knowledge Management. Communication. Service Delivery Innovations. Problem Solving and Change Management. People management and empowerment. Client Orientation and Customer Focus. Stakeholder Management. Presentation, Facilitation and Coordination. Attributes: Good interpersonal relations. Ability to work under pressure. Innovative and creative. Independent thinking. Ability to work in a team and independently. Adaptability. Confidentiality. Political sensitivity. Cost consciousness. Honesty, integrity and Ethics. Emotional Intelligence. Ability to evaluate/ analyse information and to select an alternative that best meets the needs of the impending situation. Strategic awareness. Customer service oriented and focus. Accountability. Ability to exercise appropriate judgement.
<b><u>DUTIES</u></b>	:	Key Responsibilities: Monitor events in Parliament/the legislature to identify matters that have a bearing on the portfolio of the executive authority. Monitor events in Cabinet/Executive Council to identify matters that have a bearing on

the portfolio of the executive authority. Render an efficient and effective parliamentary service. Co-ordinate and control movements between the Pretoria and Cape Town offices for Parliamentary sessions. Study the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly.

**ENQUIRIES**

: Mr FP Netshipale, Tel: (012) 312-7662/7556

**DEPARTMENT OF TOURISM**

*The Department of Tourism 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.*

<b><u>APPLICATIONS</u></b>	:	Applications, quoting the relevant reference number must be forwarded to the attention of Chief Director: HR Management and Development at Department of Tourism, Private Bag X424, Pretoria, 0001 or hand deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria or by email as provided.
<b><u>CLOSING DATE</u></b>	:	24 October 2025, 16:30 (Late applications will not be considered)
<b><u>NOTE</u></b>	:	Application must include a Z83 form and CV only. The electronic application must be in PDF format and made up of a single document file, indicating the correct job title and the reference number of the post on the subject line of your email. Failure to do so, your application being disqualified. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za/documents">www.gov.za/documents</a> . Received applications using the incorrect application for employment (old Z83) will not be considered. Each advertised post must be accompanied by its own application form for employment and must be fully completed, initialled, and signed by the applicant as instructed below. Failure to fully complete, initial, and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C, and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83, it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered, and declaration signed. Only an updated comprehensive CV (with detailed previous experience, if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview, following the communication from Human Resources, and such qualifications (s) and other related documents (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). Applicants who do not comply with the abovementioned instructions/requirements, as well as applications received late, will not be considered. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates shall undertake a (1) practical exercise as part of the assessment method to determine the candidate's suitability based on the posts' technical and generic requirements, and (2) an ethical conduct test. Candidates will further be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification, and employment verification). Some of the interviewed candidates for Senior Management level vacancies may be subjected to a 2-day competency assessment that will test generic competencies. Appointment will be subject to the signing of the performance agreement, employment contract, and annual financial disclosure, and must attain a security clearance applicable to the post. The Department reserves the right not to make an appointment. You are consenting to the Department of Tourism processing your personal information, subject to POPIA, by applying for this post.

**OTHER POSTS**

<b><u>POST 37/65</u></b>	:	<b><u>DEPUTY DIRECTOR: ACQUISITION AND ASSET MANAGEMENT (DT 24/2025)</u></b>
<b><u>SALARY</u></b>	:	R896 436 per annum (all-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to the MMS dispensation)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate three-year NQF 7 qualification in Commerce, Financial Management, Logistics Management or Supply Chain Management. Five years' working experience in Supply Chain Demand and Acquisition Management of which three years must be at Assistant Director. Knowledge of

		Supply Chain Management prescripts. Knowledge of Treasury regulations. Knowledge of the Logis system. Knowledge of the BAS system. Knowledge of the PFMA. Financial management. Good leadership skills. Good presentation skills. Computer literacy (MS Office). Effective planning and organising skills. A valid driver's licence.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for designing and developing asset management systems and policies; conducting physical asset management planning and verification; monitoring and reviewing the capturing of all assets in the asset register; monitoring and reviewing the allocation of assets to asset holders; overseeing and reviewing the monitoring of assets in accordance with relevant policies and procedures; identifying and facilitating procurement of replacement assets for redundant and obsolete assets; providing monthly asset reconciliation reports; conducting investigations on assets reconciliation variance, losses, damages and unverified assets; updating the fixed asset register and inventory lists; providing submissions on recommendations to departmental disposal committee's considerations; providing inputs on assets notes to the quarterly, interim annual financial statements; evaluating and recommending IT related procurement; facilitating the issuing of orders for goods and services (system and manual); facilitating payment of goods and services to service providers; facilitating delivery of store stock to internal clients; facilitating the availability of store stock in the warehouse; verifying and signing-off the year plan for the warehouse stocktaking; managing the conducting of stocktaking; ensuring the signing of stocktaking reports; ensuring the approval of balance adjustments; enforcing compliance with the terms and conditions of the contracts; authorising/ certifying correctness of the accrual report; consolidating commitment and accrual report for the financial year end; managing commitment and accrual to the minimum level; managing the filing of procurement batches awaiting deliveries; providing inputs to financial statements in terms of inventory, accruals and commitments; undertaking all administrative functions required with regard to financial and HR administration; developing and managing the operational plan of the sub-directorate and reporting on progress as required; developing, implementing and maintaining processes to ensure proper control of work; compiling and submitting all required administrative reports; managing performance and development; quality control of work delivered by employees.
<b><u>ENQUIRIES</u></b>	:	Ms O Sekgweleo, Tel. (012) 444 6773
<b><u>NOTE</u></b>	:	Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment EE Requirements: Coloured Males and White Males as well as youth and people with disabilities are encouraged to apply.
<b><u>APPLICATION</u></b>	:	email application <a href="mailto:Recruitment24@tourism.gov.za">Recruitment24@tourism.gov.za</a>
<b><u>POST 37/66</u></b>	:	<b><u>DEPUTY DIRECTOR: DEMAND AND LOGISTICS MANAGEMENT (DT 25/2025)</u></b>
<b><u>SALARY</u></b>	:	R896 436 per annum (all-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to the MMS dispensation)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate NQF 7 qualification in Commerce, Financial Management, Logistics Management or Supply Chain Management. Five years' working experience in Supply Chain Demand and Acquisition Management of which three years must be at Assistant Director. Knowledge of Supply Chain Management prescripts. Knowledge of Treasury instructions and practice notes. Knowledge of the Logis system. Knowledge of the Public Service Act and Regulations. Good leadership skills. Good communication skills. Computer literacy (MS Office). Good planning skills. Effective written and verbal communication skills. A valid driver's licence.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for designing and developing demand management policies, processes and procedures; performing strategic and annual supply chain demand management planning; monitoring and reviewing the demand management activities; compiling tender/quotation specifications as required; verifying suppliers to comply with the BEE requirements; controlling the rotation of suppliers to ensure equal opportunities; compiling, implementing and reporting on the operational and risk plans related to demand management and providing monthly management

reports; compiling and publishing requests for proposals where required; managing, designing and developing acquisition management policies, processes and procedures; compiling departmental operational/ supply chain acquisition management plan and obtaining approval; managing the execution of the acquisition management plan; monitoring and reviewing the acquisition management activities; managing the sourcing of bids from the database according to the threshold values determined by the National Treasury; setting up the Bid Evaluation, Bid Adjudication and Bid Specification Committees and rendering a secretariat services to the relevant committees; overseeing the bidding process; management of internal and external audit queries; managing, undertaking and reviewing the monitoring, analyses and determination of actions to ensure proper contract administration; administering variations to contracts; reporting on deviations to National Treasury and AGSA; evaluating applications for price adjustments and invoking penalty clauses; evaluating applications for variations, amendments and cancellations and developing proposals for approval; undertaking dispute resolution and ensuring that all documentation is prepared and available for resolving disputes; managing the coordination, review and monitoring of contract compliance by determining whether product/services are delivered at the right time, in the right quantity, right products, right place, right conditions and right quality; undertaking all administrative functions required with regard to financial and HR administration; developing and managing the operational plan of the sub-directorate and reporting on progress as required; developing, implementing and maintaining processes to ensure proper control of work; compiling and submitting all required administrative reports; managing performance and development; quality control of work delivered by employees.

**ENQUIRIES**  
**NOTE**

- : Ms O Sekgweleo, Tel. (012) 444 6773
- : Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment EE Requirements: Coloured Males and White Males as well as youth and people with disabilities are encouraged to apply.

**APPLICATION**

- : email application to [Recruitment25@tourism.gov.za](mailto:Recruitment25@tourism.gov.za)

## DEPARTMENT OF TRADE INDUSTRY AND COMPETITION

<b><u>APPLICATIONS</u></b>	:	Applications can be submitted: Via e-mail to <a href="mailto:applications@thedtic.gov.za">applications@thedtic.gov.za</a> (Ref no. must appear in subject-line – if no reference no. is provided, the application may not be considered), by post to The Director: Human Resources Management, Private Bag X84, Pretoria, 0001; Hand-delivered to the dtic Campus, corner of Meintjies and Robert Sobukwe Streets, Sunnyside, Pretoria.
<b><u>CLOSING DATE</u></b>	:	27 October 2025
<b><u>NOTE</u></b>	:	The application must include a completed and signed new Z83 Form, obtainable from any Public Service Department, the dtic website or on the internet at <a href="http://www.gov.za">www.gov.za</a> , and a detailed Curriculum Vitae. Applications received that do not comply with this requirement will not be considered. Certified copies of qualifications and Identity Document or any other relevant documents are to be submitted by only shortlisted candidates to HR on or before the day of the interview date. Shortlisted candidates will be subjected to a technical exercise and the selection panel for Senior Management Services (SMS) positions will further recommend candidates to attend a generic managerial competency-based assessment. The Senior Management Pre-Entry Programme (Nyukela Programme) as endorsed by the National School of Government (NSG) must be completed before an appointment on SMS level can be considered. 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: <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme">https://www.thensg.gov.za/training-course/sms-pre-entry-programme</a> . No appointment on SMS level will take place without the successful completion of the pre-entry certificate and submission of proof thereof. Background verification, social media checks and security vetting will form part of the selection process and successful candidates will be subjected to security vetting. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications received after the closing date will not be considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. the dtic reserves the right not to fill any advertised position(s). the dtic is an equal opportunity and affirmative action employer, and candidates whose appointment will promote representivity, will be given preference.
<b>MANAGEMENT ECHELON</b>		
<b><u>POST 37/67</u></b>	:	<b><u>CHIEF DIRECTOR-COMPETITIVENESS INCENTIVES (REF NO: IFB – 118)</u></b> Overview: To provide strategic leadership and management of Incentive Programmes under the Chief Directorate Competitiveness Incentive within the Incentives Branch.
<b><u>SALARY</u></b>	:	R1 494 900 per annum, (Level 14) (All-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Sunnyside, Pretoria
<b><u>REQUIREMENTS</u></b>	:	A qualification at NQF level 7 as recognised by SAQA in Economics, Finance, Public Management, or relevant qualification. 5 years' experience at a senior managerial level in Economic/Incentive Administration in both public and private environments. Key Requirements: Demonstrated experience in strategy design, planning and implementation of incentive programmes. In-depth knowledge of incentive administration processes, systems, policies and procedures. Knowledge of relevant legislation and broader government economic policies, financial and operational risk reporting, and PFMA/Treasury Regulations. Ability to manage internal controls, governance processes, compliance frameworks, and risk management. Strong stakeholder management skills with experience in building partnerships with local and international institutions. Proven ability in financial management, project management, programme management, and strategic planning. Excellent report writing, research, presentation, communication and problem-solving skills. Strong people management, leadership and empowerment skills. Computer literacy (MS Office packages).
<b><u>DUTIES</u></b>	:	Policy Analysis & Programme Development: Analyse policies, regulation and legislation to Strategy and Planning. Design and implement strategies and

action plans for effective incentive administration. Prepare funding requests, spending plans, and delivery team consolidation. Competitiveness Incentive Interventions. Provide guidance on developing and managing systems, policies and procedures. Oversee research, automation, and continuous improvement of incentive administration. Lead the implementation of improving applications and claims documentation and templates for efficient incentive administration Monitoring and Evaluation. Monitor performance against operational and project plans, incentive reconciliations, and risk registers. Evaluate implementation progress of approved projects and manage contingent liability. Stakeholder Management. Establish and maintain strategic partnerships with local and international institutions. Manage stakeholder relations, resolve client challenges, and communicate programme progress. Internal Controls and Governance. Oversee audit processes, legal disputes, compliance with guidelines, and SOP development. Proactively manage all legal disputes, litigation cases and legal responses. Ensure training on governance, legislative processes, and risk mitigation. Chief Directorate Management. Oversee strategic, operational, financial and human resource management of the Chief Directorate. Provide strategic leadership to the development and execution of operational plans for incentive schemes. Communicate performance criteria and oversee compliance with standards

**ENQUIRIES** : L Mdashe, Tel No: 012 394 3103/ L Mabokela 012 394 1809 / D Mathavha, 012 394 3864 / K Xaluva, 012 394 1563

**POST 37/68** : **DIRECTOR: AGRO PROCESSING & TEXTILES- (REF NO: IC&G - 097)**  
 Overview: Manage the development and implementation of policies, strategies and programmes for the Agro-Processing 1 (Aquaculture, Rooibos, Sugar, Poultry Citrus, Cannabis, Honey bush products and Red Meat)

**SALARY CENTRE REQUIREMENTS** :

- : R1 266 714.per annum, (level 13) (All-inclusive remuneration package)
- : Sunnyside, Pretoria
- : A qualification at NQF level 7 as recognised by SAQA in Agricultural Economics / Commerce / Development Studies or any other related field. 5 years' relevant experience at a middle/senior managerial level in an Agriculture or Agro-Processing environment in both public or private sector. Key Requirements: Experience in policy development, strategy formulation and implementation for agro-processing subsectors. Knowledge of industrial policy, trade policy, agricultural marketing legislation, and broader government economic policies. Strong research, analytical and problem-solving skills with ability to interpret sector performance data. Demonstrated stakeholder management skills, including ability to liaise with all spheres of government, industry associations, organised labour and international bodies. Proven experience in managing people, budgets and assets at a directorate level. Competence in project management, planning, organising and monitoring programme implementation. Excellent written and verbal communication, presentation, advocacy and negotiation skills. Computer literacy (MS Office packages).

**DUTIES** :

Development of Agro processing sector strategy: Build an understanding of the agro-processing institutional support system and actively align and build the capacity of key stakeholders across the various spheres of government in order for the agro-processing system to work more effectively. Support the mature agro-processing subsectors to higher growth paths through critical interventions along the value chain. Identify and facilitate investments by the private sector and the state in critical market-enabling agri-infrastructure that unlocks opportunities for agglomeration and rural development. Facilitate the development of high opportunity/ high growth niche sectors that have significant export potential. Facilitate strategic mega-investments that are transformative to the sector, create jobs and unlock value chain potential. Develop high-potential food processing suppliers on scale through facilitating upgrading programmes in partnership with the retailers and large agri-business players. Manage the development and implementation of Agro-Processing 1 sub-sectors programme and strategies. Manage and direct the Industrial Policy Action Plan processes, including the development of the key Action Programmes and their implementation. Manage the development and maintenance of databases of key companies in the Agro-processing sector. Engage in continual policy advocacy and coordination in the Agro-Processing industry that has potential growth. Manage the development of the National Food Control Agency legislative framework. Research and analysis. Manage the quarterly analysis of the performance of the Agro-Processing Industry.

Provide guidance in research related to the Agro-Processing programme, which underpins the policies and strategies of the programme. Manage analysis to formulate or review the Agro-Processing policies, procedures and strategies in line with Industrial Policy. Stakeholder management: Create platforms for continuous engagement with key stakeholders. Manage the stakeholders, including other Government departments to develop a supporting policy environment. Liaising, consulting and networking with appropriate and relevant stakeholders for developing joint programs aimed at improving the competitiveness of the Agro-Processing industry. Represent the department in all forums and focus groups, addressing the sector challenges. Initiate and provide inputs in meetings with industry associations and export councils to ensure alignment with the work of the unit. Directorate Management: Manage staff /personnel. Manage financial resources and assets of the unit. Manage the strategic planning of the unit. Monitoring and Evaluation. Manage the review of policies and methodologies and benchmark against international best practice. Provide support with the implementation of programmes. Develop and monitor corrective action to facilitate the implementation of the interventions

**ENQUIRIES** : Ms K Xaluva, Tel No: 012 394 1563 / L Mdashe, 012 394 3103/ L Mabokela 012 394 1809

**POST 37/69** : **DIRECTOR: ACCOMMODATION MANAGEMENT SERVICES (REF NO: CMSB - 024)**

Overview: To provide professional and strategic direction regarding Facilities/ Accommodation Management, Vetting and Security services to the dtic, its staff and clients in such a way that employee morale is maintained and enhanced. Managing the PPP agreement on the dtic

**SALARY** : R1 266 714 per annum, (level 13) (All-inclusive remuneration package)  
**CENTRE** : Sunnyside, Pretoria  
**REQUIREMENTS** : A qualification at NQF level 7 as recognised by SAQA in a Facility Management, Engineering or related field. 5 years of experience in middle/senior management in a Facility Management environment  
 Key Requirements: Knowledge of and experience in OHSA, Disaster Management Act, National Environmental Management Act, PPP Concepts, Project Management (registered), quantity surveying, risk management (insurance and transfer) and space planning. Sound knowledge of, inter alia, the PFMA, Public Service Act, ISO 9000, ISO 14000, and ISO 18000/45001 series. Knowledge of legislative frameworks and best practice protocols governing. Facilities Management/infrastructure maintenance and soft services, Security, PPPs, and Occupational Health & Safety (e.g., PFMA, OHS Act, PSIRA, MPSS, MISS). Proven experience in contract and stakeholder management. Strong financial management experience, including budgeting and expenditure control for large-scale facilities. Project management skills related to infrastructure, security, and OHS implementation. Strong analytical, planning, problem-solving, and decision-making skills. Excellent communication, stakeholder engagement, and leadership capabilities. Results-driven with a deeply felt commitment to customer service delivery and innovation. Due to the nature of the work (oversight over the dtic security and vetting units), the appointment of the ideal candidate will be subject to successful security clearance and the candidate must have no criminal record.

**DUTIES** : Facilities & Accommodation Management: Develop and implement policies and strategies for effective facilities management. Oversee office space allocation, asset management, building maintenance, and utilities. Manage lease agreements and ensure compliance with legislative requirements, including Public-Private Partnership (PPP) frameworks. Drive cost efficiency in operations while ensuring a conducive working environment. Security Management: Develop, implement, and monitor security strategy, policies and procedures in line with Minimum Information Security Standards (MISS) and Minimum Physical Security Standards (MPSS). Ensure effective access control, surveillance systems, and physical security measures. Conduct security risk assessments, manage emergency response protocols, and coordinate security operations with law enforcement agencies. Vetting Services: Ensure a robust personnel vetting and background screening process in collaboration with the State Security Agency (SSA) (this name may be changing). Oversee risk profiling, security clearance applications., Occupational Health & Safety (OHS): Establish and maintain a compliant OHS



framework in line with the Occupational Health and Safety Act. Conduct regular risk assessments, develop, implement, and monitor safety strategy, oversee fire safety protocols, and ensure effective emergency preparedness, including evacuation drills and first aid readiness. Promote a safe and healthy workplace through awareness programs and compliance monitoring. Strategic & Financial Management: Oversee the budget planning, expenditure control, and resource allocation for the Directorate. Provide strategic input into policy development and ensure alignment with organizational goals. Lead and manage a team of professionals to drive efficiency and service excellence.

**ENQUIRIES** : Ms K Xaluva, Tel No: 012 394 1563 / L Mdashe, 012 394 3103/ L Mabokela 012 394 1809

#### **OTHER POSTS**

**POST 37/70** : **DEPUTY DIRECTOR: CRITICAL INFRASTRUCTURE PROGRAMME (REF NO: IFB - 181)**

Overview: To manage and administer the Critical Infrastructure Programme (CIP).

#### **SALARY CENTRE REQUIREMENTS**

: R1 059 105. per annum, (level 12) (All-inclusive remuneration package)  
: Sunnyside, Pretoria  
: A qualification at NQF level 7 as recognised by SAQA in Economics, Business Administration, Financial Administration or related qualification. 3–5 years' relevant managerial experience in Incentive Administration in both public or private sector environments. Key Requirements: Demonstrated experience in the evaluation of applications and claims within an incentive administration environment. Knowledge of relevant legislation and broader government economic policies, financial and operational risk reporting, and PFMA/Treasury Regulations. Proven ability to manage stakeholder relations, including applicants, financial institutions, service providers, and government departments. Strong analytical, problem-solving, planning and organising skills. Competence in project management, strategic management and computer literacy (Microsoft Office). Excellent communication (written and verbal), presentation, interpersonal and stakeholder management skills. Ability to manage human resources, budgets, and assets within a sub-directorate.

#### **DUTIES**

: Application Evaluation and Processing. Manage and monitor the evaluation of applications, workflow processes, and compliance with programme guidelines. Conduct risk management, verify company information, and resolve audit queries. Interact with clients and conduct business site visits. Claims Administration: Oversee the receipt, assignment, monitoring, and quality assurance of claims. Ensure efficient and effective claims processing and reporting. Programme and Policy Management: Compile operational, risk, expenditure and performance reports. Monitor the implementation progress of approved projects to minimise contingent liabilities. Provide inputs to policy and guideline reviews. Stakeholder Management: Provide support and advice to applicants and external stakeholders on applications and claims. Implement customer care interventions and maintain regular communication with clients. Sub-Directorate Management: Manage financial and human resources within the sub-directorate. Coordinate business plans, quarterly and annual reports. Ensure performance management processes are finalized within prescribed timeframes.

**ENQUIRIES** : L Mdashe, Tel No: 012 394 3103/ L Mabokela 012 394 1809 / D Mathavha, 012 394 3864 / K Xaluva, 012 394 1563

**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 representivity through filling these posts in line with the department's approved Employment Equity Plan. Our buildings are accessible to persons living with disabilities.*

<b><u>APPLICATIONS</u></b>	:	To apply visit: <a href="https://erecruitment.treasury.gov.za/eRecruitment">https://erecruitment.treasury.gov.za/eRecruitment</a>
<b><u>CLOSING DATE</u></b>	:	27 October 2025 at 12:00 pm (Midday)
<b><u>NOTE</u></b>	:	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 will be subjected to two assessments. The first assessment will be a technical exercise that intends to test relevant technical elements of the job, while the second assessment will be an integrity (ethical conduct) assessment, the logistics of which will be communicated by the Department. 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 <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme/">https://www.thensg.gov.za/training-course/sms-pre-entry-programme/</a> , prior to finalisation of appointment, is a requirement for all SMS positions. For SMS positions certain candidates may be required to undergo additional Psychometric Assessments. 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. By submitting your application, it also means you consent to the National Treasury processing your information for Human Resources Management purposes. 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 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 <a href="mailto:Recruitment.Enquiries@treasury.gov.za">Recruitment.Enquiries@treasury.gov.za</a> The National Treasury is compliant with the requirements of POPIA.

**OTHER POST**

<b><u>POST 37/71</u></b>	:	<b><u>ASSISTANT DIRECTOR: RSA RETAIL BONDS REF NO: S051/2025</u></b> Division: Asset And Liability Management (ALM) Purpose: To assist with the creation of a conducive environment and culture of saving in South Africa through the marketing and issuances in the administration of RSA Retail Bonds.
<b><u>SALARY CENTRE</u></b>	:	R582 444 per annum (Excl. benefits) Pretoria

**REQUIREMENTS**

: A Grade 12 is required coupled with a minimum National Diploma (NQF 6)/ B. Degree (NQF 7) in Economics/ Accounting/Business Management, Marketing, Investment and Finance, A minimum 3 years' experience obtained in financial markets, banking sector and capital markets, retail banking, private wealth management. Experience in delivering internal and external customer service excellence through adherence to quality service standards. Knowledge and experience in creating commercially viable client solutions that deliver measurable value and business growth. Knowledge in research methodologies. Knowledge in market analysis related to information for utilisation in the broader business, Experience in qualitative and quantitative analysis of domestic markets.

**DUTIES**

: Some key Outputs include: RSA Retail Bonds Administration: Assist with the verification of withdrawals, estate and late payments and support solutions on exceptions, Verify Proforma correspondence to investors (audit and tax inquiries/ investor communication). Assist with interest and redemption payments against public debt register, Engage stakeholders on the implementation rates changes for implementation, Adhere to audit procedures and assist auditors during annual audit process. Retail Bonds Stakeholder Engagement: Assist in the engagement of stakeholders through roadshows and other marketing strategies, Assist with awareness drives and engage stakeholders on the accessibility of the product, Encourage savings through robust intervention and exposure of the product through various stakeholders' platforms to enhance visibility, Assist with publishing of articles on improved bond offerings on the website and other mediums. Marketing: Assist with the provision of inputs annually market drives and awareness campaigns. Assist with promotions and exhibitions on new products, Benchmarking and Research: Assist with comprehensive benchmarking initiative with reputable local and international institutions. Assist with research to improve the product and value proposition to maintain appropriateness within the market.

**ENQUIRIES**

: ONLY (No applications): [Recruitment.Enquiries@treasury.gov.za](mailto:Recruitment.Enquiries@treasury.gov.za)

## DEPARTMENT OF WATER AND SANITATION

**CLOSING DATE**  
**NOTE**

- : 24 October 2025
- : Interested applicants must submit their applications via the online link <https://erecruitment.dws.gov.za/> Other related documentation such as copies of qualifications, identity document, 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 pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of Government is required prior to the appointment. 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 Department of Water Sanitation 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 (Act No: 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. 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 department 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.

## OTHER POSTS

**POST 37/72**

- : **SENIOR STATE ACCOUNTANT (MANAGEMENT ACCOUNTING) REF NO: 241025/01**  
(Re-advertisement, applicants who have previously applied must re-apply)  
Branch: Infrastructure Management Southern Operations Dir: Operations Southern

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

- : R397 116 per annum (Level 8)
- : Port Elizabeth (Gqeberha)
- : A relevant NQF Level 6 qualification in Finance or related qualification. Two (2) to (4) four years' experience in the financial environment. The disclosure of a valid unexpired driver's license. Knowledge and practical experience on SAP system. Knowledge of Persal and Warms systems would be an added advantage. Computer literacy such as MS Excel, Word and PowerPoint. Sound understanding of accounting principles and knowledge of the budgeting process. People and diversity management. Client orientation and customer focus. Good communication skills. Accountability and ethical conduct. Problem solving and analysis. Knowledge of administrative clerical procedures and systems. Knowledge and understanding of financial prescripts such PFMA and Treasury Regulations.

**DUTIES**

- : In-Year monitoring, monthly reporting and providing support regarding the planning and budgeting process. Compiling and capturing of the budget. Fund shifting of budget allocations. Assist with tariff calculations. Ensure effective implementation of the budget policy and provide advice on the budget process to budget controllers on correct GL allocations. Analyze expenditure trends and deviations and provide reports to management. Assist with re-allocation of funds and monitor movement of funds allocated within the budget. Confirm availability of funds regarding the requisition of goods and services.

		Processing, capturing and/or authorizing payments to customers on the SAP system, perform payroll functions, capturing and/or authorizing staff claims on Persal system. Management of reporting including accruals and commitments, Address audit queries and implement corrective measures. Prepare monthly and quarterly reports on budget expenditure. Approval of journals. Ensure management, maintenance and safekeeping of assets.
<b><u>ENQUIRIES</u></b>	:	Mr. NA Khan Tel No: (041) 508 9725
<b><u>APPLICATIONS</u></b>	:	All applications to be submitted online on the following link: <a href="https://erecruitment.dws.gov.za/">https://erecruitment.dws.gov.za/</a>
<b><u>POST 37/73</u></b>	:	<b><u>SUPPLY CHAIN PRACTITIONER REF NO: 241025/02</u></b> (Re-advertisement, applicants who have previously applied must re-apply) Branch: Infrastructure Management Dir: Operations Central
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Pretoria Office
<b><u>REQUIREMENTS</u></b>	:	Relevant NQF level 6 qualification in Supply Chain Management or relevant qualification. One (1) year experience in supply chain management. The disclosure of a valid unexpired driver's license. Computer literacy. Basic knowledge and understanding of the legislative framework governing the public service or sector. Basic knowledge of Problem solving and analysis. Basic knowledge of SAP. People and diversity management. Client orientation and customer focus. Good communication skill both (verbal and written). Accountability and ethical conduct. Willingness to travel nationwide.
<b><u>DUTIES</u></b>	:	Supervise subordinates or staff. Administer the procurement of goods and services. Ensure compliance to SCM policies, processes, and procedures. Provide training to the internal clients regarding updates on SCM processes and procedures. Attend to SCM related enquiries. Check purchase requisitions and order for correctness, completeness and sign the requisition and order documents. Release purchase requisitions and orders on SAP system. Administer, maintain, and update contract register to ensure transparency and record keeping. Compile audit reports. Implement controls to ensure that purchase orders are placed for items on approved contracts and non-contract requisitions. Receive and verify goods delivered from suppliers prior performing goods receipts (Goods Receipt Voucher) on SAP system and maintain goods receipts register. Issue goods to the end-users (direct and stock purchase) Identify redundant and obsolete stock. Control stock levels and conduct stock taking.
<b><u>ENQUIRIES</u></b>	:	Mr SW Mphateng, Tel No: (012) 741 7318
<b><u>APPLICATIONS</u></b>	:	All applications to be submitted online on the following link: <a href="https://erecruitment.dws.gov.za/">https://erecruitment.dws.gov.za/</a>
<b><u>POST 37/74</u></b>	:	<b><u>SECURITY OFFICER SUPERVISOR REF NO: 241025/03 (X2 POSTS)</u></b> Branch: Infrastructure Management: Central Operations Dir: Operations Central
<b><u>SALARY</u></b>	:	R228 321 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Pretoria Office
<b><u>REQUIREMENTS</u></b>	:	An NQF Level (4) or (5) (A Senior/Grade 12 Certificate or equivalent). Three (3) years' working experience in security. Security Certificate (A Minimum of 1 year of study) Grade B PSIRA certificate. The disclosure of a valid unexpired driver's license will serve as an added advantage. Knowledge of access control procedures. Knowledge of measures for the control movement of equipment and stores. Knowledge of prescribed security procedures (e.g., MISS, MPSS, Protection of Information Act, and the authority of security officers under these Documents. Good listening skills and interpersonal skills. Good verbal and written communication skills and Computer skills.
<b><u>DUTIES</u></b>	:	Supervise the security functions performed by contracted security (PSSP), ensuring adherence to Department security policies. Administrative and Related functions, provide security-related support and administer all control room operations to safeguard the department assets, conducts preliminary investigations. perform unannounced visits or inspections
<b><u>ENQUIRIES</u></b>	:	Mr. MV Phosa, Tel No: (012) 741 7355/7378
<b><u>APPLICATIONS</u></b>	:	All applications to be submitted online on the following link: <a href="https://erecruitment.dws.gov.za/">https://erecruitment.dws.gov.za/</a>

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

**APPLICATIONS**

: Please submit your application, quoting the relevant reference number on your Z83 application as well as on the envelope to: The Director: Human Resource Administration, Department of Education, Bloemfontein 9300. (Old Saambou Building, Ground Floor, corner Charlotte Maxeke and Aliwal Street – Box at Security and or Private Bag X20565, Bloemfontein, 9300). or: e-mail To E-Mail Address as indicated on the Advert. Regarding e-mailed applications: Applications must be submitted as a SINGLE document/One Attachment to the e-mail address specified for each position. (Kindly Note That E-Mailed Applications and Attachments Should Not Exceed 15MB). It remains the candidate's responsibility to ensure that their application is successfully submitted.

**CLOSING DATE**

: 29 October 2025

**NOTE**

: Advertising of vacant public servant posts: Elementary Education & development conditional grant: HRA circular ps 11 of 2025: Free State provincial government: provincial administration: Free State Department of Education It is the intention to promote representativity in the Department through the filling of these posts. The candidature of applicants from designated groups, especially in respect of people with disabilities, will receive preference. Applicants must apply using the NEW Z83 form which can be downloaded at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>. From 1 January 2021 should an application be received using the incorrect application form for employment (Z83), it will not be considered. Please ensure to complete ALL fields on the new Z83 application form. A recent comprehensive, detailed Curriculum Vitae (CV) containing, inter alia, a complete chronological record of training, experience, competencies, and previous employment record as well as the names and telephone numbers of three persons willing to act as referees. Applicants are not required to submit copies of qualifications and other relevant documents on application but must only submit the Z83 and curriculum vitae (Only shortlisted candidates will be required to submit certified documents). All shortlisted candidates will be subjected to personnel suitability checks on criminal records, citizenship verification, financial records, qualification verification and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. Separate applications must be submitted for every vacancy. N.B.: Please note that: Incomplete and late applications will not be considered (applications posted, couriered, and received after the closing date and those that do not comply with these instructions will not be considered). The onus is on the applicants to ensure that their applications are posted, e-mailed or hand-delivered timeously. Failure to comply with the procedure outlined above, will lead to an application being rejected. Applicants are requested to complete the new Z83 form properly which must be authenticated by a signature and initialed on both pages and clearly quoting the relevant Ref No number for each post applied for. Applicants are informed that applications, copies of qualifications and CVs will not be returned; Applicants who terminated their services with voluntary severance packages may not apply; salary progression on the salary scales is subject to performance assessment; The FSDoE reserves the right not to fill advertised positions. It is expected of candidates to be available for selection interviews on a date, time and place determined by the Free State Department of Education. It is the applicants' responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Non-RSA residents/permanent residents will submit proof only when shortlisted. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application has been unsuccessful. Please note it might be expected of short-listed applicants to complete a project. Successful candidates on level 13 and higher must undergo a Competency test. Introduction and general measures: NB: as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence will only be entered into with shortlisted applicants. Entry-level requirement for SMS posts: In terms of the Directive on Human Resource Management and Development on Public Service

Professionalisation Volume 1, a requirement for appointment into SMS posts is the successful completion of the Senior Management Pre-Entry programme as endorsed by the National School of Government (NSG). The Course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. Certificate to be submitted prior to appointment.

#### **MANAGEMENT ECHELON**

<b><u>POST 37/75</u></b>	:	<b><u>DIRECTOR: ELEMENTARY EDUCATION &amp; DEVELOPMENT REF NO: PS11/2025/01</u></b>
<b><u>SALARY</u></b>	:	R1 266 714 – R1 492 122 per annum. (level 13) An all-inclusive salary packages the total package includes 70% basic salary, a state contribution to the Government Employee Pension Fund and flexible portion that may be structured in terms of the applicable guidelines. This appointment is subject to the signing of an Annual Performance Agreement and obtaining a security clearance.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Bloemfontein, Head Office
	:	A qualification at NQF level 7 as recognized by South African Qualifications Authority (SAQA). 5 Years of experience at a middle/senior managerial level. Recommendations: Valid Code B/EB Drivers license. Pre-entry certificate for the Senior Management Services to be submitted prior to appointment. Strong conceptual and formulation skills; strong leadership skills with specific reference to the ability to display thought leadership and co-ordination of complex applications; strong interpersonal skills; excellent verbal and written communication skills; outstanding planning, organizational and people management skills; computer literacy; a highly developed interpretative and conceptualization/ formulation ability; the ability to render advice and guidance in an objective and dedicated manner; The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurized circumstances; the ability to persuade and influence; the ability to lead and direct teams of professionals and service providers and ability to deal with complex situations.
<b><u>DUTIES</u></b>	:	Key Responsibilities: Ensure effective and efficient coordination and overall management of the ECD service in the province. To manage the implementation of strategic plan, Annual Performance Plan and the Operational Plan. To manage the performance of the unit in term of the Children's Act 38 of 2005 pertaining to partial care and Child Protection as well as the implementation of the National Curriculum Framework (NCF) and all other applicable legislations in the ECD sector. Ensure proper Financial management and coordination in the ECD sector in line with the PFMA and related policies. Monitor and ensure timely transfer payments to ECDs. Ensure proper planning, coordination of professional development of Social Workers and ECD practitioners in the ECD sector. To ensure that Partial care database/registers are in place and monitored. Ensure that all ECD service is uploaded on the agreed upon Learner Management System. Ensure that capacity building support programs and training are conducted and monitored for ECD management and governance and output assessed. Ensure that the district quarterly review sessions are arranged and guidance is provided on the expected outcomes. Ensure the expansion of the ECD service within the province by providing the necessary support across the districts. Facilitate Inter-Sectoral Coordination to improve and better the ECD service.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. ET Montso Tel No: (051) 404 8426
	:	<a href="mailto:erecruitment1@fseducation.gov.za">erecruitment1@fseducation.gov.za</a>

#### **OTHER POSTS**

<b><u>POST 37/76</u></b>	:	<b><u>SOCIAL WORKER POLICY DEVELOPMENT: GRADE 1: REF NO: PS11/2025/02</u></b>
		Permanent Grant Post: Elementary Education & Development Directorate
<b><u>SALARY</u></b>	:	R453 201 – R506 868 per annum (OSD). A basic annual salary
<b><u>CENTRE</u></b>	:	Bloemfontein Head Office
<b><u>REQUIREMENTS</u></b>	:	Formal Tertiary Qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions, Compulsory registration with SACSSP as a Social

		Worker, A minimum of 8 years appropriate experience in Social Work after registration as a Social Worker with SACSSP. A valid driving license. Grade 2: A minimum of 18 years appropriate experience in social work after registration as Social Worker with the SACSSP of which 10 years must be appropriate experience in Social Work Policy Development. Recommendations: Must be able to generate ideas and innovative approaches in order To contribute solutions to problems. Must be able to work effectively and cooperatively with persons of diverse backgrounds. Must be able to write formal documentations (ie, reports) and communicate verbally through the selection of relevant delivery mechanisms. Must be able to identify, define problems, analyze situations, apply critical thinking and develop solutions. Must be able manage and build cohesive work teams , work effectively within teams including social work teams, multidisciplinary teams and multi- sectoral teams. Must be able to operationalize and implement the strategic imperatives and policies. Must be able to build and maintain a network of professional relations. Must be able to plan and organize the work of the work unit and groups. Must be able to plan and manage projects in order to deliver on time, within cost and at the required quality level. Must demonstrate social work values and the principles of human rights and social justice.
<b><u>DUTIES</u></b>	:	Key Responsibilities: Develop, implement and maintain social work policies, Ensure that supervisees challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Demonstrate an in depth understanding of complex and advanced human behaviour and social systems. Intervene efficiently and effectively at the points where people interact with their environment in order to promote social wellbeing. Assist, advocate and empower individuals, families, groups, organizations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resource efficiently and effectively. Provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves. Conduct social work research. Monitor, evaluate and quality assure all policies and legislation. Provide support to stakeholders. Review, develop, interpret, apply, provide guidance, analyze impact on social work policies, legislation, related legal and ethical social work practices and ensure that new policies are understood and implemented.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr L Tladi Tel No: (066) 0159 086
	:	<a href="mailto:erecruitment2@fseducation.gov.za">erecruitment2@fseducation.gov.za</a>
<b><u>POST 37/77</u></b>	:	<b><u>ASSISTANT DIRECTOR: EARLY CHILDHOOD DEVELOPMENT CENTRES: REF NR PS11/2025/03</u></b> Physical Resource Planning and Property Management Directorate
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R468 459 – R561 894.per annum (Level 9). A basic annual salary
	:	Bloemfontein Head Office
	:	An appropriate 3-year degree/diploma or equivalent qualification with Civil/Building construction as a subject. (NQF Level 6) Applicable experience at a supervisory level. Computer literacy and valid driver's license.
<b><u>DUTIES</u></b>	:	Manage the Administration of the ECD Infrastructure grant. Management of subordinates. Manage and compile reports
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr L Tladi Tel No: (066) 0159 086
	:	<a href="mailto:erecruitment2@fseducation.gov.za">erecruitment2@fseducation.gov.za</a>
<b><u>POST 37/78</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: EARLY CHILDHOOD DEVELOPMENT CENTRES:REF NR PS11/2025/04</u></b> Physical Resource Planning and Property Management Directorate
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R325 101 – R382 959.per annum (Level 7) A basic annual salary
	:	Bloemfontein, Head Office
	:	An appropriate 3-year degree/diploma or equivalent qualification with financial subjects. (NQF Level 6) Computer literacy and valid driver's license.
<b><u>DUTIES</u></b>	:	Chief User duties related to Supply Chain Management i.e. requisitioning and payments. Financial Management duties such as budgeting, commitment register and monthly compliance reporting. Supervising admin clerks.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr L Tladi Tel No: (066) 0159 086
	:	<a href="mailto:erecruitment4@fseducation.gov.za">erecruitment4@fseducation.gov.za</a>
<b><u>POST 37/79</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: EARLY CHILDHOOD DEVELOPMENT CENTRES: REF NR PS11/2025/05: (5 POSTS)</u></b>



Physical Resource Planning and Property Management Directorate

<b><u>SALARY</u></b>	:	R325 101 – R382 959.per annum (Level 7) A basic annual salary
<b><u>CENTRE</u></b>	:	Bloemfontein, Head Office
<b><u>REQUIREMENTS</u></b>	:	An applicable 3-year diploma or equivalent qualification in Building or Mechanical or Electrical or N3 with passed trade test or National Diploma in Engineering. 2 -3 years relevant experience and a Valid Driver's license
<b><u>DUTIES</u></b>	:	Key Responsibilities: Develop and interpret plans and sketches. Prepare specifications and bill of quantities for maintenance and minor new work. Inspect new and/or maintenance work undertaken on project sites to ensure that it is being done in compliance with all relevant regulations and legislation and that proper quality control is maintained. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Advise and guide contractors in respect of compliance to legislation and procedures. Verify invoices and certify progress of payments. Brief contractors on projects and certify claims for fees. Ensure effective contract administration. Facilitate and resolve problems emanating from projects and develop progress reports on projects. Ensure that SLA's are signed between the Department and the ECD centre. Gather and submit information in terms of the extended public works programme. Perform supervisory functions.
<b><u>ENQUIRIES</u></b>	:	Mr L Tladi Tel No: (066) 0159 086
<b><u>APPLICATIONS</u></b>	:	<a href="mailto:erecruitment3@fseducation.gov.za">erecruitment3@fseducation.gov.za</a>
<b><u>POST 37/80</u></b>	:	<b><u>ADMINISTRATION CLERK: EARLY CHILDHOOD DEVELOPMENT CENTRES: REF NR PS11/2025/06</u></b> Physical Resource Planning and Property Management Directorate
<b><u>SALARY</u></b>	:	R228 321 – R268 950.per annum (Level 5) A basic annual salary
<b><u>CENTRE</u></b>	:	Bloemfontein, Head Office
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification. Recommendations: Knowledge of Computer (Excel and Word) will be essential.
<b><u>DUTIES</u></b>	:	Assist with general office administration in the office of ECD Centres. Handling of files, typing and keeping records up to date, handling telephone enquiries and any other admin official duties as may be assigned.
<b><u>ENQUIRIES</u></b>	:	Mr L Tladi Tel No: (066) 0159 086
<b><u>APPLICATIONS</u></b>	:	<a href="mailto:erecruitment4@fseducation.gov.za">erecruitment4@fseducation.gov.za</a>

**DEPARTMENT OF ECONOMIC, SMALL BUSINESS DEVELOPMENT, TOURISM AND ENVIRONMENTAL AFFAIRS**

<b><u>CLOSING DATE</u></b>	:	24 October 2025 at 16:00
<b><u>NOTE</u></b>	:	Applications must be submitted on Z83 and CV on application all other documents are submitted by shortlisted candidates. If you do not hear from us within three (3) months after the closing date, please consider your application unsuccessful. The department has the right not to make an appointment. The Free State Provincial Department of Economic, Small Business, Development, Tourism and Environmental Affairs (DESTE) presents exciting opportunities/positions for the qualifying unemployed graduates through its Internship Programme. Successful applicants will be appointed as graduate interns for the period of twenty-four (24) months and will undergo on-the-job development training in technical, professional, public service, business and life skills relevant and crucial for them to enter the formal job market. Through the internship programme, the Department aims to enhance the employability of unemployed graduates (graduates with degrees or diplomas) as potential employees. Candidates must be entering the internship programme in government for the first time. The Department of Economic, Small Business Development, Tourism and Environmental Affairs is an equal opportunity, affirmative action employer. Applications must be submitted on Z83 forms only, obtainable from any public service department and recently updated comprehensive CV, certified copies of all qualifications and identity document and copies of their academic transcripts will be requested from recommended applicants who qualify for interviews. Failure to submit the requested document will result in the application not being considered. Prospective applicants should ensure that their applications do not exceed 4MB size. You are, therefore kindly requested to send documents separately, should they exceed the allowed limit. The Department has the right not to make an appointment. NB: Please Submit separate Z83 Form Per Reference Number. People with

disabilities are encouraged to apply. Only Free State Province citizens may apply. Applicants who have applied, they don't need to re-apply.

**INTERNSHIP PROGRAMME/IN-SERVICE TRAINING FOR 2025/2027  
(24 MONTHS)**

**POST 37/81** : **ENVIRONMENTAL HEALTH INSPECTOR INTERNSHIP PROGRAMME REF NO: Destea/EH/02 (02 POSTS)**  
Economic Development

**STIPEND** : R7 860.38 per month for graduate interns  
**CENTRE** : Fezile Dabi Service Centre (Parys)  
**REQUIREMENTS** : NQF level 6 in Environmental Health/ Public Health/ Occupational Health & Safety/ Food and Safety Management  
**APPLICATION** : write email: [internsrecruit@destea.gov.za](mailto:internsrecruit@destea.gov.za) or postal: District Service Centre Manager: No. 73 c/o Phillips Sanders & Schillbach Street, Parys, 9585  
**ENQUIRIES** : Ms Nnana Lentsa 082 443 5513

**POST 37/82** : **ENVIRONMENTAL HEALTH INSPECTOR INTERNSHIP PROGRAMME REF NO: Destea/EH/03 (02 POSTS)**  
Economic Development

**STIPEND** : R7 860.38 per month  
**CENTRE** : Lejweleputswa Service Centre (Welkom)  
**REQUIREMENTS** : NQF level 6 in Environmental Health/ Public Health/ Occupational Health & Safety/ Food and Safety Management  
**APPLICATION** : write email: [internsrecruit@destea.gov.za](mailto:internsrecruit@destea.gov.za) or postal: District Service Centre Manager: Boitumelo Mall, Shop N0. 107, 39890 c/o Nkoane & Ndaki Road, Welkom, 9463  
**ENQUIRIES** : Ms Tshidi Maleka 066 051 1279

**POST 37/83** : **ENVIRONMENTAL HEALTH INSPECTOR INTERNSHIP PROGRAMME REF NO: Destea/EH/04 (02 POSTS)**  
Economic Development

**STIPEND** : R7 860.38 per month  
**CENTRE** : Thabo – Mofutsanyane Service Centre (Phuthaditjhaba)  
**REQUIREMENTS** : NQF level 6 in Environmental Health/ Public Health/ Occupational Health & Safety/ Food and Safety Management  
**APPLICATION** : write email: [internsrecruit@destea.gov.za](mailto:internsrecruit@destea.gov.za) or postal: District Service Centre Manager: Mampoi Street, Public Works Building, DESTEA, L12 Block  
**ENQUIRIES** : Ms Rosemary Booï 082 454 0131

**POST 37/84** : **ENVIRONMENTAL HEALTH INSPECTOR INTERNSHIP PROGRAMME REF NO: DESTEA/EH/05 (02 POSTS)**  
Economic Development

**STIPEND** : R7 860.38 per month  
**CENTRE** : Mangaung Service Centre (Thaba Nchu)  
**REQUIREMENTS** : NQF level 6 in Environmental Health/ Public Health/ Occupational Health & Safety/ Food and Safety Management  
**APPLICATION** : write email: [internsrecruit@destea.gov.za](mailto:internsrecruit@destea.gov.za) or postal: District Service Centre Manager: Office 205, Ratlou Complex, Thaba Nchu, 9780  
**ENQUIRIES** : Ms Selloane Ramabolu 072 635 3674

**DEPARTMENT OF HEALTH**

**CLOSING DATE** : 24 October 2025  
**NOTE** : Directions to applicants: Applications must only be done via the online recruitment platform for the Department at: <https://ihealth.fshealth.gov.za/e-Recruitment/> Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. The application must indicate the correct Job title, the office where the position is advertised and the Reference number as stated in the advert. Failure by the applicant to fully complete the application form will lead to the disqualification of the application during the selection process. Should you be in a possession of

foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from country of origin when shortlisted. All non-SA Citizens will be required to submit a copy of proof of South African permanent residence when shortlisted. Applications that do not comply with the above-mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or post. Failure to upload and submit all the requested documents will result in the application not being considered during the selection process. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointments. Applicants are informed that costs associated with the recruitment processes i.e. travelling and accommodation will be at the expense of the applicants not the Department.

#### OTHER POSTS

<b><u>POST 37/85</u></b>	:	<b><u>HEAD CLINICAL UNIT: FAMILY PHYSICIAN / INTERNAL MEDICINE GRADE 1-2: REF NO: H/P/01/2025</u></b>
<b><u>SALARY</u></b>	:	R2 084 754 – R2 492 571.per annum, (all-inclusive package - OSD)
<b><u>CENTRE</u></b>	:	Bongani Regional Hospital: Welkom
<b><u>REQUIREMENTS</u></b>	:	Senior certificate, plus appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist (Family Physician); Current registration with HPCSA for 2025/2026. Valid driver's license. A valid work permit will be required from non-South Africans. A minimum of five (5) year's appropriate experience as a Medical Specialist after registration with HPCSA as a Medical Specialist (Family Physician). Knowledge And Skills: Management skills, good written and verbal communication skills, leadership and decision-making skills. Knowledge of Public Service legislation, regulations and policies including medical ethics, training of clinical staff, assessment and immediate care of all family physician patients. Good communication, interpersonal skills, computer literacy financial, statistical skills and human resource management skills knowledge of relevant Acts, policies, guidelines and ethical practices. Analytical thinking, independent decision making and problem-solving skills.
<b><u>DUTIES</u></b>	:	Clinical management of Family Physician department, supervision and training of clinical staff, teaching of clinical staff, assessment and immediate care of all Family Physician patients. Provide support to other clinical departments, ensure departmental administration is order. Participate in clinical governance, ensure that there is clinical improvement plan to manage patients at Bongani Regional Hospital. Develop clinical protocols for the department. Provide leadership and promote effective working environment, Conduct or Perform clinical audits, manage performance management and development system for subordinates and ensure continuous development. Establish research program to facilitate generation new knowledge contract with the Clinical Manager and subordinates, ensure continuous professional development. Establish research programme to facilitate generation of new knowledge. Spearhead projects in accordance with the operational plan of clinical services management unit. Management of other Remunerative Work Outside Public Service (RWOPS) for self and other clinical staff. Performance of research within the department. Develop and enhance training and development of healthcare workers in family physician department.
<b><u>ENQUIRIES</u></b>	:	Mr. Tsoho T Human Resource Management: Bongani Regional Hospital e-mail: <a href="mailto:TsohoTP@fshealth.gov.za">TsohoTP@fshealth.gov.za</a> Phone number: 057 - 916 8285
<b><u>APPLICATIONS</u></b>	:	to be directed to: <a href="https://ihealth.fshealth.gov.za/e-Recruitment/">https://ihealth.fshealth.gov.za/e-Recruitment/</a>

**POST 36/86** : **PROFESSIONAL NURSE SPECIALTY (PNB1-2) FOR CLINICAL PRECEPTORS); REF NO: H/P/1/2025 3 POSTS**

**SALARY** : Grade 1: R476.367 - R559 548.per annum  
Grade 2: R583 989 - R723 954.per annum (all-inclusive package - OSD)

**CENTRE REQUIREMENTS** : Universitas Academic Hospital: Bloemfontein  
: Senior Certificate, plus Diploma or Degree in Nursing or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse and current registration. A post-basic nursing qualification with duration of at least one year, accredited with the SANC in either Advanced Midwifery, Adult Critical Care or Advanced Paediatric Nursing Sciences. Current registration with SANC for 2025/ 2026. Added advantage: Qualification in Nursing Education. Valid Driver's License. A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse (PNB1). A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing (PNB2). At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific speciality after obtaining the 1-year post-basic qualification in the relevant speciality. Of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification in the relevant speciality. Knowledge And Skills: Excellent current clinical competencies and skills in area of speciality. Good organizational, collaborative and interpersonal skills. Computer literacy including PowerPoint Presentation Skills.

**DUTIES** : Collaborate with relevant stakeholders on clinical student placement matters to coordinate clinical learning exposure and the achievement of students' learning outcomes. Collaborate with the Clinical platforms, NEIs, HEIs, Nursing Directorate, SANC or other Service Providers to enhance the CPD points' implementation mandate for nursing. Facilitate the development and updating of training SOPs and assessment tools to enhance objective determination of learners' and qualified nurses' competencies. Support the functioning and implementation of Clinical Governance systems and recommendations to improve compliance and achievement of clinical outcomes. Manage state resources within own sphere of control effectively and in accordance with the Supply Chain Management prescripts. Facilitate the use of relevant electronic systems to capture, record and manage information or data to optimize the management of patients' outcomes and clinical decision making. Facilitate the cascade of the Risk Management Strategy within the UAH/ CETU component.

**ENQUIRIES APPLICATIONS** : Mr. J.M. Radebe Tel (051) 405 3415/7  
: to be done at: <https://ihealth.fshealth.gov.za/e-Recruitment>

**POST 37/87** : **PROFESSIONAL NURSE SPECIALITY PNB 1-2 REF NO: H/P/2/2025 (5 POSTS)**

**SALARY** : Grade 1: R476.367 - R559 548.per annum  
Grade 2: R583 989 - R723 954.per annum (all-inclusive package - OSD)

**CENTRE REQUIREMENTS** : Bongani Regional Hospital: Welkom  
: Senior Certificate, plus diploma/degree in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in one of the following specialties referred to in the glossary of terms registration with the SANC as Professional Nurse. i.e. Medical and Surgical Nursing Service, Advanced Midwifery and Neonatal Nursing Science, Extensive Nursing Science, Oncology Nursing Science, Operating Theatre Nursing Science and Orthopaedic Nursing Science. Current registration with SANC for 2025/2026. A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse. A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific speciality after obtaining the 1-year post-basic qualification in the relevant speciality. (Of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification in the relevant speciality. Knowledge and Skills: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practice.

<b><u>DUTIES</u></b>	:	Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons to diverse intellectual, cultural, racial or religious differences. Able to plan and organise 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 patient's needs, requirements expectations (Batho Pele).
<b><u>ENQUIRIES</u></b>	:	Mr. Tsoho T Human Resource Management: Bongani Regional Hospital e-mail: <a href="mailto:TsohoTP@fshealth.gov.za">TsohoTP@fshealth.gov.za</a> Phone number: 057 - 916 8285
<b><u>APPLICATIONS</u></b>	:	to be directed to: <a href="https://ihealth.fshealth.gov.za/e-Recruitment/">https://ihealth.fshealth.gov.za/e-Recruitment/</a>
<b><u>POST 37/88</u></b>	:	<b><u>ASSISTANT MANAGER NURSING SPECIALTY (PNB 4) (CRITICAL CARE):</u></b> <b><u>REF NO: H/A/1/2025</u></b>
<b><u>SALARY</u></b>	:	R755 355. per annum. (all-inclusive package - OSD)
<b><u>CENTRE</u></b>	:	Universitas Academic Hospital: Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate, plus Diploma or Degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. A minimum of 10 years appropriate/ recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience after obtaining 1- year post basic qualification in Postgraduate/ Diploma in Critical Care Nursing Science. At least 3 years of the period referred to above must be appropriate/ recognizable experience at management level. Current registration with SANC for 2025/2026. Knowledge And Skills: Good organizational and interpersonal skills. Sound clinical competencies and PC literacy. Knowledgeable about critical care clinical guidelines, norms and standards.
<b><u>DUTIES</u></b>	:	Provide strategic leadership and guidance to implement the Norms and Standards for Ideal Health Facility Monitoring, OHSC, SANC, the Nursing Strategy, relevant legislative framework, including the achievement of Annual Performance Plan outcomes. Promote the implementation of clinical governance systems and recommendations within critical care departments. Supervise and coordinate provision of a professional, safe, quality patient care by nurses, technologists/ perfusionists, radiographers, surgeons, anaesthesiologists and other partners (internal/ external) within the continuum of critical care for better outcomes and accessibility of life-saving services. Facilitate cost-effective management and utilization of material resources, various assets and human capital, including the procurement of buy-outs needed to provide critical care services in accordance with relevant SCM directives and legislation (PFMA/ Preferential Procurement Act). Develop and monitor the implementation of policies and guidelines, programmes, regulations, procedures and standards pertaining to nurses' training, professional development and research. Promote the use of Information Technology to manage data/ information for the enhancement of communication systems and service delivery. Promote effective risk management and cascading of the Risks Action Plan within the critical care departments.
<b><u>ENQUIRIES</u></b>	:	Mr. J.M. Radebe Tel (051) 405 3415/7
<b><u>APPLICATIONS</u></b>	:	to be done at: <a href="https://ihealth.fshealth.gov.za/e-Recruitment">https://ihealth.fshealth.gov.za/e-Recruitment</a> .
<b><u>POST 37/89</u></b>	:	<b><u>ASSISTANT MANAGER GENERAL (PNA-7), SURGICAL &amp; OPD): REF NO:</u></b> <b><u>H/A/2/2025 (2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R693 096. per annum (all-inclusive package - OSD)
<b><u>CENTRE</u></b>	:	Universitas Academic Hospital: Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate, plus Diploma or Degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. A minimum of 8 years appropriate/ recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at a management level. Current registration with SANC for 2025/2026. Added

		<p>advantage: A valid driver's licence. Knowledge And Skills: Good organizational, communication and interpersonal skills. Sound knowledge of administrative procedures and competencies including PC literacy. Knowledgeable about clinical guidelines, norms and standards in medical, surgical and acute mental health issues.</p>
<b><u>DUTIES</u></b>	:	<p>Provide strategic leadership and guidance to implement the Norms and Standards for Ideal Health Facility Monitoring, OHSC, SANC, the Nursing Strategy, relevant legislative framework, including the achievement of Annual Performance Plan outcomes. Promote the implementation of clinical governance systems and recommendations within allocated medical and surgical wards/ clinics. Direct, supervise and coordinate provision of a professional, safe, quality patient care by nurses, midwives, students, medical teams, support services and other stakeholders (internal/ external) within the continuum of medical, surgical and mental health care and for better outcomes and access to specialized services. Facilitate effective management and utilization of material resources, various assets and human capital, including the procurement of buy-outs used to provide medical, surgical and mental health care services while complying with relevant SCM directives and legislation (PFMA/ Preferential Procurement Act). Develop and monitor the implementation of policies and guidelines, programmes, regulations, procedures and standards pertaining to nurses' training, professional development and research. Promote the use of Information Technology to manage data/ information for the enhancement of communication systems and service delivery. Promote effective risk management and cascading of the Risks Action Plan in medical, surgical department.</p>
<b><u>ENQUIRIES</u></b>	:	Mr. JM Radebe Tel (051) 405 3415 or 405 3333
<b><u>APPLICATIONS</u></b>	:	to be done at: <a href="https://ihealth.fshealth.gov.za/e-Recruitment">https://ihealth.fshealth.gov.za/e-Recruitment</a> .
<b><u>POST 37/90</u></b>	:	<b><u>OPERATIONAL MANAGER SPECIALTY (PNB 3) (MATERNITY) (REF NO: H/O/01/2025 (1 POST))</u></b>
<b><u>SALARY</u></b>	:	R755 355. per annum. (all-inclusive package - OSD)
<b><u>CENTRE</u></b>	:	Universitas Academic Hospital: Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	<p>Senior Certificate, plus Diploma/Degree in Nursing or equivalent qualification that allows registration with South African Nursing Council (SANC) as a Professional Nurse plus a Post Basic Nursing Qualification accredited by SANC in Advanced Midwifery and Neonatology Nursing Science with a duration of at least 1 year. A minimum of 9 years appropriate/ recognisable experience in nursing after registration with SANC as a professional nurse. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification. Current registration with SANC for 2025/2026. Added as advantage: A valid driver's licence. Knowledge And Skills: Leadership Skills Communication Skills, Computer literacy. Knowledge of relevant Management and practice legislation/standards. Ability to lead, plan, organize, co-ordinate and communicate. Ability to take charge and make appropriate independent decisions. Ability to work under pressure. Knowledge of all Maternity Antenatal/ Postnatal and Neonatal guidelines</p>
<b><u>DUTIES</u></b>	:	<p>Maintain constructive working relationships with nursing and other stakeholders. Implement all strategic mandates of Nursing strategy, Regulated Norms and Standards, Annual performance. Manage and implement all clinical governance related matters. Ensure provision of quality nursing care according to nursing process and patient safety standards. Manage the risks identified in the Maternity and Neonatal Unit. Responsible for Resources: Human, financial, material, and assets. Responsible for providing environment conducive to education and research. Management of Information.</p>
<b><u>ENQUIRIES</u></b>	:	Mr. JM Radebe Tel (051) 405 3415/7
<b><u>APPLICATIONS</u></b>	:	to be done at: <a href="https://ihealth.fshealth.gov.za/e-Recruitment">https://ihealth.fshealth.gov.za/e-Recruitment</a> .
<b><u>POST 37/91</u></b>	:	<b><u>OPERATIONAL MANAGER GENERAL (PNA5) (SURGICAL WARDS) -(REF NO: H/O/02/2025 (3 POSTS))</u></b>
<b><u>SALARY</u></b>	:	R693 096. per annum. (all-inclusive package - OSD)
<b><u>CENTRE</u></b>	:	Universitas Academic Hospital: Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	<p>Senior Certificate, Diploma or Degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. A minimum of 7 years appropriate/ recognisable nursing experience after registration with SANC in</p>



## **DUTIES**

General Nursing. Current registration with SANC for 2025/2026. Knowledge And Skills: Good organizational, communication and interpersonal skills. Sound clinical competencies in medical and surgical care including PC literacy. Knowledgeable about clinical guidelines, norms and standards in medical, surgical and acute mental health issues.

- : Provide operational leadership and guidance to implement the Norms and Standards for Ideal Health Facility Monitoring, OHSC, SANC, the Nursing Strategy, relevant legislative framework, including the achievement of Annual Performance Plan outcomes. Promote the implementation of clinical governance systems and recommendations within allocated medical and surgical wards/ clinics. Direct, supervise and coordinate provision of a professional, safe, quality patient care by nurses, students, medical teams, support services and other stakeholders (internal/ external) within the continuum of medical, surgical and mental health care and for better outcomes and access to specialized services. Facilitate effective management and utilization of material resources, various assets and human capital, including the procurement of buy-outs used to provide medical, surgical and mental health care services while complying with relevant SCM directives and legislation (PFMA/ Preferential Procurement Act). Develop and monitor the implementation of policies and guidelines, programmes, regulations, procedures and standards pertaining to nurses' training, professional development and research. Promote the use of Information Technology to manage data/ information for the enhancement of communication systems and service delivery. Promote effective risk management and cascading of the Risks Action Plan in medical, surgical and 72-hour observation units.

## **ENQUIRIES APPLICATIONS**

- : Mr. JM Radebe Tel (051) 405 3415 or 405 3333
- : to be done at: <https://ihealth.fshealth.gov.za/e-Recruitment>.

## **POST 37/92**

- : **ULTRASOUND / SONOGRAPHER RADIOGRAPHER GRADE 1-3 (REF NO: H/U/1/2025)**

## **SALARY**

- : Grade 1: R491 256 – R559 512.per annum
- : Grade 2: R575 250 - R657 507.per annum
- : Grade 3: R676 716 - R707 625.per annum, (all-inclusive package - OSD)

## **CENTRE REQUIREMENTS**

- : Bongani Regional Hospital: Welkom
- : Senior Certificate. Degree/National Diploma ultrasound or equivalent qualification that allows registration with South African Nursing Council (HPCSA) as a Ultrasound Sonographer. Current registration with HPCSA for 2025/2026 as sonographer. Experience: **Grade 1:** No experience after registration with the Health Profession council of South Africa. (HPCSA) as an ultrasound Sonographer in respect of RSA qualified employee who performed community service as required in south Africa. 1-year relevant experience after registration with HPCSA in respect of foreign qualified employees. Experience: **Grade 2:** A minimum of 10 years appropriate/recognizable experience after registration with HPCSA as an ultrasound sonographer in respect of RSA qualified employees who performed community service. 11 years' experience after registration with HPCSA in respect of foreign qualified employees. Experience: **Grade 3:** A minimum of 20 years appropriate/recognizable experience after registration with HPCSA as an Ultrasound Sonographer in respect of RSA qualified employees who performed community service. 21 years' experience after registration with HPCSA in respect of foreign qualified employees of whom it is not required to perform community service as required in south Africa. Knowledge And Skills: training and competencies required for the post: sound knowledge of obstetrics and gynaecology ultrasound procedures. Knowledge of general ultrasound scans. Sound knowledge of ultrasound procedures. Knowledge of relevant health and safety policies, regulations and acts. Sound report writing and administrative skills. Knowledge of quality assurance procedure and methods. Sound communication, interpersonal relations and ability to perform with a team computer literacy.

## **DUTIES**

- : Provide high quality ultrasound services consistent with scope of practice and patient's needs. To promote good health practices and ensure optimal patient care. Execute all ultrasound procedure completely to prevent complication. Provide general administrative duties as required. Provide guidance and supervision to junior staff. Participate in institutional radiographic policy making and planning for service delivery. Promote Batho Pele principle in the execution of all duties for effective service delivery. Give factual information to patients and clients on ultrasound examination. Participate in departmental core

		standards. Inspect and utilize equipment professionally to ensure that sonographic services comply with the required prescripts. Participate in ultrasound quality assurance. programmes. Participate in continued professional development (CPD programmes. Compile report and memos as required in the working environment. Assist with ultrasound patient booking. Perform other duties as per delegation by radiography management.
<b><u>ENQUIRIES</u></b>	:	Mr. Tsoho T Human Resource Management: Bongani Regional Hospital e-mail: <a href="mailto:TsohoTP@fshealth.gov.za">TsohoTP@fshealth.gov.za</a> Phone number: 057 - 916 8285
<b><u>APPLICATIONS</u></b>	:	to be directed to: <a href="https://ihealth.fshealth.gov.za/e-Recruitment/">https://ihealth.fshealth.gov.za/e-Recruitment/</a>
<b><u>POST 37/93</u></b>	:	<b><u>CLINICAL TECHNOLOGIST GRADE 1-3 (REF NO: H/C/1/2025)</u></b>
<b><u>SALARY</u></b>	:	Grade :1 R491 256 – R559 512.per annum Grade 2: R575 250 - R657 507.per annum Grade 3: R676 716 -R707 625.per annum, (all-inclusive package - OSD)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Bongani Regional Hospital: Welkom Senior Certificate., plus B-tech Degree in Clinical Technology or equivalent qualification that allows registration with South African Nursing Council (HPCSA) as a Clinical Technologist. Current registration with for 2025/2026.Experience <b>Grade 1:</b> None after registration with the HPCSA in the relevant profession as a Clinical Technologist in respect of South African qualified employees who performed Community Service, as required in South Africa. One-year relevant experience after registration with the HPCSA as Clinical Technologist in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. <b>Grade 2:</b> Minimum of 10 years relevant experience after registration with the HPCSA as a Clinical Technologist in respect of South African qualified employees who performed Community Service, as required in South Africa. Minimum of 11 years relevant experience after registration with the HPCSA in the as a Clinical Technologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. <b>Grade 3:</b> Minimum of 20 years relevant experience after registration with the HPCSA as Clinical Technologist in respect of South African qualified employees who performed Community Service, as required in South Africa. Minimum of 21 years relevant experience after registration with HPCSA as a Clinical Technologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge And Skills: Good interpersonal and communication skills, problem solving abilities, work well under pressure, ability to work independently and in a team.
<b><u>DUTIES</u></b>	:	Set up, pre-test: maintenance and troubleshooting of mechanical ventilators and cardiac output machine. Able to perform continuous dialysis for critically ill patients with acute kidney injury. Ensure safe and effective use of electro physiological equipment used in ICU. Troubleshooting of electro physiological equipment to other healthcare professionals. Will be required to work after hours, weekends and holiday. Perform hemodynamic studies. Assist with cardio version in ICU. Assist with transport of the critically ill patients.
<b><u>ENQUIRIES</u></b>	:	Mr. Tsoho T Human Resource Management: Bongani Regional Hospital e-mail: <a href="mailto:TsohoTP@fshealth.gov.za">TsohoTP@fshealth.gov.za</a> Phone number: 057 - 916 8285
<b><u>APPLICATIONS</u></b>	:	to be directed to: <a href="https://ihealth.fshealth.gov.za/e-Recruitment/">https://ihealth.fshealth.gov.za/e-Recruitment/</a>
<b><u>POSTV36/94</u></b>	:	<b><u>CHIEF ARTISAN (ELECTRICAL / MECHANICAL) GRADE A-B: REF NO: H/C/2/2025</u></b>
<b><u>SALARY</u></b>	:	Grade A: R480 261 – R547 635.per annum Grade B: R578 712 - R769 920. per annum, (all-inclusive package - OSD)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Bongani Regional Hospital: Welkom Minimum educational qualification, Senior Certificate, plus National Diploma in Electrical Engineering in accordance with the standards recognized by the National Skills Authority in terms of action 28 of the Manpower Training Act:1981. Appropriate Trade Test Certificate: Electrical. Experience:10 years, appropriate post qualification experience as an Artisan Foreman. Appropriate practical experience in Electrical field environment. Inherent requirements of the job: A valid driver's license. Willing to perform standby duties when necessary and attend to emergency breakdowns after hours. Competencies (knowledge/Skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act. Knowledge And Skills: Appropriate



		knowledge to supervise the electrical division. Computer literacy in Microsoft Word; Excel, PowerPoint, Outlook and Internet. Knowledge of the Public Financial Management Act.
<b><u>DUTIES</u></b>	:	Responsible for the training, development and supervision of junior staff and assist with staff evaluation. Control over maintenance and repairs to the plant, hospital services and equipment, autoclaves and steam reticulation plant. Attend to emergencies including after-hour repairs and standby duties. Assist in project management and the compilation of minor specifications. Budgeting and expenditure control in respect of the technical services department. Manage technical services and support in conjunction with Artisans and associates in field. Ensure the promotion of safety in the line with statutory and regulatory requirements. Provide inputs into existing technical manual, standard drawings and procedure to incorporate new technology. Ensure quality assurance in line with specifications and conduct maintenance of all buildings. Perform minor construction work in all civil structures. Maintain good housekeeping and ensure machinery in the workshop/store is maintained in good working order. Preparation and compilation of materials list. Manage equipment, tools and machinery used. Compile and submit reports as required. Provide and consolidate inputs of the technical operational plan. Manage key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Research literature studies on technical and engineering technology to improve expertise. Liaise with relevant stakeholders i.e. ESKOM and local municipalities and service providers.
<b><u>ENQUIRIES</u></b>	:	Mr. Tsoho T Human Resource Management: Bongani Regional Hospital e-mail: <a href="mailto:TsohoTP@fshealth.gov.za">TsohoTP@fshealth.gov.za</a> Phone number: 057 - 916 8285
<b><u>APPLICATIONS</u></b>	:	to be directed to: <a href="https://ihealth.fshealth.gov.za/e-Recruitment/">https://ihealth.fshealth.gov.za/e-Recruitment/</a>
<b><u>POSTV37/95</u></b>	:	<b><u>ARTISAN FOREMAN GRADE A-B (ELECTRICAL / BUILDING / CIVIL / PLUMBING / MECHANICAL) REF NO: H/A/3/2025</u></b>
<b><u>SALARY</u></b>	:	Grade A: R382 047 – R433 176.per annum Grade B: R453 609 - R571 089.per annum, (all-inclusive package - OSD)
<b><u>CENTRE</u></b>	:	Bongani Regional Hospital: Welkom
<b><u>REQUIREMENTS</u></b>	:	Relevant Trade Test Certificate. (A complete apprenticeship or certificate issued under the provisions of Section 28 and 30 of the Manpower Training Act, 1981 as amended, or a certificate issued under the provisions of the repealed Section 27 of the Act referred to. Knowledge of the Health and Safety Act, 1993 (Act No. 85 of 1993), 5 years post-qualification experience as an Artisan. Valid driver's license. Knowledge And Skills: Computer literacy in Microsoft Word; Excel, PowerPoint, Outlook and Internet. Knowledge of the Public Financial Management Act.
<b><u>DUTIES</u></b>	:	Produce designs according to client specification and within limits of production capability. Produce objects with material and equipment according to job specification and recognized standard. Quality assurance of produced objects and inspect equipment and or facilities for the technical faults. Perform repairs to equipment and machinery in the facility according to standards. Test and repair equipment and machinery ensure that they are functional according to norms and standards. Service equipment and machinery in the facility according to service plan schedule. Quality assurance serviced and maintain and repair faults. Prepare specifications and open files for procurement of services as required on equipment, machinery and procurement of material and consumables. Compile and submit reports required. Provide inputs to the operational plan. Ensure adherence to safety standards, requirements and regulations. Supervise and mentor staff. Resource planning and scheduling of works. Continuous individual development to keep up with new technologies and procedures. Research/literature studies on technical/engineering technology to improve expertise.
<b><u>ENQUIRIES</u></b>	:	Mr. Tsoho T Human Resource Management: Bongani Regional Hospital e-mail: <a href="mailto:TsohoTP@fshealth.gov.za">TsohoTP@fshealth.gov.za</a> Phone number: 057 - 916 8285
<b><u>APPLICATIONS</u></b>	:	to be directed to: <a href="https://ihealth.fshealth.gov.za/e-Recruitment/">https://ihealth.fshealth.gov.za/e-Recruitment/</a>
<b><u>POST 37/96</u></b>	:	<b><u>ARTISAN PRODUCTION GRADE A-C (ELECTRICAL / BUILDING / CIVIL / PLUMBING / CARPENTRY / PAINTING REF NO: H/A/4/2025 (2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade A: R382 047 – R433 176.per annum Grade B: R453 609 - R571 089 per annum, (all-inclusive package - OSD)

<b><u>CENTRE REQUIREMENTS</u></b>	:	Bongani Regional Hospital: Welkom
	:	A completed Apprenticeship and passed Trade Test in terms of Provisions of Section 13(2)(h) of the Manpower Training Act of 1981, as amended or a Certificate issued under the Provision of Repealed Section 27 of the same Act. A valid drivers license Knowledge and Skills: Knowledge of the Occupational Health & Safety Act, 1993 (Act No. 85 of 1993) (OHS Act). Computer literate.
<b><u>DUTIES</u></b>	:	Produce designs according to client specification and within limits of production capability. Produce objects with material and equipment according to job specification and recognized standards. Quality assurance of produced objects and inspect equipment and or facility for technical faults. Repair equipment and facility defects according to standards. Test and repair equipment and machinery in the facility in terms of the specifications. Service equipment and machinery in the facility according to maintenance plan schedule. Quality assures serviced and maintained equipment in the facility. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job records/register, supervise and mentor staff. Continuous individual development to keep up new technologies and procedure.
<b><u>ENQUIRIES</u></b>	:	Mr. Tsoho T Human Resource Management: Bongani Regional Hospital Email: <a href="mailto:TsohoTP@fshealth.gov.za">TsohoTP@fshealth.gov.za</a> Phone number: 057 - 916 8285
<b><u>APPLICATIONS</u></b>	:	to be directed to: <a href="https://ihealth.fshealth.gov.za/e-Recruitment/">https://ihealth.fshealth.gov.za/e-Recruitment/</a>
<b><u>POST 37/97</u></b>	:	<b><u>SUPPLY CHAIN PRACTITIONER: REF NO: H/S/1/2025</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R325 101 – R382 959 per annum
	:	Bongani Regional Hospital: Welkom
	:	Senior certificate PLUS National Diploma/ degree in Financial Management. A minimum of 5-7 experience in Supply Chain Management. Valid driver's license. Knowledge And Skills Knowledge of PFMA, PPPFA, SCM guidelines, Treasury Regulations, Supply Chain Framework Act and B-BBEE Act. Computer Literacy in Microsoft Office Software applications)
<b><u>DUTIES</u></b>	:	Oversee and render proper management of Demand, Acquisition, Logistics and warehouse, assets and contract management. Ensure that acquisition of goods, service quotations, tender and adjudication activities are in accordance with the institutional business and procurement plan and in accordance with SCM policies and delegations. Co-ordinate and compile the procurement planning process and compliance to SCM policies. Ensure effective, efficient and economical management of allocated resources of the division. Manage and evaluate Performance Management and Development System in the unit. Ensure compliance with Department SCM Policy Framework, Practice Notes and Treasury Regulations and SOP'S. Conduct internal audit and risk management within all areas of responsibility within SCM and compliance with department policies and guidelines. Supervise, train and develop personnel in line with relevant HR prescripts/regulations and segregate duties in order to improve service delivery and efficiency. Provide guidance with the analysis of the trends of the demands for goods and services in the facility. Provide guidance and assistance to the end users with the development of specifications for goods & services. Ensure relevant DCM committees are in place's-ordinate in-service training in order to promote service delivery. Ensure all monthly returns are submitted timeously for all SCM sections under your supervision. Ensure that there are no stock out stocking is done timeously & sent to Head Office. Assist end user with the compilation of Demand Management Plans and Procurement Plans. Prepare management information, reports, statistics, and reporting on procurement to management.
<b><u>ENQUIRIES</u></b>	:	Mr. Tsoho T Human Resource Management: Bongani Regional Hospital Email: <a href="mailto:TsohoTP@fshealth.gov.za">TsohoTP@fshealth.gov.za</a> Phone number: 057 - 916 8285
<b><u>APPLICATIONS</u></b>	:	to be directed to: <a href="https://ihealth.fshealth.gov.za/e-Recruitment/">https://ihealth.fshealth.gov.za/e-Recruitment/</a>
<b><u>POST 37/98</u></b>	:	<b><u>SECURITY OFFICER MANAGER: REF NO: H/S/2/2025</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R325 101 – R382 959 per annum
	:	Bongani Regional Hospital: Welkom
	:	Senior Certificate, plus National Diploma NQF Level 6 in Security Management/ Security Risk Management/ Policing with 1-2 years' experience in security management. Registration with PSIRA as a Security Officer Grade: B. A Valid driver's license. Knowledge And Skills: Knowledge of the access control procedures, Knowledge of measures of control and movement of equipment & stores. Prescribes security procedures e.g. MIS, NISA, Protection

## **DUTIES**

of Information Act, Emergency Procedures. Computer skills. Communication skills. Knowledge of the relevant Public Service Regulation, access control, security regulations and procedures. Able to write, read and communicate at least two of the official languages applicable in the Free state. Knowledge of CCTV surveillance and control room practice. Physically fit. Willingness to work long hours and available on 24 hours. Ability to write reports.

: Manage and monitor access control to the buildings: Define services that the visitors require, ensure that visitors are referred to the relevant service delivery point. Check completeness of admission control registers. Provide admission control documents/cards as required, ensure that visitors are escorted to relevant employees/venues. Ensure that unauthorized person and dangerous objects do not enter the building/premises. Report breaches and follow-up on incidents. Manage undertaking of building/premises patrols. Ensure that all entrances are locked and unlocked, check water leaks and that taps are closed, Identify and check fire hazards, exposed electricity contacts and other fire hazards. Check that lights are switched on and off as required. Check and report suspicious objects and packages. Monitor application of emergency procedures. Ensure maintenance and safe keeping of equipment, documents and stores of the Department. Check completeness of registers to control the movement of equipment, stores and documents that leave the building/premises unauthorized. Inspect vehicles entering and leaving the premises. Analyse gathered information or reports on missing and stolen equipment and stores. Manage handling of documents at points of entry according to classification and the applicable prescripts. Ensure maintenance and safe records keeping of registers. Check and verify all recorded incidents in the occurrence book/register. Check and verify all submitted weekly, monthly registers. Facilitation of procurement for security service. Check verify accuracy of work orders, time sheets and invoices Manage personnel i.e. leave, overtime etc., maintain discipline and ensure that Security Officers wear uniform at all times.

## **ENQUIRIES**

: Mr. Tsoho T Human Resource Management: Bongani Regional Hospital e-mail: [TsohoTP@fshealth.gov.za](mailto:TsohoTP@fshealth.gov.za) Phone number: 057 - 916 8285

## **APPLICATIONS**

: to be directed to: <https://ihealth.fshealth.gov.za/e-Recruitment/>

## **POST 37/99**

: **SECURITY OFFICER SUPERVISOR REF NO: H/S/3/2025 (4 POSTS)**

## **SALARY**

: R228 321 – R268 950.per annum

## **CENTRE**

: Bongani Regional Hospital: Welkom

## **REQUIREMENTS**

: Senior Certificate, 5 years relevant experience in a security environment; registration with PSIRA as a Security Officer Grade Driver's license will serve as an added advantage. Knowledge And Skills: Knowledge of the access control procedures. Knowledge of measures of control and movement of equipment & stores, Prescribes security procedure e.g. MIS, NISA, Protection of information Act, Emergency Procedure, Stakeholders Engagement, Financial Management. Policy implementation, People Management, Customer and quality management. Problem solving Skills, Strategic, Capability and leadership, self-leadership. Communications Skills, Computers Skills, Planning and Organizing, Skills Programme and Project management, Negotiation and Presentation Skills. Knowledge of the relevant Public Service Regulation, access control, security regulations and procedures. Able to write, read and communicate at least two of the official languages applicable in the Free state. Knowledge of CCTV surveillance and control room practice. Physically fit. Willingness to work long hours and available on 24 hours. Ability to write reports.

## **DUTIES**

: Manage the security services including the CCTV surveillance in the hospital. Manage of leave for the unit / shift. Compile shift rosters and shifts schedules. Monitor the performance of security officials and determine the training needs. Allocate the duties to the security officials and maintain discipline. Identify risks and threats to the security of the hospital. Ensure effective patrolling of the building, parking areas and the perimeter. Conduct preliminary investigations on all reported incidents of security breaches. Gather information through interviews and obtaining physical evidence. Liaise constantly with the Security Manager of the department and the South African Police Services around issues of concern relating to the security of the medical depot. Monthly submission of reports. Perform access control functions. Determine appointments / or services that visitors require, contact relevant employee to confirm appointment. Complete or ensure that the admission control register is

completed. Escort / visitors to relevant employees / venues. Lock and unlock entrances. Ensure that unauthorized persons and dangerous objects do not enter the building. Identify and check fire hazards exposed electrical contacts and other fire hazards, check lights, switch on and off as required. Check suspicious objects and packages and report. Apply emergency procedure. Ensure safe keeping of equipment, documents and stores of the department. Confirm that no equipment, stores and assets of the department leave the building / premises unauthorized. Inspect vehicles entering and leaving the premises. Receive time sheets in line with posting procedures. Submit time sheets to the Security Manager for payment and processing of overtime / night shift / Sunday allowances. Record all incidents in the occurrence book / register. Maintenance and safe keeping of registers weekly, monthly to the relevant person. Issue admission control documents / cards as required.

**ENQUIRIES** : Mr. Tsoho T Human Resource Management: Bongani Regional Hospital e-mail: [TsohoTP@fshealth.gov.za](mailto:TsohoTP@fshealth.gov.za) Phone number: 057 - 916 8285

**APPLICATIONS** : to be directed to: <https://ihealth.fshealth.gov.za/e-Recruitment/>

## **DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE**

**APPLICATIONS** : Applications For The Department Of Public Works And Infrastructure To Be Submitted To: Head: Public Works and Infrastructure, P.O Box 7551, Bloemfontein 9300 or Applications that are hand delivered must be brought to the Foyer of O.R Tambo House where they must be placed in the appropriately marked box at: Security Ground Floor, O.R Tambo House, St. Andrews Street, Bloemfontein. No Applications Will Be Accepted by Staff in offices in the Building.

**CLOSING DATE** : 24 October 2025

**NOTE** : Directions to applicants: Applications must be submitted on the new prescribed Z83 application form obtainable from any Public Service Department or on the internet at <http://www.info.gov.za>. The Z83 should be completed in a manner that allows the selection committee to assess the application based on the information provided on the form. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication. If the certified copies contradict the details on the CV or Z83 form, the candidate will automatically be disqualified and removed from the shortlist. Should an applicant possess a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in the application not being considered. Applicants must indicate the reference number of the vacancy in their applications. Should an applicant wish to apply for more than one post, separate applications must be submitted i.e. all the documentation must be submitted for each post applied for. Applications received after the closing date and those that do not comply with these instructions will not be considered. Candidates requiring additional information regarding the advertised post should direct their enquiries to the relevant person as indicated in the advertisement. Note: Short-listed candidates will on the day of interview undergo a security assessment. Suitable candidates will be subjected to personnel suitability checks as deemed appropriate and inclusive inter alia of criminal record check, citizenship verification, financial/asset record checks, qualification/study verification and previous employment verification. If you have not been contacted within 4 months of the closing date of this advertisement, please accept that your application was unsuccessful. Faxed or late applications will NOT be accepted.

## **OTHER POSTS**

**POST 37/100** : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: PWI 25/33**  
Directorate: Legal Services and Labour Relations

**SALARY** : R468 459 per annum.(Level 9)

**CENTRE** : Head Office (Bloemfontein)

**REQUIREMENTS** : An appropriate NQF level 7 qualification in Labour Law/Labour Relations or equivalent. 3 – 4 years' experience in supervisory level. Valid driver's license with the exception of persons with disabilities. Competencies: Labour relations legislation, Processes of labour relation matters, General working conditions

		within the Public Service. Knowledge of the Public Service, Processes of the CCMA, PSCBC, GPSSBC. Interpretation of Policies and Collective Agreement. Computer literacy. Good Communication skills. Facilitation skills. Conflict resolution skills. Analytical skills. Interpretation skills. Training skills. Presentation skills. Negotiation skills. Organising skills. Interpersonal relationship skills. This competency is guided by the Code of Conduct and Batho Pele Principles.
<b><u>DUTIES</u></b>	:	To assist with the development of labour relation policies. To coordinate/ conduct investigation on misconduct and grievance cases and advise appropriately thereon. To advise Management on all labour relations matters in order to minimize unfair labour practices. To represent the Department in bilateral discussions with organized labour unions. To perform and manage administrative and related functions. To manage resources. To ensure that the objectives of the component are achieved.
<b><u>ENQUIRIES</u></b>	:	Adv. MJN Phaladi – Tel number: 051 492 3813
<b><u>APPLICATIONS</u></b>	:	Applications must be submitted electronically via email to: <a href="mailto:e-recruitmentfspwi02@fsworks.gov.za">e-recruitmentfspwi02@fsworks.gov.za</a>
<b><u>POST 37/101</u></b>	:	<b><u>STATE ACCOUNTANT: DEBT AND LOSS CONTROL REF NO: PWI 25/34</u></b> Directorate: Finance
<b><u>SALARY</u></b>	:	R325 101.per annum (Level 7)
<b><u>CENTRE</u></b>	:	Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	B Com: Accounting or equivalent NQF level 7 in Finance. 3 – 4 years post qualification experience in the field. Competencies: Facilitation skills. Leadership skills. Report writing skills. Analytical skills. Problem solving skills. Computer skills (MS Word, Excel, Power Point and Outlook). Ability to work as part of a multi-disciplinary team.
<b><u>DUTIES</u></b>	:	To supervise the implementation and maintenance of financial management practices concerning financial administration processes:- Compile correspondence to the State Attorney's, debtors, officials in the department, other departments and public entities. Ensure the correct compilation of submissions for the recovery/writing-off of debt and management of fruitless and wasteful, and irregular cases by the Accounting Officer (or delegate). To address financial management enquiries to ensure the correct implementation of financial management practices:- Verify and authorise sundry payments, debt agreement and journals transactions on BAS. Compile, analyse and balance financial information in terms of policy. To verify/approve transactions on LOGIS/BAS/PERSAL according to delegations. Reconcile debt and loss transactions on Excel spreadsheet according to BAS reports/accounts. To supervise human resources/staff:- Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.
<b><u>ENQUIRIES</u></b>	:	Ms R Gouws – Tel number: 051 492 3799
<b><u>APPLICATIONS</u></b>	:	Applications must be submitted electronically via email to: <a href="mailto:e-recruitmentfspwi02@fsworks.gov.za">e-recruitmentfspwi02@fsworks.gov.za</a>
<b><u>POST 37/102</u></b>	:	<b><u>SECRETARY: DIRECTOR RESEARCH REF NO: PWI 25/35</u></b>
<b><u>SALARY</u></b>	:	R228 321.per annum (Level 5)
<b><u>CENTRE</u></b>	:	Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of an appropriate NQF level 4 but preferably a Post Matric Qualification. Competency: Secretarial and typing experience. Knowledge of Telephonic etiquette. Records Management and Office administration. Language skills and the ability to communicate well with people at different levels. High level of reliability. Basic written communication skills. Computer literacy. Sound organizing skills. Good people skills. Ability to act with tact and discretion. Good grooming and presentation.
<b><u>DUTIES</u></b>	:	Receives telephone calls and refers the calls to the correct role players if not meant for the Director. In the process the jobholder should finalise some enquiries. Records the engagements of the Director. Compile realistic schedules of appointments. Types documents for the Director and other staff within the unit. Operates and ensures that the office equipment, e.g photocopier and shredding machine are in good working order. Provide a clerical support to the Director. Liaise with travel agencies to make travel arrangements. Checks the arrangements when the relevant documents are received. Arranges meetings and events for the Director and the staff in the unit. Identifies venues, invite role players, organises refreshments and sets up

schedules for meetings and events. Processes the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the Director. Records basic minutes of the meetings of the Director where required. Drafts routine correspondence and reports. Does filing of documents for the Director and the unit where required. Administers matters like the leave registers and telephone accounts. Receives, records and distributes all incoming and outgoing documents. Handles the procurement of standard items like stationary, refreshments, etc. Collects all relevant documents to enable the Manager to prepare for meetings.

**ENQUIRIES** : Mr S Menye – Tel number: 051 492 1747  
**APPLICATIONS** : Applications must be submitted electronically via email to: [e-recruitmentfspwi01@fsworks.gov.za](mailto:e-recruitmentfspwi01@fsworks.gov.za)

**POST 37/103** : **SUPERVISOR: CLEANING SERVICES**  
 Directorate Operational Property and Housekeeping

**SALARY** : R193 359.per annum (Level 4)  
**CENTRE** : Motheo/Xhariep Ref No: PWI 25/36 (3 Posts)  
 Thabo Mofutsanyane: Ref No: PWI 25/37 (3 Posts)

**REQUIREMENTS** : Appropriate NQF level 4 qualification / ABET. 2 years' experience in the cleaning services environment. Competencies: Basic numeracy and Literacy. Good interpersonal and communications skills, must be able to handle confidential information. Experience and knowledge of various cleaning consumables and operation of cleaning equipment. Knowledge of health and safety requirements and understanding of applying or using chemicals correctly.

**DUTIES** : To oversee cleaning services of offices, corridors, general kitchens, restrooms and bathrooms. To develop and update the cleaning roster. Provide guidance and advice to cleaners in terms of the cleaning services. Perform administrative and related functions. To manage and ensure the maintenance of cleaning materials and equipment. Ensure maintenance and replacement of cleaning machines and equipment. Ensure proper utilization of equipment and cleaning material, by providing training in correct procedures. Make a requisition for cleaning materials and issue them. To supervise human resources/staff, Allocate and ensure quality of work, Personnel development. Assess staff performance and apply discipline.

**ENQUIRIES** : Ms S Magashule – Tel number: 051 492 7542/7523  
**APPLICATIONS** : Applications must be submitted electronically via email to: [e-recruitmentfspwi01@fsworks.gov.za](mailto:e-recruitmentfspwi01@fsworks.gov.za)

**POST 37/104** : **CLEANER**  
 Directorate Operational Property and Housekeeping

**SALARY** : R138 486.per annum. (Level 02)  
**CENTRE** : Motheo/Xhariep Ref No: PWI 25/38 (20 Posts)  
 Thabo Mofutsanyane: Ref No: PWI 25/39  
 Fezile Dabi X3 Posts: Ref No: PWI 25/40

**REQUIREMENTS** : Appropriate NQF level 2 qualification / ABET. Competency: Basic numeracy and Literacy. Good interpersonal and communications skills, must be able to handle confidential information. Knowledge of various cleaning consumables and operation of cleaning equipment. Basic knowledge of health and safety requirements and understanding of applying or using chemicals correctly.

**DUTIES** : To ensure general cleanliness of the offices, corridors, elevators and boardrooms by dusting and waxing of office furniture, sweeping, scrubbing and waxing floors. To ensure that waste items are removed inside and outside the buildings on a daily basis. Attend to other related cleaning duties as may be allocated by supervisor. Perform cleaning services of a routine nature by utilizing a variety of aids (dusters, brooms, vacuum cleaners, polishers etc.) to ensure a high level of hygiene in the offices. Empty dustbins. Wash crockery and cutlery of Component and officials. Dust furniture in offices. Vacuum carpets. Sweep offices. Polish furniture. Sweep corridors and vacant offices. Wash windows/walls. Clean and keep toilets tidy. Replace toilet rolls and soap, hand towels and refreshers. Empty and wash waste bins. Report broken cleaning machines (microwaves, vacuum cleaners, etc.) and equipment after use.

**ENQUIRIES** : Ms S Magashule – Tel number: 051 492 7542/7523

**APPLICATIONS**

: Applications must be submitted electronically via email to: [e-recruitmentfspwi@fsworks.gov.za](mailto:e-recruitmentfspwi@fsworks.gov.za)



**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF HEALTH**

- APPLICATIONS** : Kindly note that No payment of any kind is required when applying for posts advertised by the Gauteng Department of Health. The Department reserves the right not to fill any advertised posts. Applications should be submitted strictly online at the following E-Recruitment portal: <http://jobs.gauteng.gov.za>. No hand-delivered, faxed, or emailed applications will be accepted. For assistance with online applications, please email your query to [healthjobqueries@gauteng.gov.za](mailto:healthjobqueries@gauteng.gov.za).
- CLOSING DATE** : 24 October 2025
- NOTE** : Applications should be accompanied by a fully completed and signed new Z83 form obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D must be completed. Leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Applications without proof of a new Z83 application form and a detailed CV will be disqualified. Applicants must indicate the post reference number on their applications. Shortlisted candidates will receive communication from the HR unit to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview. Personnel Suitability Checks (criminal checks, citizenship checks, qualification verification, company directorship, social media, financial record checks, reference checks) must be conducted prior to appointment. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) only when shortlisted. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Medical Supplies Depot reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males and Females, Indian Males and Females, White Males and Females are encouraged to apply.

**OTHER POST**

- POST 37/105** : **ASSISTANT DIRECTOR FINANCIAL REPORTING: REFS/023428**  
Directorate: Financial Reporting
- SALARY** : R468 459 per annum (level 9) plus benefits
- CENTRE** : Medical Supplies Depot
- REQUIREMENTS** : Grade 12 certificate, a recognised 3-year Degree or Diploma (NQF Level 6/7) in Financial Accounting or Finance with at least 5 years of proven relevant experience in the field of financial management with emphasis on financial reporting. Communication: Good verbal and written communication skills; Creativity: Pro-active, Innovative thinker and must be able to work under pressure. Project management skills and being in possession of a valid driver's licence will be added advantages. Knowledge: Computer Literacy with emphasis on MS Office, and in particular, MS Excel Data Analytics, BAS, and PERSAL Skills: Accounting and Financial management, High numerical skills.
- DUTIES** : The successful candidate, reporting to the Manager: Financial reporting, will be responsible for the preparation of monthly, interim and annual Generally Recognised Accounting Practice (GRAP) compliant financial statements as well as monthly management accounts. Maintain properly reconciled accounts up-to-the general ledger in the entity's books to support amounts disclosed in the financial statements. Assist with the provision of relevant information to the entity's internal and external oversight bodies such as the provincial treasury and the audit committee as well as to both internal and external auditors. Must apply sound knowledge of GRAP standards, the Public Finance Management



Act (PFMA), Treasury Regulations and Treasury Instructions as well as the Preferential Procurement Policy Framework Act (PPPFA), among other things. Make effective use of MS Excel's data analytics to add value to the entity's financial reporting requirements in a manner that is efficient and effective. Knowledge about innovative inventory management techniques will be the applicant's added advantage. Ability to supervise staff and manage risks and projects and prepare presentations to the entity's management and other stakeholders.

**ENQUIRIES**

: Mr K.M Kasumba, Tel No: (011) 628-9141

**PROVINCIAL ADMINISTRATION: KWAZULU-NATAL**  
**DEPARTMENT OF ECONOMIC DEVELOPMENT, TOURISM AND ENVIRONMENTAL AFFAIRS**

**APPLICATIONS**

: please note that applicants should only use one of the following methods when applying for a post: either through the online e-recruitment system, emailing the z83 and cv directly to the relevant department, or submitting a hardcopy application as directed below. Direct your application quoting the reference number of the post you are applying for and the name of the publication in which you saw the advertisement to The Director: Human Resource Management Department of Economic Development, Tourism and Environmental Affairs, Private Bag X9152, PIETERMARITZBURG, 3200, for attention Ms Nondumiso Buthelezi / Mr Sipho Zangwa. Alternatively, applications can be delivered to the Ground Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3201, in the vacancy box provided. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs) or submit their Z83 and CV directly to the following email address: [kznjobs@kznedtea.gov.za](mailto:kznjobs@kznedtea.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.

**CLOSING DATE**

: 24 October 2025 (at 16h00). Applications received after the closing date and time will not be considered.

**NOTE**

: Directions to candidates. The Provincial Administration of KwaZulu-Natal is an equal opportunity, affirmative action employer and women and people with disabilities are encouraged to apply. The Department of Economic Development, Tourism, and Environmental Affairs is an equal opportunity, affirmative action employer, and preference will be given to suitably qualified candidates from designated groups in terms of the Employment Equity Act, 1998. The Department reserves the right not to make these appointments. All information submitted will be treated as confidential. The Department reserves the right to withhold the filling of the abovementioned posts at any time before an appointment. All applications must be submitted on the new Application for Employment form (Z83), which became effective from the 1st of January 2021, obtainable from any Public Service Department or can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies). The form must be completed in full, and the application form should be initiated, signed and dated. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The completed and signed Z83 must be accompanied by an updated, detailed Curriculum Vitae (CV). Dates of starting and leaving employment must be given as DD/MM/YYYY. Shortlisted candidates will be required to submit certified documents on or before the day of the interview, following communication from Human Resources. Should an applicant have a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications submitted electronically will be taken as a final application and may not be amended or supplemented in any way after the closing date indicated in the advertisement. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates may be required to undergo a competency test. "You can find the list of Designated Online Application Centres (DOACS) at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs)." Candidates are discouraged from sending their applications through registered mail as the Department will not take responsibility for the non-collection of those applications. Please note that reference checks and/or confirmation of employment will be done with the current employer and candidates are advised to include references from the current employment to facilitate this. The filling of these posts will be guided by the Department's Employment Equity targets. Preferences: Administrative Officer post, African Male, Coloured Male and Indian Male as well as people with disabilities who meet the requirements. Regrettably, due to excessive budget cuts, the department is not in a position to meet any travel and subsistence costs relating to recruitment processes. NB: this post is being re-advertised, candidates who applied previously may re-apply. all the appointments will be made in accordance with the employment equity targets

of the department, which is African male, Coloured male, and Indian male. people with disabilities who meet the requirements are encouraged to apply. this post is only open to people residing in KwaZulu-Natal

#### OTHER POST

<b><u>POST 37/106</u></b>	:	<b><u>SCM PRACTITIONER: ASSET MANAGEMENT AND DISPOSAL REF NO: SCM PRAC: ASSET MNGT 01/SEPT 2025 (X 2 POSTS)</u></b> Business Unit: Asset Management
<b><u>SALARY</u></b>	:	R325 101 - R382 959 per annum (Level 7)
<b><u>CENTRE</u></b>	:	Head Office: Pietermaritzburg
<b><u>REQUIREMENTS</u></b>	:	An appropriate National Diploma or Degree in Financial Management/Accounting/Cost and Management Accounting at NQF level 6/7 as recognized by SAQA coupled with 2 – 3 years' experience in the field of Asset Management and Disposal services A valid driver's License.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Provide physical verification of assets in the department; Administer and maintain register on asset related issue orders; Administer monthly reconciliations of BAS to the Fixed Asset Register and to AFS (Annual Financial Statement); Maintain Asset Disposal Process, ensure HardCat system is timeously updated and all HardCat forms are accurately captured; and Supervision of staff Skills, Training And Competencies: The successful candidate must have a good working knowledge of Public Financial Management Act, Treasury Regulations, Asset Management Framework, Provincial Supply Chain Management Regulations and Practice Notes, Public Services Act and Regulations, Modified Cash based Standards (MCS), GRAP'S (General Recognized Accounting Practices), HardCat Management System and BAS. Knowledge of Supply Chain Management Frameworks such as Preferential Procurement Policy Framework Act and regulations, Broad-Based Black Economic Empowerment Act (BBBEE). Knowledge and understanding of the regulatory framework for the Public Service e.g. Labour Relations Act, Constitution of South Africa, Promotion of Access to Information Act, Occupational Health and Safety Act, Basic Conditions of Employment Act, Skills Development Act, Service Delivery Frameworks (Batho Pele Principles), Community Development Act, policies and strategies. Ability to communicate at all levels with relevant stakeholders. Skills: Communication skills (verbal and written), Computer Literacy (MS Word and Spreadsheets), Strong Analytical skills, Report Writing and Presentation skills, Planning and Organizing skills, Report writing and Presentation skills, Project Management skills, Good Interpersonal skills, problem solving skills, good listening skills, numeric skills, negotiation skills, research. Attributes: Team work, Integrity, honesty and trustworthy, patience, commitment, punctual and professionalism.
<b><u>ENQUIRIES</u></b>	:	Mr. Z Makhathini: Assistant Director: Asset Management: Tel No: 066 357 8256

**PROVINCIAL ADMINISTRATION: LIMPOPO  
DEPARTMENT OF HEALTH**

**APPLICATIONS**  
**CLOSING DATE**  
**NOTE**

: The applications should be submitted on the website: [www.ldoh.gov.za](http://www.ldoh.gov.za)

: 24 October 2025

: NB: Ensure that you read the conditions and requirements of the post Before you apply. Failure to comply with the instructions below, will result in your application to be disqualified. By applying it is taken that you agree to the conditions and requirements of the post. Applicants are hereby invited from suitable qualified candidates for vacant posts in the Department of Health. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Applicants should complete separate applications where more than one centre is applied for: The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of Z83 by applicants: All the fields in Part A, Part C and Part D must be completed. In Part B, all fields should be completed in full except the following: South African applicants need not provide passport numbers. If an applicant responded "No" to the question "Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State?" then it is acceptable for an applicant to indicate 'not applicable' or leave blank to the question. If yes (provide detail), "In the event that you are employed in the Public Service, will you immediately relinquish such business interest?". Applicants may leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Noting there is limited space provided for Part E, F & G, applicants often indicate "refer to Curriculum Vitae (CV)" or "see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application for employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent reappointment under Part F must be answered. Shortlisted candidates will be required to come for an interview, at which time, certified copies of all relevant qualifications, current registration with the relevant statutory body, valid driver's licence and copy of ID must be submitted. All shortlisted candidates shall undertake two pre-entry assessments. One shall be a practical exercise, and the other shall be an Integrity [Ethical Conduct], an Assessment as per Directive on Human Resource Management and Development for Public Service Professionalization effective from 01 April 2024. The successful candidates will be subjected to security clearance [Vetting] as per the Directive on Human Resource Management and Development for Public Service Professionalization effective from 01 April 2024. The Department of Health is an equal opportunity Employment Equity and Affirmative Action Employer. Females are encouraged to apply for posts at Senior Management in order to address the Employment Equity targets within the Department. People with disabilities are encouraged to apply and correspondence will be entered into with shortlisted candidates only. Correspondence will be limited to short-listed candidates only due to the large number of applications we envisage to receive and if you have not heard from us within thirty (30) days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within (30) days, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5(1)(2) of the Promotion of Administrative Justice Act 3 of 2000. Applicants responding to this circular should quote on the Z83 form, Circular Number and post number as the reference number. Kindly note that NO payment of any kind is required when applying for posts advertised in this circular. The Department reserves the right not to fill any advertised posts. The employment decision shall be informed by the Employment Equity Plan of the Department. NB 1: Note: The circular of advertised vacant posts will be posted on the following websites: [www.ldoh.gov.za](http://www.ldoh.gov.za), [www.dpsa.gov.za](http://www.dpsa.gov.za) and Provincial Department social media.

## MANAGEMENT ECHELON

<b><u>POST 37/107</u></b>	:	<b><u>DIRECTOR: INFRASTRUCTURE MAINTENANCE AND TECHNICAL SUPPORT (1 POST)</u></b>
<b><u>SALARY</u></b>	:	R1 266 714 per annum. (Level 13) (All-inclusive remuneration package) (The successful applicant must be prepared to travel extensively throughout the province and work longer hours)
<b><u>CENTRE</u></b>	:	Provincial Office (Polokwane)
<b><u>REQUIREMENTS</u></b>	:	Qualifications and Competencies: An appropriate Degree in Civil/Structural or Mechanical / Electrical Engineering at NQF level 7 as recognized by South African Qualifications Authority (SAQA). Five (5) years' middle/senior managerial level experience in infrastructure maintenance. Training programmes undertaken and successfully completed in Project Management or Health Facilities Management; or Maintenance Management. Plus, experience in health engineering and health infrastructure maintenance or a similar complex environment will be an added advantage. Inherent requirements of the job: Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy. Valid driver's license (Code 08). The successful applicant must be prepared to travel extensively throughout the province and work longer hours. Main Role: The incumbent of this post will report to the Chief Director: Infrastructure Development and Technical Support Services and will be responsible for the provision of the effective and efficient management of the maintenance of the entire spectrum of Health Facilities, other infrastructure and the related technical support services that sustain an enabling environment for healthcare delivery in a cost-effective manner. Knowledge, Skills, Training and Competencies Required: The ideal candidate must have: the ability to understand and apply the Provincial IDMS, guide and operate within all applicable legislation, policies, frameworks and instruction notes. the ability to understand the health services plan of the Department and specifically the requirements for maintenance, engineering and related support services and provide support to the chief directorate and health facilities. The ability to understand and apply international and national engineering, municipal waste management, the occupational health and safety standards. The ability to understand and interpret specifications for engineering & technical services and application of knowledge for procurement processes. The ability to plan and manage a diverse portfolio of projects and programmes. The ability to undertake a risk analysis and undertake a risk mitigation strategy. The ability to prepare reports, submissions and presentations. the ability to motivate staff, develop competencies and promote a culture of excellence. The ability to meet strict project deadlines – preparation of documentation, report writing, chairing and minute taking of site meetings. Manage people. Manage finances.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Plan, implement and manage the maintenance and technical support services component of all health facilities and infrastructure. Manage the provision of professional engineering services and provide support to the chief directorate and health facilities. Provide oversight management of maintenance and technical services provided at all health facilities. Manage the acquisition and deployment of maintenance resources Co-operate and work collaboratively with the directors, middle managers, professionals, technical and administrative support staff in the chief directorate in terms of infrastructure and maintenance planning and delivery, the health care services community at large in the provincial, district and facility maintenance teams. Manage healthcare infrastructure risk and quality improvement programmes. Manage compliance with the provisions of the occupational Health and Safety Act [OHS] related to equipment and effective municipal waste management. Set the visionary and strategic direction of the directorate, support and compliance to the health care service delivery imperative and legal prescripts. Manage the human, physical and financial resources of the directorate.
<b><u>ENQUIRIES</u></b>	:	about the advertised posts should be directed to Ms Mompei MM at Tel No: 015 293 6126 /Ms Sebake RL at 015 293 6426, Ms Sebola MF at 015 293 6002 and Ms Mothiba JT during office hours.
<b><u>POST 37/108</u></b>	:	<b><u>CHIEF CIVIL/STRUCTURAL ENGINEER: ENGINEERING SERVICES (GRADE A-B) (1 POST)</u></b>
<b><u>SALARY</u></b>	:	Grade A: R1 266 450 per annum

**CENTRE  
REQUIREMENTS**

Grade B: R1 532 466 per annum (All-inclusive remuneration package) (The Department will award a higher salary depending on the expertise of the applicant)

: Provincial Office (Polokwane)  
: Qualifications and Competencies: An appropriate Degree in Civil/Structural Engineering. Registration as a Professional Engineer with ECSA. Minimum of six (6) years' experience post qualification. A valid drivers' license. Inherent requirements of the job: Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy. The successful applicant must be prepared to travel extensively throughout the province and work longer hours. Main Role: To provide civil/structural engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure policies, systems, projects, norms and standards aligned to the Provincial Infrastructure Delivery Management System (IDMS). The ideal candidate must guide and operate within all applicable legislation, policies, frameworks and instruction note. Knowledge, Skills, Training and Competencies Required: The incumbent of this post will be responsible for performing and managing all aspects of varied innovative and complex engineering activities that result in progress in technology and engineering applications and provide strategic direction in the process. The ideal candidate must have: Ability to apply the Provincial Infrastructure Delivery Management System (IDMS). Ability to understand the health services plan of the Department and specifically the requirements for engineering services. Ability to undertake engineering design and analyse knowledge. Ability to understand and interpret specifications for engineering & technical services and application of knowledge for procurement processes. Ability to plan and manage a diverse portfolio of projects and programmes. Ability to apply Computer-aided engineering applications. Ability to undertake a risk analysis and undertake a risk mitigation strategy. Ability to prepare technical reports, submissions and presentations. Ability to understand how to prepare budgets, extract and interpret information from related information systems.

**DUITES**

: Key Performance Areas: Develop and maintain functional and technical norms and standards from an engineering perspective. Manage condition assessments and credibility of technical information. Manage adherence to environmental and occupational health and safety aspects. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications from an engineering perspective. Prepare the User Assets Management Plan. Make inputs to the Construction Procurement Strategy and the Infrastructure Programme Management Plan. Conduct post project and post occupancy evaluations. Develop and review the strategies and policies for health infrastructure planning. Develop and review the Health Infrastructure Planning cycle document infrastructure Planning Model. Coordinate Departmental contributions to the preparation of the Provincial Infrastructure Strategy, Plan and related Departmental Strategic documents/plans. Load project documents and update information on the data management system. Mentor and support a candidate civil engineer. Manage human, physical and financial resources. Undertake research.

**ENQUIRIES**

: about the advertised posts should be directed to Ms Mompei MM at Tel No: 015 293 6126 /Ms Sebake RL at 015 293 6426, Ms Sebola MF at 015 293 6002 and Ms Mothiba JT during office hours.

**POST 36/109**

: **CHIEF ENGINEER: MECHANICAL: ENGINEERING SERVICES (GRADE A-B) (1 POST)**

**SALARY**

: Grade A: R1 266 450.per annum  
Grade B: R1 532 466.per annum (All-inclusive remuneration package) (The Department will award a higher salary depending on the expertise of the applicant)

**CENTRE  
REQUIREMENTS**

: Provincial Office (Polokwane)  
: Qualifications and Competencies: An appropriate Degree in Mechanical Engineering. Registered as a Professional Engineer with ECSA. Six [6] years' experience. Experience in a health care environment or an environment of similar complex will be an added advantage. A valid drivers' license. Inherent requirements of the job: Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy. The successful applicant must be prepared to travel extensively throughout the province and work longer

	hours. Main Role: To perform and manage all aspects of varied innovative and complex engineering activities that result in progress in technology and engineering applications and provide strategic direction in the process. The ideal candidate must have: the ability to understand and apply the Provincial IDMS, guide and operate within all applicable legislation, policies, frameworks and instruction notes.
<b><u>DUITES</u></b>	: Key Performance Areas: Undertake engineering designs. Perform final review and approvals of audits on new engineering designs according to design principles or theory. Manage the execution of maintenance strategies through the provision of appropriate structures, systems and resources. Set engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor maintenance efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives. Provide effective engineering and project management services. Load project documents and update information on the data management system. Manage compliance with OHS and related legislation. Undertake research. Manage people and budgets.
<b><u>ENQUIRIES</u></b>	: about the advertised posts should be directed to Ms Mompei MM at Tel No: 015 293 6126 /Ms Sebake RL at 015 293 6426, Ms Sebola MF at 015 293 6002 and Ms Mothiba JT during office hours.
<b><u>POST 36/110</u></b>	: <b><u>CHIEF ENGINEER: ELECTRICAL: ENGINEERING SERVICES (GRADE A-B) (2 POSTS)</u></b>
<b><u>SALARY</u></b>	: Grade A: R1 266 450.per annum Grade B: R1 532 466.per annum (All-inclusive remuneration package) (The Department will award a higher salary depending on the expertise of the applicant)
<b><u>CENTRE REQUIREMENTS</u></b>	: Provincial Office (Polokwane) : Qualifications and Competencies: An appropriate Degree in Electrical Engineering. Registered as a Professional Engineer with ECSA. Six (6) years' experience. Experience in a health care environment or an environment of similar complex will be an added advantage. A valid drivers' license. Inherent requirements of the job: Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy. The successful applicants must be prepared to travel extensively throughout the province and work longer hours. Main Role: To provide electrical engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, norms, standards and signing off on electrical installations. The ideal candidate must have: the ability to understand and apply the Provincial IDMS, guide and operate within all applicable legislation, policies, frameworks and instruction notes. Knowledge, Skills, Training and Competencies Required: - The incumbents of these posts will be responsible for performing and managing all aspects of varied innovative and complex engineering activities that result in progress in technology and engineering applications and provide strategic direction in the process. The ideal candidate must have: - Ability to apply the Provincial Infrastructure Delivery Management System (IDMS). Ability to understand the health services plan of the Department and specifically the requirements for engineering services. Ability to undertake engineering design and analyse knowledge. Ability to understand and interpret specifications for engineering & technical services and application of knowledge for procurement processes. Ability to plan and manage a diverse portfolio of projects and programmes. Ability to apply Computer-aided engineering applications. Ability to undertake a risk analysis and undertake a risk mitigation strategy. Ability to prepare technical reports, submissions and presentations. Ability to understand how to prepare budgets, extract and interpret information from related information systems.
<b><u>DUTIES</u></b>	: Key Performance Areas: Undertake electrical engineering designs. Perform final review and manage the approval of audits on new electrical engineering designs according to design principles or theory. Manage the execution of maintenance strategies through the provision of appropriate structures, systems and resources. Set engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor maintenance efficiencies according to organizational goals to direct or redirect engineering services for

		the attainment of organizational objectives. Provide effective engineering and project management services. Manage compliance with OHS and related legislation. Load project documents and update information on the data management system. Undertake research. Manage people and budgets.
<b><u>ENQUIRIES</u></b>	:	about the advertised posts should be directed to Ms Mompei MM at Tel No: 015 293 6126 /Ms Sebake RL at 015 293 6426, Ms Sebola MF at 015 293 6002 and Ms Mothiba JT during office hours.
<b><u>POST 36/111</u></b>	:	<b><u>CHIEF QUANTITY SURVEYOR: ENGINEERING SERVICES (GRADE A-)(1 POST)</u></b>
<b><u>SALARY</u></b>	:	Grade A: R1 099 488.per annum Grade B: R1 323 267.per annum. (All-inclusive remuneration package) (The Department will award a higher salary depending on the expertise of the applicant)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Provincial Office (Polokwane)
	:	Qualifications and Competencies: An appropriate Degree in Quantity Surveying. Registration as a Professional Quantity Surveyor with SACQSP. Six (6) years' experience post qualification. A valid drivers' license. Inherent requirements of the job: Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy. The successful applicant must be prepared to travel extensively throughout the province and work longer hours. Main Role: To manage the delivery of the infrastructure-built environment programmes and projects in line with the Provincial Infrastructure Delivery Framework (IDMS). The ideal candidate must have the ability to guide and operate within all applicable legislation, policies, frameworks and instruction notes. Knowledge, Skills, Training and Competencies Required: The incumbents of the post will be responsible for providing quantity surveying inputs and guidance for the development of infrastructure strategies, policies, systems, functional/technical norms and standards, plans for health in line with the Provincial Infrastructure Delivery Framework for the planning and construction of health projects. The ideal candidates must have: - Ability to understand the health service delivery platform, indicators & service plan and how that links with infrastructure. Ability to undertake a risk analysis and undertake a risk mitigation strategy. Ability to interpret existing and develop new Functional and Technical Norms and Standards. Ability to identify the required information fields and documents for use by Health. Ability to prepare reports, submissions and presentations. Have the ability to meet strict project deadlines – preparation of documentation, report writing, chairing and minute taking of site meetings. Ability to understand how to prepare budgets, extract and interpret information from related information systems. Ability to understand how to apply the IDMS. Ability to understand how to identify the required information fields and documents for use by health.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Contribute from a quantity surveying perspective project brief, costing models and operational narratives. Prepare quantity surveyor inputs for the User Asset Management Plan, the project list and Infrastructure Programme Management Plan. Prepare and/or manage the approval of packages/individual project briefs. Develop and maintain quantity survey planning and costs norms & standards. Participate in the procurement of professional service providers and contractors. Prepare policies, strategies, plans, procedures and criteria for all infrastructure projects from a quantity surveying perspective. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Monitor the implementation of Programmes/Projects. Load project documents and update information on the data management system. Manage the approval of project stage reports & designs. Manage the interface between the end-user/community structures and Implementing Agent[s]. Undertake research. Mentor and support a candidate quantity surveyor. Manage human, physical and financial resources.
<b><u>ENQUIRIES</u></b>	:	about the advertised posts should be directed to Ms Mompei MM at Tel No: 015 293 6126 /Ms Sebake RL at 015 293 6426, Ms Sebola MF at 015 293 6002 and Ms Mothiba JT during office hours.
<b><u>POST 36/112</u></b>	:	<b><u>CHIEF ARCHITECT: ENGINEERING SERVICES (GRADE A-B) (1 POST)</u></b>
<b><u>SALARY</u></b>	:	Grade A: R1 099 488.per annum



**CENTRE  
REQUIREMENTS**

Grade B: R1 323 267.per annum. (All-inclusive remuneration package) (The Department will award a higher salary depending on the expertise of the applicant)

: Provincial Office (Polokwane)  
: Qualifications and Competencies: An appropriate Degree in Architecture. Registration with the SACAP as a Professional Architect. Six (6) years' experience post qualification. A valid drivers' license. Inherent requirements of the job: Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy. The successful applicant must be prepared to travel extensively throughout the province and work longer hours. Main Role: To manage the delivery of the infrastructure-built environment programmes and projects in line with the Provincial Infrastructure Delivery Management System (IDMS). The ideal candidate must have the ability to guide and operate within all applicable legislation, policies, frameworks and instruction notes. Knowledge, Skills, Training and Competencies Required: The incumbent of this post will be responsible to provide the architectural inputs and guidance for the development of infrastructure strategies, policies, systems, functional/technical norms and standards which includes form and space designs in line with the Infrastructure Delivery Management Framework (IDMS). The ideal candidates must have. Ability to understand how to apply the IDMS. Ability to understand how to prepare budgets, extract and interpret information from related information systems. Ability to understand the health service delivery platform, indicators & service plan and how that links with infrastructure. Ability to understand how to undertake a risk analysis and undertake a risk mitigation strategy. Ability to specify low maintenance building options. Ability to understand how to interpret existing/ customize functional and technical norms and standards. Ability to understand how to identify the required information fields and documents for use by Health. Ability to understand how to prepare reports, submissions and presentations. Possess management experience in design and delivery of infrastructure programmes for Health.

**DUITES**

: Key Performance Areas: Prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Prepare and/or manage approval of packages/individual project briefs. Participate in the procurement of professional service providers and contractors. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Monitor the implementation of Programmes/Projects. Load project documents and update information on the data management system. Manage the approval of project briefs, project stage reports and designs. Manage the interface between the end-user/community structures and Implementing Agent[s]. Mentor and support a candidate architect. Manage human, physical and financial resources. Undertake research.

**ENQUIRIES**

: about the advertised posts should be directed to Ms Mompei MM at Tel No: 015 293 6126 /Ms Sebake RL at 015 293 6426, Ms Sebola MF at 015 293 6002 and Ms Mothiba JT during office hours.

**POST 37/113**

: **DEPUTY DIRECTOR: PROJECTS -INFRASTRUCTURE DELIVERY AND WORK INSPECTION (4 POSTS)**

**SALARY  
CENTRE  
REQUIREMENTS**

: R896 436 per annum. (All-inclusive remuneration package)  
: Provincial Office (Polokwane)  
: Qualifications and Competencies: An appropriate Degree in Engineering. Experience in health care infrastructure or similar complex environment. Three (3) years' experience post qualification or a National Diploma / Diploma in engineering with proven completion of practical experience plus at least Six (6) years' experience in a health infrastructure environment or similar complex environment. For all applicants, a certificate in any of the following fields will be an added advantage: project management, facility management, health facility planning, environmental management, maintenance management, infection control or health and safety Inherent requirements of the job: Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy. Valid driver's license (Code 08). The successful applicants must be prepared to travel extensively throughout the province and work longer hours. Main Role: To manage the delivery of the health infrastructure programmes and projects in line with the Provincial IDMS. The ideal candidate must guide and operate within all applicable legislation, policies, frameworks and instruction note. Knowledge and Skills: Proven experience in managing complex projects, including planning, execution, and monitoring. Strong leadership skills, with the ability to motivate and guide project teams. Excellent

**DUITES**

written and verbal communication skills, with the ability to effectively communicate with diverse stakeholders. Ability to analyze complex situations, identify problems, and develop effective solutions. Understanding of financial principles and the ability to manage project budgets. Familiarity with project management software and tools. Good communication, report writing, facilitation, co-ordination and analytical skills.

: Key Performance Areas: Make inputs in the preparation of the construction procurement strategy and the Infrastructure Programme Management Plan. Prepare packages/individual project briefs. Make inputs to different projects stage reports & designs. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Monitor the implementation of programmes/projects. Develop and implement project plans, timelines, and budgets, ensuring projects are delivered on time and within scope. Prepare and manage procurement, commissioning, decommissioning and training plans for the allocated projects. Identify and mitigate potential risks associated with projects, minimizing potential negative impacts. Ensure that project deliverables meet established quality standards and requirements. Assist to manage the interface between the end-user/community structures and Implementing Agent[s]. Collaborate with the Maintenance and Engineering Services in the execution of projects. Communicate project status and updates to stakeholders, both internal and external. Contribute to the development and implementation of project management methodologies and best practices. Provide input into the performance appraisals of project team members. Manage project budgets and expenditures, ensuring responsible financial oversight. Load project documents and update information on the data management system. Manage human, physical and financial resources.

**ENQUIRIES**

: about the advertised posts should be directed to Ms Mompei MM at Tel No: 015 293 6126 /Ms Sebake RL at 015 293 6426, Ms Sebola MF at 015 293 6002 and Ms Mothiba JT during office hours.

**POST 37/114**

: **DEPUTY DIRECTOR: HEALTH FACILITY PLANNING: INFRASTRUCTURE PLANNING AND PROPERTY MANAGEMENT (1 POST)**

**SALARY  
CENTRE  
REQUIREMENTS**

: R896 436.per annum. (Level 11) (All-inclusive remuneration package)  
: Provincial Office (Polokwane)  
: Qualifications and Competencies: An appropriate Degree in any of the Health Sciences OR Degree / Diploma in Nursing OR Degree in a related medical field. Registration with the Statutory Council (Health). Experience in clinical services or clinical management related to health / clinical facility planning. Minimum Five (5) years post qualification experience. A valid drivers' license. Inherent requirements of the job: Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy. The successful applicant must be prepared to travel extensively throughout the province and work longer hours. Main Role: To provide health facilities planning support and expert health clinical design guidance for the preparation of business cases and health / clinical Briefs; to ensure that clinical and organisational systems requirements on health facility infrastructure projects are well addressed at planning, design and implementation stage. Knowledge, Skills, Training And Competencies Required: Experience in determining policies, systems and standards for health services, health / clinical proposals, business cases and interpretation of building plans. Interpret existing/customize functional and technical norms and standards. Background in service delivery, turn-around and change management strategy. Good communication, report writing, facilitation, co-ordination and analytical skills. Ability to direct inputs and provide guidance for the development of infrastructure strategies, policies, systems, functional clinical norms and standards which includes space the health service levels of care and the entire health service delivery platform. Ability to understand how to extract and interpret information from related information systems, indicators & service plan and how that links with infrastructure. Ability to understand how to prepare reports, submissions and presentations. The ideal candidate must have: the ability to guide and operate within all applicable legislation, policies, frameworks and instruction notes.

**DUTIES**

: Key Performance Areas: Compile and or review business cases, health/clinical briefs, commissioning, de-commissioning and decanting plans accordingly for capex and maintenance projects. Facilitate, guide assist and support health end-users in the preparations and review of business cases, health/clinical briefs inclusive of commissioning, de-commissioning and decanting plans.

Support built environment professionals and technical staff and end users with the development of skills to interpret all the health-related project initiation, commissioning and decommissioning documents. business cases. Provide health specific inputs to infrastructure plans, norms and standards during infrastructure planning, project design, implementation and commissioning. Undertake physical site inspections and make inputs from a health perspective to all capex and maintenance projects inclusive of the construction phase. Ensure that project briefs and operational narratives comply with the domains that are on the clinical guidelines. Conduct monitoring and oversight in all projects that start with construction, to ensure that clinical requirements are done according to the approved design. Facilitate the establishment of commissioning teams both at provincial, district and facility level. Ensure that commissioning requirements (including staffing, training, HT, consumables, organisational development, quality assurance and decanting) are incorporated in the planning, design, implementation and operationalization of each project or facility. Collaborate with the Health Services Branches in the development and approval of business cases, health/clinical briefs inclusive of commissioning, de-commissioning and decanting plans. Coordinate and collaborate with the National Department of Health in the peer review and approval of business cases and health/clinical briefs for projects as outlined in the Division of Revenue Act (DORA) health facilities revitalization grant framework. Participate in the peer review process at appropriate project stages. Load project documents and update information on the data management system. Undertake research. Manage human, physical and financial resources.

**ENQUIRIES** : about the advertised posts should be directed to Ms Mompei MM at Tel No: 015 293 6126 /Ms Sebake RL at 015 293 6426, Ms Sebola MF at 015 293 6002 and Ms Mothiba JT during office hours.

**POST 36/115** : **DEPUTY DIRECTOR: PROJECTS- HEALTH TECHNOLOGY: INFRASTRUCTURE DEVELOPMENT AND TECHNICAL SERVICES SUPPORT (1 POST)**

**SALARY CENTRE REQUIREMENTS** : R896 436 per annum (All-inclusive remuneration package)  
: Provincial Office (Polokwane)  
: Qualifications and Competencies: Degree / Diploma in Nursing OR related medical field. Registration with the Statutory Council (Health). Experience in medical equipment or clinical engineering related to the functioning of medical equipment, the application of health technology and the interface between medical equipment and patients, including outputs & measurement. Minimum Five (5) years post qualification experience. A valid drivers' license. Inherent requirements of the job: Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy. The successful applicant must be prepared to travel extensively throughout the province and work longer hours. Main Role: To manage Health technology services projects (new commissioning) and upgrading in support. Knowledge, Skills, Training and Competencies Required: Manage health technology services projects (new commissioning) and upgrade of services per level of care (ideal hospital & ideal clinic framework). Background in service delivery, turn-around and change management strategy. Good communication, report writing, facilitation, co-ordination and analytical skills. Interpret existing/customize functional and technical norms and standards. Ability to direct inputs and provide guidance for the development of health technology systems, functional clinical norms and standards which include space across the various levels of health care. Ability to understand how to extract and interpret information from related information systems, indicators & service plan and how that links with health technology. Ability to understand how to prepare reports, submissions and presentations. The ideal candidate must have: the ability to guide and operate within all applicable legislation, policies, frameworks and instruction notes.

**DUITES** : Key Performance Areas: Conduct planning & costing for health technology and related enablers. Interpret and apply approved norms of and standards per level of care. Supervise, monitor and manage procurement plans, in sourcing health technology required for infrastructure projects and existing health facilities. Prepare commissioning plans for installation of medical equipment. Manage commissioning of medical equipment and enabling items ensuring functional clinical areas. Manage handover of new installations and training. Ensure ongoing training in the use and care of medical equipment. Assess

		existing medical equipment for replacement & condemnation. Participate in the peer review process at appropriate project stages. Load project documents and update information on the data management system. Undertake research. Manage human, physical and financial resources.
<b><u>ENQUIRIES</u></b>	:	about the advertised posts should be directed to Ms Mompei MM at Tel No: 015 293 6126 /Ms Sebake RL at 015 293 6426, Ms Sebola MF at 015 293 6002 and Ms Mothiba JT during office hours.
<b><u>POST 36/116</u></b>	:	<b><u>MECHANICAL ENGINEER: ENGINEERING SERVICES (GRADE A-C) (1 POST)</u></b>
<b><u>SALARY</u></b>	:	Grade A: R879 342.per annum Grade B: R990 669.per annum Grade C: R1 127 100.per annum (All-inclusive remuneration package) (The Department will determine the salary package based on years of experience post professional registration)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Provincial Office (Polokwane)
	:	Qualifications and Competencies: An appropriate Degree in Mechanical Engineering. Registered as a Professional Engineer with ECSA. Three (3) years' experience. A valid drivers' license. Inherent requirements of the job: Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy. Main Role: To perform and manage all aspects of varied innovative and complex engineering activities that result in progress in technology and engineering applications. The ideal candidate must have the ability to work in line with the Provincial Infrastructure Delivery Framework (IDMS), guide and operate within all applicable legislation, policies, frameworks and instruction notes. The successful applicant must be prepared to travel extensively throughout the province and work longer hours. Knowledge, Skills, Training and Competencies Required: The incumbent will be responsible to provide all mechanical engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, projects functional / technical norms and standards aligned to the Provincial Infrastructure Delivery Management System (IDMS) The ideal candidates must have: Ability to apply the Provincial Infrastructure Delivery Management System (IDMS). Ability to understand the health service delivery platform, indicators & service plan and how that links with infrastructure. Ability to understand how acquisitions and disposals are managed in Government. Ability to undertake a risk analysis and undertake a risk mitigation strategy. Ability to understand Provincial and Departmental policies on leases and property management. Ability to understand the infrastructure information fields required for updating health infrastructure information management systems. Have the ability to meet strict project deadlines – preparation of documentation, report writing, chairing and minute taking of site meetings. Ability to understand how to prepare budgets, extract and interpret information from related information systems.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Undertake engineering designs. Perform final review and approvals of audits on new engineering designs according to design principles or theory. Implement the maintenance strategy. Set engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor maintenance efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives. Provide effective engineering and project management services. Load project documents and update information on the data management system. Undertake research. Manage human, physical and financial resources.
<b><u>ENQUIRIES</u></b>	:	about the advertised posts should be directed to Ms Mompei MM at Tel No: 015 293 6126 /Ms Sebake RL at 015 293 6426, Ms Sebola MF at 015 293 6002 and Ms Mothiba JT during office hours.
<b><u>POST 36/117</u></b>	:	<b><u>ENGINEER CIVIL/STRUCTURAL: ENGINEERING SERVICES (GRADE A-C)(1 POST)</u></b>
<b><u>SALARY</u></b>	:	Grade A: R879 342.per annum Grade B: R990 669.per annum

**CENTRE  
REQUIREMENTS**

Grade C: R1 127 100.per annum. (All-inclusive remuneration package) (The Department will determine the salary package based on years of experience post professional registration)

Provincial Office (Polokwane)

Qualifications and Competencies: An appropriate Degree in Civil / Structural Engineering. Registration as a Professional Engineer with ECSA. Minimum three (3) years' experience post qualification. A valid drivers' license. Inherent requirements of the job: Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy. The successful applicant must be prepared to travel extensively throughout the province and work longer hours. Main Role: To provide civil/structural engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, projects, functional/technical norms and standards aligned to the Provincial Infrastructure Delivery Management System (IDMS) Knowledge, Skills, Training And Competencies Required: - The incumbent of the post will be responsible to provide all civil/structural inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, projects functional/technical norms and standards aligned to the Provincial Infrastructure Delivery Management System (IDMS) The ideal candidates must have: - Ability to apply the Provincial Infrastructure Delivery Management System (IDMS). Ability to understand the health service delivery platform, indicators & service plan and how that links with infrastructure. Ability to understand how acquisitions and disposals are managed in Government. Ability to undertake a risk analysis and undertake a risk mitigation strategy. Ability to understand the infrastructure of information fields required for updating health infrastructure information management systems. Have the ability to meet strict project deadlines – preparation of documentation, report writing, chairing and minute taking offsite meetings. Ability to understand how to prepare budgets, extract and interpret information from related information systems.

**DUTIES**

Key Performance Areas: Develop and maintain functional and technical norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile civil/structural engineering briefing documentation and specifications. Provide inputs to the determination of the Construction Procurement Strategy, the User Asset Management Plan. Investigate civil/structural engineering installations and oversee commissioning of engineering installations. Load project documents and update information on the data management system. Make inputs to the preparation of the User Asset Management Plan. Undertake research. Manage human, physical and financial resources.

**ENQUIRIES**

about the advertised posts should be directed to Ms Mompei MM at Tel No: 015 293 6126 /Ms Sebake RL at 015 293 6426, Ms Sebola MF at 015 293 6002 and Ms Mothiba JT during office hours.

**POST 36/118**

**ARCHITECT: ENGINEERING SERVICES (GRADE A-C) (1 POST)**

**SALARY**

Grade A: R761 157.per annum

Grade B: R866 304 per annum

Grade C: R976 029.per annum. (All-inclusive remuneration package) (The Department will determine the salary package based on years of experience post professional registration)

Provincial Office (Polokwane)

**CENTRE  
REQUIREMENTS**

Qualifications and Competencies: An appropriate Degree in Architecture. Registration with the SACAP as a Professional Architect. Three (3) years' experience post qualification. A valid drivers' license Inherent requirements of the job: Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy. The successful applicant must be prepared to travel extensively throughout the province and work longer hours. Main Role: To assist in managing the delivery of the infrastructure-built environment programmes and projects in line with the Provincial Infrastructure Delivery Management System (IDMS). The ideal candidate must have the ability to guide and operate within all applicable legislation, policies, frameworks and instruction notes. Knowledge, Skills, Training and Competencies Required: The incumbent of this post will be responsible to provide architectural inputs and guidance for the development of infrastructure strategies, policies,

systems, functional/technical norms and standards which includes form and space designs in line with the Infrastructure Delivery Management Framework [IDMS]. The ideal candidates must: Have the ability to meet strict project deadlines – preparation of documentation, report writing, chairing and minute taking of site meetings. Have the ability to deal with stressful, pressurized and emergency working conditions. Have the ability to find innovative solutions to overcome planning problems. Ability to negotiate effectively with service providers/enforce conditions to ensure compliance with service level agreements, contracts, prescripts and Departmental norms and standards. Possess high levels of integrity to ensure that service providers are not “cutting corners” to improve profit. Ability to understand how to prepare budgets, extract and interpret information from related information systems. Ability to understand how to apply the IDMS. Ability to understand how to identify the required information fields and documents for use by Health.

**DUTIES** : key performance areas: Prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Prepare and/or approve Packages/Individual Project Briefs. Participate in the procurement of Professional Service Providers and Contractors. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Monitor the implementation of Programmes/Projects. Load project documents and update information on the data management system. Approve Project Stage reports & designs. Manage the interface between the end-user/community structures and Implementing Agent[s]. Research. Manage human, physical and financial resources.

**ENQUIRIES** : about the advertised posts should be directed to Ms Mompei MM at Tel No: 015 293 6126 /Ms Sebake RL at 015 293 6426, Ms Sebola MF at 015 293 6002 and Ms Mothiba JT during office hours.

**POST 36/119** : **CANDIDATE ENGINEER CIVIL/STRUCTURAL: INFRASTRUCTURE DELIVERY AND WORK INSPECTION (1 POST)**  
(Three Year Contract)

**SALARY** : R761 157.per annum. (All-inclusive remuneration package)  
**CENTRE** : Provincial Office (Polokwane)  
**REQUIREMENTS** : Qualifications and Competencies: An appropriate Bachelor's Degree in Civil/Structural Engineering. Registered as a Candidate Engineer with ECSA. A valid drivers' license. Inherent requirements of the job: Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy the successful applicant must be prepared to travel extensively throughout the province and work longer hours. Main Role: To assist in managing the delivery of the infrastructure-built environment programmes and projects in line with the Provincial IDMS. Knowledge, Skills, Training and Competencies Required: The incumbent of this post will work under the Chief Engineer's supervision and mentorship and be responsible for performing and managing all aspects of varied innovative and complex engineering activities that result in progress in technology and engineering applications and provide/support strategic direction in the process. The ideal candidate must have: - Ability to apply the Provincial Infrastructure Delivery Management System (IDMS). Ability to understand the health services plan of the Department and specifically the requirements for engineering services. Ability to undertake engineering design and analyse knowledge. Ability to understand and interpret specifications for engineering & technical services and application of knowledge for procurement processes. Ability to plan and manage a diverse portfolio of projects and programmes. Ability to apply Computer-aided engineering applications. Ability to undertake a risk analysis and undertake a risk mitigation strategy. Ability to prepare technical reports, submissions and presentations. Ability to understand how to prepare budgets, extract and interpret information from related information systems.

**DUTIES** : Key Performance Areas: Assist in preparing the construction procurement strategy and the Infrastructure Programme Management Plan. Assist in preparing Packages/Individual Project Briefs. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Assist in monitoring the implementation of Programmes/Projects. Make inputs to different Project Stage reports & designs. Assist in managing the interface between the end-user/community structures and Implementing Agent[s]. Load project documents and update information on the data management system. Manage human, physical and financial resources. Undertake research.

<b><u>ENQUIRIES</u></b>	:	about the advertised posts should be directed to Ms Mompei MM at Tel No: 015 293 6126 /Ms Sebake RL at 015 293 6426, Ms Sebola MF at 015 293 6002 and Ms Mothiba JT during office hours.
<b><u>POST 36/120</u></b>	:	<b><u>CANDIDATE QUANTITY SURVEYOR: INFRASTRUCTURE DELIVERY AND WORK INSPECTION (1 POST)</u></b> (Three Year Contract)
<b><u>SALARY</u></b>	:	R660 612.per annum. (All-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Provincial Office (Polokwane)
<b><u>REQUIREMENTS</u></b>	:	Qualifications and Competencies: An appropriate Bachelor's Degree in Quantity Surveying. Registration as a Candidate Quantity Surveyor with SACQSP.A valid drivers' license. Inherent requirements of the job: Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy. Successful applicant must be prepared to travel extensively throughout the province and work longer hours. Main Role: To assist in managing the delivery of the infrastructure-built environment programmes and projects in line with the Provincial IDMS. Knowledge, Skills, Training And Competencies Required:- The incumbent of the post will be work under the supervision and mentorship of the Chief Quantity Surveyor and will be responsible for providing the quantity surveying inputs and guidance for the development of infrastructure strategies, policies, systems, functional/technical norms and standards, plans for Health in line with the Provincial Infrastructure Delivery Framework for the planning and construction of Health Department Projects. The ideal candidates must have: - Ability to understand the Health service delivery platform, indicators & service plan and how that links with infrastructure. Ability to undertake a risk analysis and undertake a risk mitigation strategy. Ability to interpret existing and develop new Functional and Technical Norms and Standards. Ability to identify the required information fields and documents for use by Health. Ability to prepare reports, submissions and presentations. Have the ability to meet strict project deadlines – preparation of documentation, report writing, chairing and minute taking of site meetings. Ability to understand how to prepare budgets, extract and interpret information from related information systems. Ability to understand how to apply the IDMS. Ability to understand how to identify the required information fields and documents for use by Health.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Assist in preparing the construction procurement strategy and the Infrastructure Programme Management Plan. Assist to prepare Packages/Individual Project Briefs. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Assist in monitoring the implementation of Programmes/Projects. Make inputs to different Project Stage reports & designs. Assist to manage the interface between the end-user/community structures and Implementing Agent[s]. Load project documents and update information on the data management system. Manage human, physical and financial resources. Undertake research.
<b><u>ENQUIRIES</u></b>	:	about the advertised posts should be directed to Ms Mompei MM at Tel No: 015 293 6126 /Ms Sebake RL at 015 293 6426, Ms Sebola MF at 015 293 6002 and Ms Mothiba JT during office hours.
<b><u>POST 36/121</u></b>	:	<b><u>CANDIDATE ARCHITECT: INFRASTRUCTURE DELIVERY AND WORK INSPECTION (1 POST)</u></b> (Three Year Contract)
<b><u>SALARY</u></b>	:	R660 612.per annum. (All-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Provincial Office (Polokwane)
<b><u>REQUIREMENTS</u></b>	:	Qualifications and Competencies: An appropriate Bachelor's Degree in Architecture. Registered as a Candidate Architect with SACAP. A valid drivers' license. Inherent requirements of the job: Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy. The successful applicant must be prepared to travel extensively throughout the province and work longer hours. Main Role: To assist in managing the delivery of the infrastructure-built environment programmes and projects in line with the Provincial IDMS. Knowledge, Skills, Training And Competencies Required The incumbent of this post will work under the Chief Architect's supervision and mentorship and will be responsible to provide the architectural inputs and guidance for the development of infrastructure strategies, policies, systems, functional/technical norms and standards which includes form and space

designs in line with the Infrastructure Delivery Management Framework (IDMS). The ideal candidates must have. Ability to understand how to apply the IDMS. Ability to understand how to prepare budgets, extract and interpret information from related information systems. Ability to understand the Health service delivery platform, indicators & service plan and how that links with infrastructure. Ability to understand how to undertake a risk analysis and undertake a risk mitigation strategy. Ability to specify low maintenance building options. Ability to understand how to interpret existing/ customize functional and technical norms and standards. Ability to understand how to identify the required information fields and documents for use by Health. Ability to understand how to prepare reports, submissions and presentations. Possess management experience in design and delivery of infrastructure programmes for Health.

**DUTIES** : Key Performance Areas: Assist in preparing the construction procurement strategy and the Infrastructure Programme Management Plan. Assist to prepare Packages/Individual Project Briefs. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Assist in monitoring the implementation of Programmes/Projects. Make inputs to different Project Stage reports & designs. Assist to manage the interface between the end-user/community structures and Implementing Agent[s]. Load project documents and update information on the data management system. Manage human, physical and financial resources. Undertake research.

**ENQUIRIES** : about the advertised posts should be directed to Ms Mompei MM at Tel No: 015 293 6126 /Ms Sebake RL at 015 293 6426, Ms Sebola MF at 015 293 6002 and Ms Mothiba JT during office hours.

**POST 36/122** : **CONTROL ENGINEERING TECHNICIAN-MECHANICAL: INFRASTRUCTURE MAINTENANCE & TECHNICAL SUPPORT (GRADE A-B) (1 POST)**

**SALARY** : Grade A: R551 493.per annum  
Grade B: R933 396.per annum. (The Department will determine the salary package based on years of experience post professional registration)

**CENTRE** : Provincial Office (Polokwane)

**REQUIREMENTS** : Qualifications and Competencies: National Diploma in Mechanical/Electrical Engineering or equivalent relevant qualification. Registration with ECSA as a Professional Engineering Technician Mechanical/Electrical. Six (6) years' post qualification technical experience. Training programme undertaken and successfully completed in Project Management will serve as an added advantage. A valid drivers' license. Inherent requirements of the job: Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy. The successful applicant must be prepared to travel extensively throughout the province and work longer hours. Main Role: To render technical services and support in terms of management of service providers responsible for the maintenance of lifts, laundry machines, refrigeration and boilers and manage information on the use of utilities. The ideal candidate must have the ability to work in line with the Provincial Infrastructure Delivery Management Framework (IDMS), guide and operate within all applicable legislation, policies, frameworks and instruction notes. Knowledge, Skills, Training and Competencies Required: - The incumbent of this post will be responsible to provide all electrical/mechanical engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, projects functional / technical norms and standards aligned to the Provincial Infrastructure Delivery Management System (IDMS). The ideal candidate must have: - Ability to apply the Provincial Infrastructure Delivery Management System (IDMS). Ability to understand the Health service delivery platform, indicators & service plan and how that links with infrastructure. Ability to understand how acquisitions and disposals are managed in Government. Ability to undertake a risk analysis and undertake a risk mitigation strategy. Ability to understand the infrastructure information fields required for updating health infrastructure information management systems. Have the ability to meet strict project deadlines – preparation of documentation, report writing, chairing and minute taking of site meetings. Ability to understand how to prepare budgets, extract and interpret information from related information systems.



<b><u>DUTIES</u></b>	:	Key Performance Areas: - Develop/determine and maintain technical and functional norms and standards for mechanical/electrical installations and systems. Assist with the investigation proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile mechanical/electrical briefing documentation and specifications. Provide inputs to the determination of the Construction Procurement Strategy and the Infrastructure Programme Management Plan. Validate quality of performance of service providers in terms of norms, standards and maintenance contracts. Compile reports with recommendations related to non-performance in terms of maintenance mechanical/electrical installations and systems. Investigate mechanical/electrical engineering installations and equipment to validate compliance with the Occupational Health and Safety Act and the Engineering Regulations issued in terms of the Act. Load project documents and update information on the data management system. Implement [construction], training and commissioning of mechanical/electrical engineering installations. Undertake research. Manage human, physical and financial resources.
<b><u>ENQUIRIES</u></b>	:	about the advertised posts should be directed to Ms Mompei MM at Tel No: 015 293 6126 /Ms Sebake RL at 015 293 6426, Ms Sebola MF at 015 293 6002 and Ms Mothiba JT during office hours.
<b><u>POST 36/123</u></b>	:	<b><u>ASSISTANT DIRECTOR: FINANCE: INFRASTRUCTURE (1 POST)</u></b>
<b><u>SALARY</u></b>	:	R468 459.per annum (Level 9)
<b><u>CENTRE</u></b>	:	Provincial Office (Polokwane)
<b><u>REQUIREMENTS</u></b>	:	Qualifications and Competencies: Degree / Diploma in Accounting or Financial Management. Minimum 3 years' experience post qualification. Experience in Financial Management as implemented in government and within the context of infrastructure, construction budgeting and spending. Valid driver's license. Inherent requirements of the job: Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy. The successful applicant must work longer hours. Main Role: To assist with the coordination of all Finance Management functions for the Chief Directorate Infrastructure Development and Technical Support Services including financial and supply chain management. Knowledge, Skills, Training and Competencies Required: Experience in determining policies, systems and standard operating procedures for finance. Have the ability to chase detail, check and verify for correctness and compliance. An eye for detail and Ability to understand how to extract and interpret information from related information systems and linkages of that to infrastructure. Excellent communication and writing skills, compilation of reports, presentation, facilitation, co-ordination and analytical skills. Ability to direct inputs and provide guidance for the development of systems and standard operating procedures. Ability to understand how to prepare reports, submissions and presentations. The ideal candidate must have: the ability to guide and operate within all applicable legislation, policies, frameworks and instruction notes.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Extract, analyse and validate financial information for infrastructure projects/programmes. Provide financial administration services for all infrastructure Programmes and projects. Prepare financial reports. Compliance with the financial and supply chain management policies and prescripts in the chief directorate. Provide budget administration services. Establish, update and maintain a document management system for all financial documentation. Load project documents and update information on the data management system. People management. Manage human, physical and financial resources.
<b><u>ENQUIRIES</u></b>	:	about the advertised posts should be directed to Ms Mompei MM at Tel No: 015 293 6126 /Ms Sebake RL at 015 293 6426, Ms Sebola MF at 015 293 6002 and Ms Mothiba JT during office hours.
<b><u>POST 36/124</u></b>	:	<b><u>ENGINEERING TECHNICIAN-MECHANICAL: INFRASTRUCTURE MAINTENANCE &amp; TECHNICAL SUPPORT (GRADE A-C) (1 POST)</u></b>
<b><u>SALARY</u></b>	:	Grade A: R391 671.per annum Grade B: R442 389.per annum Grade C: R498 816.per annum (The Department will determine the salary package based on years of experience post professional registration)
<b><u>CENTRE</u></b>	:	Provincial Office (Polokwane)

<b><u>REQUIREMENTS</u></b>	:	Qualifications and Competencies: An appropriate Bachelor's Degree/National Diploma in Mechanical Engineering or equivalent relevant qualification. Registration with ECSA as a Professional Engineering Technician. Three [3] years' experience. A valid drivers' license. Inherent requirements of the job: Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy. The successful applicant must be prepared to travel extensively throughout the province and work longer hours. Main Role: To render technical services and support in engineering research, design, manufacturing, operations and maintenance. Knowledge, Skills, Training And Competencies Required: - The incumbent of this post will be responsible to provide all mechanical technical inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, projects functional / technical norms and standards aligned to the Provincial Infrastructure Delivery Management System [IDMS]. The ideal candidate must have: - Ability to apply the Provincial Infrastructure Delivery Management System (IDMS). Ability to understand the Health service delivery platform, indicators & service plan and how that links with infrastructure. Ability to understand how acquisitions and disposals are managed in Government. Ability to undertake a risk analysis and undertake a risk mitigation strategy. Ability to understand the infrastructure information fields required for updating health infrastructure information management systems. Have the ability to meet strict project deadlines – preparation of documentation, report writing, chairing and minute taking of site meetings. Ability to understand how to prepare budgets, extract and interpret information from related information systems.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Assist the Engineer with technical activities. Promote safety in line with statutory and regulatory requirements. Evaluate existing maintenance technical manuals, standard drawings and procedures. Produce technical designs with specifications. Assist in managing the execution of the maintenance strategy. Assist in setting engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Assist in monitoring maintenance efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives. Collect and analyze data on use of utilities by Health Facilities. Load project documents and update information on the data management system. Manage human, physical and financial resources. Undertake research.
<b><u>ENQUIRIES</u></b>	:	about the advertised posts should be directed to Ms Mompei MM at Tel No: 015 293 6126 /Ms Sebake RL at 015 293 6426, Ms Sebola MF at 015 293 6002 and Ms Mothiba JT during office hours.
<b><u>POST 36/125</u></b>	:	<b><u>ENGINEERING      TECHNICIAN-ELECTRICAL:      INFRASTRUCTURE MAINTENANCE &amp; TECHNICAL SUPPORT (GRADE A-C) (1 POST)</u></b>
<b><u>SALARY</u></b>	:	Grade A: R391 671.per annum Grade B: R442 389.per annum Grade C: R498 816.per annum (The Department will determine the salary package based on years of experience post professional registration)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Provincial Office (Polokwane)
	:	Qualifications and Competencies: An appropriate Bachelor's Degree/National Diploma in Electrical Engineering or equivalent relevant qualification. Registration with ECSA as a Professional Engineering Technician. Three [3] years' experience. A valid drivers' license. [Inherent requirements of the job: Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy. The successful applicant must be prepared to travel extensively throughout the province and work longer hours. Main Role: To render technical services and support in engineering research, design, manufacturing, operations and maintenance. Knowledge, Skills, Training And Competencies Required: The incumbent of this post will be responsible to provide all electrical technical inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, projects functional/technical norms and standards aligned to the Provincial Infrastructure Delivery Management System (IDMS). The ideal candidate must have: Ability to apply the Provincial Infrastructure Delivery Management System (IDMS). Ability to understand the Health service delivery platform, indicators & service plan and how that links with infrastructure. Ability to understand how acquisitions and disposals are

managed in Government. Ability to undertake a risk analysis and undertake a risk mitigation strategy. Ability to understand the infrastructure information fields required for updating health infrastructure information management systems. Have the ability to meet strict project deadlines – preparation of documentation, report writing, chairing and minute taking of site meetings. Ability to understand how to prepare budgets, extract and interpret information from related information systems.

**DUTIES** : Key Performance Areas: Assist the Engineer with technical activities. Promote safety in line with statutory and regulatory requirements. Evaluate existing maintenance technical manuals, standard drawings and procedures. Produce technical designs with specifications. Assist in managing the execution of the maintenance strategy. Assist in setting engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Assist in monitoring maintenance efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives. Collect and analyze data on use of utilities by Health Facilities. Load project documents and update information on the data management system. Manage human, physical and financial resources. Undertake research.

**ENQUIRIES** : about the advertised posts should be directed to Ms Mompei MM at Tel No: 015 293 6126 /Ms Sebake RL at 015 293 6426, Ms Sebola MF at 015 293 6002 and Ms Mothiba JT during office hours.

**POST 36/126** : **CHIEF WORKS INSPECTOR: INFRASTRUCTURE MAINTENANCE & TECHNICAL SUPPORT (01 POST)**

**SALARY** : R397 116.per annum (Level 08)  
**CENTRE** : Provincial Office (Polokwane)  
**REQUIREMENTS** : Qualifications and Competencies: National Diploma in Building or Mechanical or Electrical or N3 with passed Trade Test OR National Diploma in Engineering. Three (3) years' experience post qualification. Valid Drivers' License. Inherent requirements of the job: Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy. The successful applicant must be prepared to travel extensively throughout the province and work longer hours. Main Role: To manage the design and implementation of inspections of buildings and machinery to validate compliance with Occupational Health and Safety Regulations. Knowledge, Skills, Training and Competencies Required: Knowledge of the Public Service Regulatory Framework. Knowledge of the procurement policy and procedures. In depth knowledge of the Public Finance Management Act, Treasury Regulations' financial delegations and risk management, relevant legislation and public service regulations. skills- project management, planning and organising, people management, conflict resolution, computer literacy. monitoring of projects. communication analytical. presentation. report writing. financial. able to work independently. professional. confidential. quality driven. team player. ability to work under pressure. decisive, strategic. innovative. attention to detail. Negotiation skills.

**DUTIES** : Key Performance Areas: Provide technical inputs to Health Facilities to draw up specifications and monitor compliance by service providers regarding safety matters. Implement regular compliance inspections and safety audits at health facilities. Conduct investigations into accidents and make recommendations. Manage the analysis of technical data. Make recommendations in terms of interventions required in terms of condition of buildings and or machinery that are compromising adherence with occupational health and safety requirements. Manage the development of plans to address shortcomings in terms of compliance in terms of Occupational Health and Safety Requirements and Quality Assurance Standards. Load project documents and update information on the data management system. Manage human, physical and financial resources.

**ENQUIRIES** : about the advertised posts should be directed to Ms Mompei MM at Tel No: 015 293 6126 /Ms Sebake RL at 015 293 6426, Ms Sebola MF at 015 293 6002 and Ms Mothiba JT during office hours.

**POST 36/127** : **WORKS INSPECTORS: INFRASTRUCTURE MAINTENANCE & TECHNICAL SUPPORT (2 POSTS)**

**SALARY** : R269 499.per annum. (Level 06)  
**CENTRE** : Provincial Office (Polokwane)

<b><u>REQUIREMENTS</u></b>	:	Qualifications and Competencies: National Diploma in Building or Mechanical or Electrical OR N3 with passed Trade Test or National Diploma in Engineering. One (1) years' experience post qualification. Valid Drivers' License. Inherent requirements of the job: Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy. The successful applicant must be prepared to travel extensively throughout the province and work longer hours. Main Role: To implement inspections on compliance with the Occupational Health and Safety legislation in terms of machinery or buildings at all health facilities and assist with the development and implementation of remedial plans. Knowledge, Skills, Training and Competencies Required Knowledge of the Public Service Regulatory Framework. Knowledge of the procurement policy and procedures. In depth knowledge of the Public Finance Management Act, Treasury Regulations' financial delegations and risk management. relevant legislation and public service regulations. skills- project management, planning and organising, people management, conflict resolution, computer literacy. monitoring of projects. communication analytical. presentation. report writing. financial. able to work independently. professional. confidential. quality driven. team player. ability to work under pressure. decisive, strategic. innovative. attention to detail. Negotiation skills.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Provide technical inputs to Health Facilities to draw up specifications and monitor compliance by service providers regarding safety matters. Implement regular compliance inspections and safety audits at health facilities. Conduct investigations into accidents. Collect and analyse technical data. Make recommendations in terms of interventions required in terms of condition of buildings and or machinery that are compromising adherence with occupational health and safety requirements. Implement Occupational Health and Safety Plans. Provide Occupational Health and Safety. Load project documents and update information on the data management system. Manage human, physical and financial resources. Undertake research.
<b><u>ENQUIRIES</u></b>	:	about the advertised posts should be directed to Ms Mompei MM at Tel No: 015 293 6126 /Ms Sebake RL at 015 293 6426, Ms Sebola MF at 015 293 6002 and Ms Mothiba JT during office hours.
<b><u>POST 36/128</u></b>	:	<b><u>DATA CAPTURER: INFRASTRUCTURE DELIVERY AND WORK INSPECTION (1 POST)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R193 354.per annum (Level 4) Provincial Office (Polokwane)
	:	Qualifications and Competencies: A minimum of Grade 12 / Senior Certificate or equivalent qualification at NQF level 4. Proven practical experience in data capturing within a built environment support office. Use of infrastructure systems, for example GIS, IRM, PMIS, PROMAN, etc. will serve as an added advantage. Inherent requirements of the job: Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy. The successful applicant must be prepared to work longer hours. Main Role: The Data Capturer will be responsible for the capturing of data from various source documents into the computer system for storage, processing and management purposes; and perform basic office administration duties. Knowledge And Skills And Competencies Required: Excellent organizational and planning skills with the ability to prioritize time and work effectively; Ability to sort and analyze data. Strong people skills with the ability to work under pressure; Highly-motivated, confident communicator with the ability to engage with people at all levels; Pays attention to detail and displays a high level of integrity; Able to multi-task and is deadline orientated; Ability to work independently, as well as in a team; Excellent communication and interpersonal skills with the ability to work across diverse cultural backgrounds; Innovative and creative, able to see new opportunities; and reflective and open to learning.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Provide property infrastructure administrative support. Provide data management administrative and repository support to the infrastructure management unit Capture data into different systems according to data specified timelines and data flow. Daily capturing and updating of the infrastructure data onto PMIS and any available systems. Validate data for completeness, correctness and consistency. Maintain electronic and manual records of all data used for reporting. Follow up discrepancy with the relevant project and finance managers / contractors / professional service providers. The mining and or analysis of data associated with the planning, design implementation, commissioning and

operationalization of projects; retrieval of documents and or information for management and audit support. Compile, update and maintain a document and electronic management system for projects, infrastructure data and immovable assets. Assist in timely preparations and submission of required reports. Undertake general office administration duties.

**ENQUIRIES** : about the advertised posts should be directed to Ms Mompei MM at Tel No: 015 293 6126 /Ms Sebake RL at 015 293 6426, Ms Sebola MF at 015 293 6002 and Ms Mothiba JT during office hours.

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

**APPLICATIONS** : should be submitted online through <http://erecruitment.limpopo.gov.za> Hand delivered applications should be submitted to 28 Market Street (Next to UNISA) Registry Office (First Floor) or alternatively post to The Head of Department; Department of Co-operative Governance, Human Settlements and Traditional Affairs, Private Bag X9485, POLOKWANE 0700.

**CLOSING DATE** : 31 October 2025.  
**NOTE** : Applications should be submitted on a New Z83 form obtainable from all Public Service Departments or at [www.dpsa.gov.za](http://www.dpsa.gov.za) (must be completed in full), and a comprehensive copy of your Curriculum Vitae ONLY (Certified copies of ID matric certificate, drivers' license and qualifications will be requested from shortlisted candidates only). The specific reference number for the post must be quoted. SMS candidates are required to produce proof of completion of National School of Government Senior Management Pre-Entry Programme prior to appointment. The course is obtainable on link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme>. "All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise for SMS posts, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools." Short-listed candidates for the above posts will be subjected to a Security clearance and verification of qualifications. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). Successful incumbents will be expected to sign a performance agreement within one month after the assumption of duty. The successful candidate will also be required to disclose their financial interest in accordance with the prescribed regulations. Failure to comply with the requirements will result in the applicants being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. However, should there be any dissatisfaction; applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No.3 of 2000. The Department reserves the right to make an appointment in respect of the advertised posts.

#### **MANAGEMENT ECHELON**

**POST 37/129** : **DEPUTY DIRECTOR GENERAL: COOPERATIVE GOVERNANCE. REF NO: CoGHSTA 25/25**  
 Branch: Cooperative Governance

**SALARY** : R1 813 182.per annum (All-inclusive salary package) (Level 15)  
**CENTRE** : Polokwane

<b><u>REQUIREMENTS</u></b>	:	Matric plus a post-graduate qualification (NQF Level 8) in Public Administration / Public Management/ Political Science related as recognized by SAQA. Minimum 8 years of experience at a senior managerial level and valid driver's license (with exception of person with disability). Core And Process Competencies: Strategic Capacity and leadership, People Management & Empowerment, Financial Management, Change Management and Programme & Project Management. Skills And Knowledge: Negotiation skills, Facilitation skills, Report Writing, Time management, Ability to Communicate with people at different levels and from different backgrounds, Creative/innovative, Analytical Thinking skills, Language Skills, Good grooming and Presentation, Good Telephone Etiquette, Good Organizational skills, Good People skills, High level of reliability, Basic written communication skills, Ability to act with tact and discretion.
<b><u>DUTIES</u></b>	:	Provide and facilitate provincial development and planning service; Coordinate municipal infrastructure development; Monitor, support and evaluate the performance of municipalities; Coordinate intergovernmental relations, Disaster Management, public participation and governance; Manage resources (financial, human and physical).
<b><u>ENQUIRIES</u></b>	:	Mr. Ramagoshi Phuti Tel No: (015) 294 2225
<b><u>POST 37/130</u></b>	:	<b><u>DEPUTY DIRECTOR GENERAL: TRADITIONAL AFFAIRS REF NO: CoGHSTA 26/25</u></b> Branch: Traditional Affairs
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 813 182.per annum (All-inclusive salary package) (Level 15) Polokwane
	:	Matric plus a post-graduate qualification (NQF Level 8) in Anthropological Services, Law, Public Administration or related as recognized by SAQA. Minimum 8 years of experience at a senior managerial level and valid driver's license (with exception of person with disability). Core And Process Competencies: Strategic Capacity and leadership, People Management & Empowerment, Financial Management, Change Management and Programme & Project Management. Skills And Knowledge: Negotiation skills, Facilitation skills, Report Writing, Time management, Ability to Communicate with people at different levels and from different backgrounds, Creative/innovative, Analytical Thinking skills, Language Skills, Good grooming and Presentation, Good Telephone Etiquette, Good Organizational skills, Good People skills, High level of reliability, Basic written communication skills, Ability to act with tact and discretion.
<b><u>DUTIES</u></b>	:	Oversee the establishment and functionality of Traditional Leadership Institutions; Monitor and coordinate the administrative support to district satellite and Traditional Councils; Provide strategic direction and management to the Traditional Affairs Branch; Oversee the management and administrative support to Kingship and Queenship; Monitor Traditional Council finances; Oversee, manage and monitor the provision of initiation school; Ensure good standard and compliance to the bill of rights at the circumcision schools; Oversee and coordinate activities of the executive committee of the Houses; Monitor the activities of portfolio committees; Monitor the establishment of Provincial and Local Houses; Oversee and coordinate the recognition and events of traditional leaders.
<b><u>ENQUIRIES</u></b>	:	Mr. Ramagoshi Phuti Tel No: (015) 294 2225

#### **OTHER POSTS**

<b><u>POST 37/131</u></b>	:	<b><u>DEPUTY DIRECTOR: SECURITY MANAGEMENT SERVICES REF NO: CoGHSTA 27/25</u></b> Branch: Corporate Services
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R896 436.per annum (All-inclusive salary package) (Level 11). Polokwane
	:	Matric plus an undergraduate qualification (NQF Level 6) in Security Management, Criminal Justice & Forensic Investigations/Policing or related as recognized by SAQA. Minimum 5 years relevant experience at supervisory level and valid driver's license (with exception of person with disability). Core And Process Competencies: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g. Public Service Act, Labour Relation Act, PFMA, Knowledge on the relevant

		policies/prescripts and procedures etc. Skills And Knowledge: Strategic Capability and Leadership; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation (SDI); Problem Solving and Analysis; People Management and Empowerment; Client Orientation and Customer Focus; Communication; Research; Computer Utilization; Policy Formulation; Vetting; Investigation
<b><u>DUTIES</u></b>	:	Manage implementation of MISS/PISP within the department and Municipalities Manage physical and information security disciplines within the department; Manage and implement access control services within the department; Manage establishment and implementation of security screening (vetting) strategies and procedures; Manage contract security; Ensure the provision and coordination of physical security support to the MEC's visits; Develop a scheduled physical and information security audit programme.
<b><u>ENQUIRIES</u></b>	:	Mr. Monkoe Mphodi Tel No: (015) 294 2223
<b><u>POST 37/132</u></b>	:	<b><u>DEPUTY DIRECTOR: ASSURANCE SERVICES REF NO: CoGHSTA 28/25</u></b> Branch: Financial Management Services
<b><u>SALARY</u></b>	:	R896 436.per annum (All-inclusive salary package) (Level 11).
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	Matric plus an undergraduate qualification in Accounting/ Internal Auditing/Cost Management and Accounting and Financial Accounting (NQF Level 6) or related as recognized by SAQA. Minimum 5 Years relevant experience at supervisory level and valid driver's license (with exception of person with disability). Affiliation with Professional Body i.e. IIASA and SAICA, added advantage with: IAT, PIA and CA (SA) Designation(s) Core and Process Competencies: Sound and in-depth knowledge of Accounting and auditing Standards; Public Finance and Auditing; Public Administration; Project management; Relationship management; Leadership; Communication; Change management; Performance management. Skills And Knowledge: Accounting & auditing; Computer literacy; Policy analysis; Budgeting; Public Management; Communication.
<b><u>DUTIES</u></b>	:	Manage Internal Control Plans and Framework; Manage the facilitation of assurance services; Manage internal and external audit with Treasury, Internal Audit, Auditor-General and other Stakeholders.
<b><u>ENQUIRIES</u></b>	:	Mr. Monkoe Mphodi Tel No: (015) 294 2223
<b><u>POST 37/133</u></b>	:	<b><u>DEPUTY DIRECTOR: FLEET SERVICES REF NO: CoGHSTA 29/25</u></b> Branch: Financial Management Services
<b><u>SALARY</u></b>	:	R896 436.per annum (All-inclusive salary package) (Level 11).
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	Matric plus an undergraduate qualification in Transport Management, Public Management/Administration or related field (NQF Level 6) or related as recognized by SAQA. Minimum 5 years relevant experience at supervisory level and valid driver's license (with exception of person with disability). Core And Process Competencies: Knowledge of a variety of work ranges and procedures such as: Transport Management, Transport Circulars, Public Finance Management Act, Public Service Act 1994, Public Service Regulations 2001 as amended. Skills And Knowledge: Communication skills; Negotiating skills; Facilitation skills; Report writing, Co-operation skills; Liaison skills; Networking.
<b><u>DUTIES</u></b>	:	Manage the procurement of new vehicles for government own and subsidized vehicles; Manage registration and licensing of state vehicles; Manage the repairs and maintenance of departmental fleet and disposal of worn out and obsolete vehicles; Manage processing of fuel payment claims for all schemes (MMS, SMS, A & B); Manage the provision and development of transport manuals and policies.
<b><u>ENQUIRIES</u></b>	:	Ms. Mokhomole Makgano Tel No: (015) 294 2270
<b><u>POST 37/134</u></b>	:	<b><u>ASSISTANT DIRECTOR: MUNICIPAL PERFORMANCE MONITORING &amp; EVALUATION REF NO: CoGHSTA 30/25</u></b> Branch: Cooperative Governance
<b><u>SALARY</u></b>	:	R582 444.per annum (Level 10)
<b><u>CENTRE</u></b>	:	Waterberg

<b><u>REQUIREMENTS</u></b>	:	Matric plus an undergraduate qualification in Local Government/Public Management/ Public Administration (NQF Level 6) or related as recognized by SAQA. Minimum 3 years relevant experience and valid driver's license (with exception of person with disability). Core And Process Competencies: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service; Understanding of the public service environment; Municipal Structures Act; Municipal Systems Act; Municipal Finance Management Act; Public Finance Management Act; Integrated Development Planning; Performance Monitoring and Evaluation; General Management; Strategic Planning; Service Delivery; Governance Issues; Relevant Legislation; Financial Management; Development and Planning Skills And Knowledge: Negotiation skills; Presentation skills; People management skills; Time management; Communication, both formal, and informal; Policy Development.
<b><u>DUTIES</u></b>	:	Coordinate and consolidate the MEC reports on the state of Municipalities; Coordinate and evaluate the performance of municipalities on a periodic basis in compliance with the MSA & MFMA; Audit the implementation of PMS by municipalities on annual basis; Provide support to municipalities with the implementation of the individual PMS; Monitoring of the employment contracts of 57 Managers.
<b><u>ENQUIRIES</u></b>	:	Ms. Mokhomole Makgano Tel No: (015) 294 2270
<b><u>POST 37/135</u></b>	:	<b><u>ASSISTANT DIRECTOR: COMMUNITY DEVELOPMENT PROGRAMME</u></b> <b><u>REF NO: CoGHSTA 31/25</u></b> Branch: Cooperative Governance
<b><u>SALARY</u></b>	:	R582 444.per annum (Level 10).
<b><u>CENTRE</u></b>	:	Capricorn
<b><u>REQUIREMENTS</u></b>	:	Matric plus an undergraduate qualification in Public Administration/Development Studies/Social Science (NQF 6) or related as recognized by SAQA; Minimum of 3 years relevant experience and valid driver's license (with exception of person with disability). Core And Process Competencies: Sound and in-depth knowledge of relevant prescripts, application of human resources as well as understanding of the legislative framework governing the Public Service such as: Employment Equity Act, Skills Development Act, Basic Conditions of Employment Act, Labour Relations Act, Public Service Act, Administrative Justice Act, Promotion of Access of Information Act, Public Service Regulations and various Bargaining Council Resolutions. Skills And Knowledge: Negotiation skills, People management, Financial planning, Planning & organizing, Time management, Strategic planning, Policy analysis and development, Good communication skills, Group dynamics, Diversity management, Facilitation skills, Co-ordination skills, Leadership skills, Change and knowledge management.
<b><u>DUTIES</u></b>	:	Coordinate the integrated development interventions in partnership with other relevant stakeholders; Coordinate community development service delivery area(s) to ensure that efficient and effective community development service is delivered; Coordinate research on community development. Support municipalities to respond to community concerns; Manage the team and undertake all administrative functions required and report on progress as required; Develop implement and maintain processes to ensure proper control of work.
<b><u>ENQUIRIES</u></b>	:	Ms. Mokhomole Makgano Tel No: (015) 294 2270
<b><u>POST 37/136</u></b>	:	<b><u>ASSISTANT DIRECTOR: SPECIAL PROGRAMMES &amp; DIVERSITY</u></b> <b><u>MANAGEMENT REF NO: CoGHSTA 32/25</u></b> Branch: Corporate Services
<b><u>SALARY</u></b>	:	R468 459.per annum (Level 9).
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	Matric plus an undergraduate qualification in Social Sciences/Social Work/Public Administration or related (NQF Level 6) as recognized by SAQA. Minimum 3 years relevant experience and valid driver's license (with exception of person with disability). Core And Process Competencies: Sound and in-depth knowledge of relevant prescripts and the legislative framework governing the public service, Public Service Regulation, Public Service Act, PFMA, National Youth Development Agency Act 54 of 2008, Children's Act 38 of 2005, Beijing Declaration and Platform of Action (1995), Gender Policy Framework



		for Local Government, Older Person's Rights Act 13 of 2006, White Paper on the Rights of persons with Disabilities of 09th March 2016, Employment Equity Act 55 of 1998, Public Service Act of 1994.. Skills & Knowledge: Negotiation skills; Presentation/Facilitation skills; Report Writing; Time management; Communication, both formal, and informal; Creative/innovative; Analytical Thinking skills.
<b><u>DUTIES</u></b>	:	Develop and facilitate the implementation of departmental policies and programmes regarding gender, youth and people with disabilities; Co-ordinate, promote and implement all matters related to youth, gender, people with disabilities, and Batho Pele in the department; Promote and protect human dignity & human rights (women, youth, children, older persons including women with disabilities); Provide support to municipalities during Provincial, National and International Days events; Provide technical advice on matters related to special programs and transformation to senior management. Liaise and communicate with both internal & external key stakeholders of the Department in relation to gender, youth, people with disabilities programmes. Coordinate and facilitate activities of moral regeneration movement with all stakeholders and the department
<b><u>ENQUIRIES</u></b>	:	Ms. Monyela Hlokammoni Tel No: (015) 294 2073
<b><u>POST 37/137</u></b>	:	<b><u>ASSISTANT DIRECTOR: BUDGET MONITORING &amp; REPORTING REF NO: CoGHSTA 33/25</u></b> Branch: Financial Management Services
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R468 459.per annum (Level 9) Polokwane Matric plus an undergraduate qualification in Financial Accounting/ Accounting/Cost and Management Accounting (NQF Level 6) or related as recognized by SAQA. Minimum 3 years relevant experience and valid driver's license (with exception of person with disability). core and process competencies: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Act, Labour Relation Act, PFMA, PPPFA, etc.Public Service Act, Labour Relation Act, PFMA, National Treasury Regulation, Financial Reporting Standards. Skills & Knowledge: Computer skills; Accounting skills; Negotiation skills; Presentation skills; People management skills; Time management; Communication, both formal, and informal.
<b><u>DUTIES</u></b>	:	Budget monitoring; Budget reporting.
<b><u>ENQUIRIES</u></b>	:	Ms. Monyela Hlokammoni Tel No: (015) 294 2073
<b><u>POST 37/138</u></b>	:	<b><u>ASSISTANT DIRECTOR: ICT SYSTEM DEVELOPMENT REF NO: CoGHSTA 34/25</u></b> Branch: Corporate Services
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R468 459.per annum (Level 9) Polokwane Matric plus an undergraduate qualification in Information Technology (NQF Level 6) or related as recognized by SAQA. Minimum of 3 years relevant experience and valid driver's license (with exception of person with disability).Core And Process Competencies: Sound and in-depth knowledge of relevant prescripts and the legislative framework governing the public service, including: Public Service Act, Labour Relations Act, Public Finance Management Act (PFMA), Business process analysis and modelling, System development lifecycle (SDLC) and IT governance frameworks (COBIT, ITIL, ISO 27001) Experience in project leadership and management. Skills & Knowledge: Technical Skills: Business process analysis, System development and administration, ICT project management, Database management Soft Skills: Communication and interpersonal skills, People management and teamwork, Planning.
<b><u>DUTIES</u></b>	:	Develop systems according to technical specification and Methodologies; Implement changes to existing systems according to approved standards and procedures; Monitor and make recommendations on systems.
<b><u>ENQUIRIES</u></b>	:	Ms. Palmer Olivia Tel No: (015) 294 2094
<b><u>POST 37/139</u></b>	:	<b><u>ASSISTANT DIRECTOR: ANTI-FRAUD &amp; CORRUPTION MANAGEMENT REF NO: CoGHSTA 35/25 (2 POSTS)</u></b> Branch: HOD Support

<b><u>SALARY</u></b>	:	R468 459.per annum (Level 9).
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	Matric plus an undergraduate qualification in Criminal Justice & Forensic Investigations/Policing/Internal Auditing (NQF 6) or related as recognized by SAQA; Minimum of 3 years relevant experience and valid South African driver's license (with exception of person with disability). Core And Process Competencies: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Regulation, Public Service Act, PFMA, MFMA, Code of Conduct. Skills & Knowledge: Investigation; Interviewing skills; Good communication skills both formal and inform; Negotiation skills; Presentation/Facilitation skills; Report Writing; Time management; Creative/innovative; Co-ordination skills; Networking; Analytical Thinking skills.
<b><u>DUTIES</u></b>	:	Conduct investigations on reported incidents of fraud and corruption within the department and municipalities; Prevent Corporate Crime and Misconduct within the Department and Municipalities; Coordinate recovery of assets acquired fraudulently; Identification of weaknesses in the internal control measures and recommend and monitor the improvement thereof; Conduct awareness workshops on Anti-Fraud and Corruption within the Department and Municipalities.
<b><u>ENQUIRIES</u></b>	:	Ms. Palmer Olivia Tel No: (015) 294 2094
<b><u>POST 37/140</u></b>	:	<b><u>ASSISTANT DIRECTOR: MISCONDUCT &amp; DISPUTES REF NO: CoGHSTA 36/25</u></b> Branch: Corporate Services
<b><u>SALARY</u></b>	:	R468 459.per annum (Level 9)
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	Matric plus an undergraduate qualification in Labour Relations/Law (NQF 6) or related as recognized by SAQA; Minimum of 3 years relevant experience and valid South African driver's license (with exception of person with disability).Core And Process Competencies: Sound and in-depth knowledge of relevant prescripts, Knowledge and understanding public service legislations, regulations & labour laws (LRA, BCEA, EEA, Skills Development Act, COIDA, OHSA, Public Service Act & Regulations); Conciliation & Arbitration processes; PCSBC & GPSSBC Resolutions; Rules for the Conduct of proceedings before the CCMA/ GPSSBC.. Skills & Knowledge: Strategic capabilities & leadership, Programme & project management, People management, Change management, Conflict resolution, Policy formulation and Communication, Computer literacy, Financial management, Problem solving & analysis, Service delivery innovation.
<b><u>DUTIES</u></b>	:	Co-ordinate the Investigation of misconduct & conduct disciplinary hearings; Represent the department on the disputes referred to GPSSBC, CCMA, PSCBC, and the Labour Court; Co-ordinate the Drafting of legal opinions on Labour matters; Co-ordinate the Training of Management and employees on the Code of Conduct.
<b><u>ENQUIRIES</u></b>	:	Ms. Malahlela Nora Tel No: (015) 294 2224
<b><u>POST 37/141</u></b>	:	<b><u>SENIOR ADMIN OFFICER: SECURITY MANAGEMENT REF NO: CoGHSTA 37/25</u></b> Branch: Corporate Services
<b><u>SALARY</u></b>	:	R397 116.per annum (Level 8).
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	Matric plus an undergraduate qualification in Security Management, Criminal Justice & Forensic Investigations/Policing (NQF 6) or related as recognized by SAQA; Minimum of 2 years relevant experience. Valid South African driver's license (with exception of person with disability). Core And Process Competencies: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g. Public Service Act, Labour Relation Act, PFMA, Knowledge on the relevant policies/prescripts and procedures etc. Extensive knowledge of security (Minimum Information Security Standards- MISS and MPSS Minimum Physical Security Standards) Handling of Fire Arms Skills & Knowledge: Strategic Capability and Leadership; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service

		Delivery Innovation (SDI); Problem Solving and Analysis; People Management and Empowerment; Client Orientation and Customer Focus; Communication; Research; Computer Utilisation; Policy Formulation; Vetting; Investigation.
<b><u>DUTIES</u></b>	:	Implementation of MISS/PISP within the department and Municipalities; Implement and monitor access control system within the department and the municipalities, Implement security screening (vetting) procedures; Conduct information and physical security awareness workshops and on-job training; Supervising of private security service providers; Facilitate physical security support to the MEC's visits to municipalities; Conduct physical and information security audit.
<b><u>ENQUIRIES</u></b>	:	Ms. Malahlela Nora Tel No: (015) 294 2224
<b><u>POST 37/142</u></b>	:	<b><u>SYSTEM CONTROLLER: INSTITUTIONAL CAPACITY &amp; INFOMATION SERVICES REF NO: CoGHSTA 38/25</u></b> Branch: Cooperative Governance
<b><u>SALARY</u></b>	:	R397 116.per annum (Level 8).
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	Matric plus an undergraduate qualification in Information Technology (NQF 6) or related as recognized by SAQA; Minimum of 2 years ICT experience. Valid South African driver's license (with exception of person with disability). Core And Process Competencies: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g. Disaster Management Act, Disaster Management Framework, Public Service Act, Occupational Health and Safety ACT, PFMA. Skills & Knowledge: Research, Communication, Report writing, Computer Literacy, Information Technology, Financial Management.
<b><u>DUTIES</u></b>	:	Maintain the installed disaster management information management and communication systems; Capacitate the end-users on the usage of the current and the new information management in the municipalities; Identification of information management and communication modes (Data acquisition systems); Facilitate timely dissemination of early warning, public awareness and preparedness; Capture and update disaster management projects into the integrated disaster risk management database and Departmental GIS.
<b><u>ENQUIRIES</u></b>	:	Ms. Masha Raesibe Tel No: (015) 294 2068
<b><u>POST 37/143</u></b>	:	<b><u>DISASTER PRACTITIONER: RISK ASSESSMENT &amp; REDUCTION POSTS REF NO: CoGHSTA 39/25</u></b> Branch: Cooperative Governance
<b><u>SALARY</u></b>	:	R397 116.per annum (Level 8).
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	Matric plus an undergraduate qualification Disaster Management (NQF 6) or related as recognized by SAQA; Minimum of 2 years relevant experience. Valid South African driver's license (with exception of person with disability). Core And Process Competencies: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g. Batho Pele principles; public service act; Dynamics, culture and language of the target Community, Disaster Management Act, National Disaster Management Framework. Skills & Knowledge: Negotiation skills, Presentation skills, People management skills, Time management, Communication, Computer skill, Numeracy skill, Presentation skills, People management skills, Financial management skills.
<b><u>DUTIES</u></b>	:	Conduct risk assessment; Develop integrated disaster risk management plans; Develop and implement disaster risk reduction programmes; Develop and implement contingency plans for national and provincial events
<b><u>ENQUIRIES</u></b>	:	Ms. Masha Raesibe Tel No: (015) 294 2068
<b><u>POST 37/144</u></b>	:	<b><u>COMMUNITY DEVELOPMENT WORKER REF NO: CoGHSTA 40/25(10 POSTS)</u></b> Branch: Cooperative Governance
<b><u>SALARY</u></b>	:	R325 101.per annum (Level 7)
<b><u>CENTRE</u></b>	:	Blouberg Ward 06 Lepelle-Nkumi Ward 19 Mogalakwena Ward 01 & 09 Greater Giyani Ward 19

	Greater Letaba Ward 11 Makhuduthamaga Ward 09 & 20 Collins Chabane Ward 32 Makhado Ward 03
<b><u>REQUIREMENTS</u></b>	: Matric plus an undergraduate qualification in Public Administration/Public Management (NQF 6) or related as recognized by SAQA. National Certificate in Community Development will be an added advantage. Minimum of 1-year relevant experience and valid driver's license (with exception of person with disability). Core And Process Competencies: Sound and in-depth knowledge of relevant prescripts, Batho Pele principles; public service act; computer literacy; Dynamics, culture and language of the target Community Skills & Knowledge: Negotiation skills; Presentation skills; People management skills; Time management; Communication; Computer skills; Numeracy skill.
<b><u>DUTIES</u></b>	: Compile ward profiling; Identification of service delivery cases; Identification of community concerns; Conduct household visits.
<b><u>ENQUIRIES</u></b>	: Ms. Masha Raesibe Tel No: (015) 294 2068/Ms. Malahlela Nora (015) 294 2224
<b><u>POST 37/145</u></b>	: <b><u>SURVEY TECHNICIAN ASSISTANT REF NO: CoGHSTA 41/25</u></b> Branch: Cooperative Governance
<b><u>SALARY</u></b>	: R325 101.per annum (Level 7)
<b><u>CENTRE</u></b>	: Sekhukhune
<b><u>REQUIREMENTS</u></b>	: Matric plus an undergraduate qualification in Land Surveying (NQF 6) or related as recognized by SAQA. Minimum of 1-year relevant experience. Core And Process Competencies: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Act, Labour Relation Act, PFMA, etc. Skills & Knowledge: Negotiation skills, Presentation skills, People management skills, Time management, Communication, both formal, and informal.
<b><u>DUTIES</u></b>	: Provision of logistical support for the spatial planner; Mapping of areas for Land Development planning; Maintaining survey plan room and ensure safe keeping of diagrams; Identification and confirmation of boundary and beacons; Confirmation of sites for deeds office.
<b><u>ENQUIRIES</u></b>	: Ms. Mabina Reneilwe Tel No: (015) 294 2046
<b><u>POST 37/146</u></b>	: <b><u>PERSONNEL OFFICER: PERFORMANCE MANAGEMENT &amp; DEVELOPMENT SYSTEMS REF NO: CoGHSTA 48/25</u></b> Branch: Corporate Services
<b><u>SALARY</u></b>	: R269 499.per annum (Level 6)
<b><u>CENTRE</u></b>	: Polokwane
<b><u>REQUIREMENTS</u></b>	: Matric plus an undergraduate qualification in Human Resource Management (NQF 6) or related as recognized by SAQA. Core And Process Competencies: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Act, Labour Relation Act, PFMA, etc. Skills & Knowledge: Negotiation skills; Presentation skills; People management skills; Time management; Communication, both formal and informal.
<b><u>DUTIES</u></b>	: Arrange e-permis user training support; Profiling the submitted performance agreements/instruments; Profiling the submitted semester review reports; Facilitate the processing of performance evidence; Process performance management system incentives
<b><u>ENQUIRIES</u></b>	: Ms. Mabina Reneilwe Tel No: (015) 294 2046

**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.*

<b><u>CLOSING DATE</u></b>	:	24 October 2025.
<b><u>NOTE</u></b>	:	N.B. Applicants are advised to apply as early as possible to avoid disappointments. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. In order to alleviate the administration burden on HR Sections as well as considering the cost for applicants, Departments are encouraged to request certified copies of qualifications and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview following communication from the relevant HR section of the Department. All posts, health/engineering posts that are advertised within the Department professional registration will be required from various statutory councils for shortlisted candidates. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they fully complete and sign form Z 83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short-listed candidates will be subject to a vetting process prior to appointment. If no response is received from the Mpumalanga Department of Health within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. Please quote the Correct references when applying and where possible the station / centre where the post is. www.mpuhealth.gov.za only online applications will be accepted. NB: Candidates who are not contacted within 90 DAYS after the closing date must consider their applications as having been unsuccessful. please note The Department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications)

**OTHER POSTS**

<b><u>POST 37/147</u></b>	:	<b><u>OPERATIONAL MANAGER (PN-A5): MALE SURGICAL WARD REF NO: MPDoH/Oct/25/404</u></b>
<b><u>SALARY</u></b>	:	R549 192 - R629 121 per annum
<b><u>CENTRE</u></b>	:	Mmamethlake Hospital (Nkangala District)
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of seven (7) years of appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing (2025). A Diploma / Degree in Nursing Administration and Management will be an added advantage. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as Nursing Act, Health Act, Occupational Health and Safety Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations and Labour Relations Act etc.
<b><u>DUTIES</u></b>	:	Coordination of optimal, holistic nursing care with set standards and within a Professional/legal framework. Manage effectively the supervision and utilization of resources. Provision of effective support to nursing services. Maintain professional growth / ethical standards and self-development. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele and

		patient centered Nursing care. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards.
<b><u>ENQUIRIES</u></b>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351, Mr. Samson Nyoni (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a> .
<b><u>POST 37/148</u></b>	:	<b><u>OPERATIONAL MANAGER (PN-A5): OUTPATIENT WARD REF NO: MPDoH/Oct/25/405</u></b>
<b><u>SALARY</u></b>	:	R549 192 - R629 121 per annum
<b><u>CENTRE</u></b>	:	Mmamethlake Hospital (Nkangala District)
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of seven (7) years of appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing (2025). A Diploma / Degree in Nursing Administration and Management will be an added advantage. Knowledge 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 and Labour Relations Act etc.
<b><u>DUTIES</u></b>	:	Coordination of optimal, holistic nursing care with set standards and within a Professional / legal framework. Manage effectively the supervision and utilization of resources. Provision of effective support to nursing services. Maintain professional growth / ethical standards and self-development. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele and patient centered Nursing care. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards.
<b><u>ENQUIRIES</u></b>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351, Mr. Samson Nyoni (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a> .
<b><u>POST 37/149</u></b>	:	<b><u>OPERATIONAL MANAGER (PN-A5): GENERAL WARD REF NO: MPDoH/Oct/25/406</u></b>
<b><u>SALARY</u></b>	:	R549 192 - R629 121 per annum
<b><u>CENTRE</u></b>	:	H A Grove Hospital (Nkangala District)
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of seven (7) years of appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing (2025). A Diploma / Degree in Nursing Administration and Management will be an added advantage. . Knowledge 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 and Labour Relations Act etc.
<b><u>DUTIES</u></b>	:	Coordination of optimal, holistic nursing care with set standards and within a Professional/legal framework. Manage effectively the supervision and utilization of resources. Provision of effective support to nursing services. Maintain professional growth / ethical standards and self-development. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele and patient-centered Nursing care. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards.
<b><u>ENQUIRIES</u></b>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351, Mr. Samson Nyoni (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a> .

**POST 37/150** : **ASSISTANT DIRECTOR: RISK AND ETHICS MANAGEMENT REF. NO: MPDoH/Oct/25/407**

**SALARY** : R468 459 per annum. (Level 9) (plus service benefits)  
**CENTRE** : Provincial Office, Mbombela (Nelspruit)  
**REQUIREMENTS** : Senior Certificate / Grade 12 plus Diploma / Degree (NQF Level 6/7) in Internal Auditing/ Accounting/ Risk Management as recognized by SAQA. Membership of IRMSA and The Ethics Institute will be an added advantage. At least a minimum of three (3) years' experience in risk & ethics environment at supervisory/managerial (Level 7/8). Knowledge of the PFMA, Treasury Regulations, Risk Management Framework (COSO), Anti-fraud and corruption policies. Skills: Analytical thinking, interpersonal relations, project management, financial management, strategic leadership and team player, report writing, presentation, communication and computer skills. A valid driver's licence.

**DUTIES** : Implement Risk and Ethics Management strategies/policies and systems for the province. Co-ordinate and facilitate risk & ethics assessment and risk management workshops within the Department. Extract risk information and develop risk & ethics profiles for the Department. Monitor and evaluate the departmental performance against action plans in relation to risk management processes, strategy and charters. Assist in the management of the secretariat operations and functions for the Risk Management Committee on behalf of the sub-directorate. Develop and maintain a risk database and risk register for the Department. Process RWOPS applications, assist in the management and implementation of the financial disclosure framework, manage gift and donation register. Investigate officials doing business with state.

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

**APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za).

**POST 37/151** : **ASSISTANT DIRECTOR: CORPORATE SERVICES REF NO: MPDoH/Oct/25/408**

**SALARY** : R468 459 per annum. (plus service benefits)  
**CENTRE** : Carolina Hospital (Gert Sibande District)  
**REQUIREMENTS** : Senior Certificate / Grade 12 plus Diploma / Degree (NQF Level 6/7) in Public Administration / Public Management as recognized by SAQA. At least a minimum of three (3) years' relevant experience of which three (3) years' experience must be at supervisory/managerial (Level 7/8) within Health Environment. Knowledge of Human Resources and Administrative support services. Sound financial management, facility management and supervision. Valid driver's licence. Willingness to work extra hours and be on standby when need arises. Advanced computer literacy (MS Word, Excel). Good written and communication skills. Good planning and organizational skills. Knowledge of the PFMA / Labour Relations and other relevant prescripts. Good interpersonal, problem – solving and dispute resolution, communication, analytical and writing skills. Computer literacy. Valid driver's license. Ability to work under pressure with minimum supervision. Ability to conduct seminars or workshops and presentation of budget. Strong leadership, managerial, organizational, strategic, operational and contingency planning skills. Independent decision-making, problem-solving and interpersonal skills. Knowledge of the Public Service Regulations 2001, Public Service Act 1994, Employment Equity Act 55 of 1998, Labour Relations Act 66 of 1995 and other related prescripts of the Department of Health.

**DUTIES** : Overall management of hospital administration include facility management and security. Efficient and effective implement the Departmental strategic planning of the corporate services. Management of personnel administration, human resource development and training, disciplinary procedures, labour relations, recruitment and selection processes and staff performance assessment. Management of hospital fees, admissions and medical records. Effectively manages all facility-based support services and oversees maintenance requirements. Support the Medical Manager and management team. Effectively and efficiently run the Corporate Services within the hospital and give full support to other services and programmes within the Hospital.

Ensure high level of administration and improve cleanliness within the hospital environment. Promotion of equity when it comes to resource distribution to ensure that the targets are achieved. Effectively manage and develop human resources, including sound employment relations. Support Employee Assistance Programme, departmental health information and communication technology functions in the hospital. Exercise and regulate, control over institutional activities. Monitor implementation of the plans. Represent the district / hospital in various forums at the district level and report to senior structures of the department. Provide subordinates with the overall policy framework and provide strategic leadership. Develop and maintain constructive working relationships within administration and support and other Professional structures. Monitor and ensure proper utilization of financial and physical resources. Be responsible for the supervision and evaluation of the staff performance. Manage the office budget. Coordinate proper staffing of hospital.

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

**APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za).

**POST 37/152** : **ADMINISTRATIVE OFFICER: AUXILIARY SERVICES REF NO: MPDoH/Oct/25/409**

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

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

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

**APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za).

**POST 37/153** : **LABOUR RELATIONS OFFICER REF. NO: MPDoH/Oct/25/412 (3 POSTS)**

**SALARY CENTRE** : R325 101 per. annum. (plus service benefits)  
Mapulaneng Hospital (1 Post)  
Themba Hospital (1 Post)  
Rob Ferreira Hospital (1 Post) (Ehlanzeni District)

**REQUIREMENTS** : Senior Certificate / Grade 12 or equivalent qualification plus three (3) years relevant experience or Diploma / Degree (NQF level 6/7) in Labour Relations / Public Administration / Human Resources Management or relevant field as recognized by SAQA. Computer Literacy certificate with the ability to work on Microsoft Word, PowerPoint, Microsoft Excel good analytical skills, Good



	written and verbal communication skills. Good Interpersonal relations and the ability to work independently and under pressure.
<b><u>DUTIES</u></b>	: Support the implementation of employee relations policies, plans, systems, guidelines, procedures and processes to create a conducive labour relations environment, in line with the relevant public service prescripts. Assist in conducting ER investigations, resolving disputes and grievances, ensuring proper preparation, presenting cases and representing the Department at conciliation and arbitration, where required. Represent the Department at Disciplinary cases, where required, ensuring adequate preparation, presentation of cases and obtaining a mandate before disciplinary hearings. Provide ER advice and facilitate capacity-building initiatives to the business unit on request for non-complex matters. Assist in coordinating the department's collective bargaining processes and agreements, including preparation of the DBC, identification of items, review of minutes and ensuring the implementation of decisions taken at the DBC. Follow up on employee relations issues with management and employees. Administered and maintained a reliable labour relations reporting system for allocated cases, ensuring timely submission of required statistics, drafting quarterly, annual, and ad hoc reports/ statistics, and capturing cases on PERSAL.
<b><u>ENQUIRIES</u></b>	: Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351, Mr. Samson Nyoni (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	: Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a> .
<b><u>POST 37/154</u></b>	: <b><u>PRINCIPAL PERSONNEL OFFICER REF. NO: MPDoH/Oct/25/413</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R325 101 per annum. (plus service benefits) Middelburg Hospital (Nkangala District) Senior Certificate / Grade 12 or equivalent plus three (3) years' experience in Human Resource unit or Diploma / Degree (NQF Level 6/7) in Human Resource Management, Public Administration / Public Management as recognised by SAQA. At least a minimum of three (3) PERSAL courses is an inherent requirement. Extensive knowledge of PERSAL includes interpreting PERSAL reports. A Good understanding and Functional knowledge of the Public Service Act, Public Service regulations, Basic condition of employment Act, Employment Equity Act, Computer literacy, Good interpersonal skills, Good written and verbal communication skills. Ability to work under pressure. Sound communication and interpersonal skills. Analytical skills on problem solving, decision making and organizational skills. Computer literacy particularly MS, Excel, outlook & Word. A valid driver's licence will serve as an added advantage.
<b><u>DUTIES</u></b>	: 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.
<b><u>ENQUIRIES</u></b>	: Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351, Mr. Samson Nyoni (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	: Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a> .
<b><u>POST 37/155</u></b>	: <b><u>STATE ACCOUNTANT REF. NO: MPDoH/Oct/25/414</u></b>
<b><u>SALARY</u></b>	: R325 101 per annum. (plus service benefits)

<b><u>CENTRE REQUIREMENTS</u></b>	:	Witbank Hospital (Nkangala District)
	:	Senior Certificate / Grade 12 plus three (3) years relevant experience or Diploma / Degree (NQF Level 6/7) in Finance / Accounting / Financial Management as recognised by SAQA. Knowledge and experience in expenditure management, main focus in the following areas: Logis, Preferential Procurement Policy Framework (PPFMA) Public Finance Management Act (PFMA) Treasury Regulations and general knowledge of Basic Accounting System (BAS) Computer literacy, sound interpersonal and communication skills (written and verbal) Good management and supervisory skills. Ability to work independently and tight deadlines. Valid drivers' license will be an added advantage.
<b><u>DUTIES</u></b>	:	Supervise and control the work of sub-ordinate in the expenditure management unit. Authorize payments on Bas and Logis system. Understanding of all aspects of supply chain processes. Ensuring compliance with departmental and treasury regulations. Enforce internal control measures. Manage all open orders report (Accruals) and reconciliation of accounts. Ensure compliance on Subsistence and Travel claims. Deal with Human resources matters such as leave and perform development system of quarterly evaluation reports. Knowledge of Bas and Logis financial systems. Attend and respond to audit queries. Provide administrative support to institution.
<b><u>ENQUIRIES</u></b>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351, Mr. Samson Nyoni (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a> .
<b><u>POST 37/156</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: PATIENT ADMINISTRATION REF NO: MPDoH/Oct/25/415</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R325 101 per annum. (plus service benefits)
	:	KwaMhlanga Hospital (Nkangala District)
	:	Senior Certificate / Grade 12 plus three (3) years' experience in Patient Administration or Diploma / Degree (NQF Level 6/7) in Public Administration / Public Management as recognised by SAQA or equivalent qualification. Extensive knowledge of outpatient administration, reception in and help desk functions. Extensive knowledge of PEIS, Billing system and UPFS user guide/procedure book. Knowledge of Revenue policies and understanding of sector financial administration and the provisions of PFMA. Knowledge of relevant prescripts such as Government Gazette. Good communication skill, report writing skills be computer literate and have ability to work under pressure. Be available to work extra hours in a 24-hour shift environment and be part of the hospital's multidisciplinary committees. A valid driver licence will serve as an added advantage.
<b><u>DUTIES</u></b>	:	Manage patient admin in 24 hours shift system, manage and sustain internal control for collection of revenue, process debtors account, banking of revenue collected, excising control over the maintenance and application of the filing system for medical records, facilitate proper classification and re-classification of patients, compile management, reports, manage archiving of patient records, evaluation of staff in terms of the performance management system. Prepare on / off duties for staff including ward clerk. Control overtime, stand-by and Sunday/public holiday claims. Control queue Marshall, porter and mortuary services. Handle enquiries relating to patient admin, assist with case management and compile daily, weekly and monthly statistics and reports.
<b><u>ENQUIRIES</u></b>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351, Mr. Samson Nyoni (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a> .
<b><u>POST 37/157</u></b>	:	<b><u>EMERGENCY CARE OFFICER GRADE 3 REF. NO: MPDoH/Oct/25/426 (11 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R217 983 - R286 521 per annum
	:	EMS Matibidi Station (3 Posts)
	:	EMS Themba Station (1 Post)
	:	EMS Matikwana Station (1 Post)
	:	EMS Sabie Station (6 Posts) (Ehlanzeni District)

<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 plus an Ambulance Emergency Assistant. Registration with the Health Professions Council of South Africa (HPCSA) as an Ambulance Emergency Assistant. Current registration with the HPCSA (2025). Unendorsed driver's licence (C1) and valid professional drivers permit (PrDP) for transporting patients. Candidates are expected to write an assessment test and test driving. Knowledge, Skills and Competencies: The incumbents of these posts will report to the EMS Station Manager: Emergency Medical Services and will be responsible to provide pre-hospital treatment within the scope of Intermediate Life Support and transport patients to an appropriate health facility in order to minimize the loss of life. The ideal candidates must: Possess knowledge of Intermediate Life Support Protocols. Have understanding of EMS and its line of business. Possess knowledge of basic Medical Rescue. Possess knowledge of Rules and Regulations of Road Traffic Ordinance. Possess good communication skills. Have practical patient management skills. Have the ability to implement emergency procedures. Have the ability to work under pressure. Be able to operate in any EMS environment i.e. Emergency ambulance, Obstetric ambulance, inter-facility ambulance, communication centres and Patient Transport Services as per the allocation or deployment by EMS management.
<b><u>DUTIES</u></b>	:	Treat, stabilize and transport patients according to the Intermediate Life Support scope of practice as per HPCSA Protocols. Respond to all calls as dispatched by the Communication Centre or as requested by other medical professionals to assist with Intermediate Life Support of patient treatment. Maintain best clinical practice in accordance with quality standards and maintaining Continuous Professional Development (CPD). Maintain vehicle and medical equipment, check the allocated vehicle and equipment and complete the checklist. Report all losses, damages and discrepancies to the Shift Leader. Wash, clean and disinfect the interior/exterior of the vehicle and maintain the vehicle in a clean condition and good working order at all times. Change and replenish surgical sundries and medical gases and ensure that all items are used before expiry date. Assist in maintaining a clean and tidy station. Complete and submit all paperwork to the Shift Leader before the termination of the shift or as required. Hand over the vehicle and equipment to the next shift/relevant authority fully replenished, clean and in good working order. Abide by the EMS Standard Operational Procedures. Actively participate in training and quality assurance programs. Perform any other duties as delegated by the supervisor. Candidates are expected to work shifts, they should be mentally and physically fit to perform their duties.
<b><u>ENQUIRIES</u></b>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351, Mr. Samson Nyoni (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a> .
<b><u>POST 37/158</u></b>	:	<b><u>EMERGENCY CARE OFFICER GRADE 3 REF. NO: MPDoH/Oct/25/438 (12 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R217 983 - R286 521 per annum
	:	EMS Kriel Station (8 Posts)
	:	and EMS Delmas Station (4 Posts) (Nkangala District)
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 plus an Ambulance Emergency Assistant. Registration with the Health Professions Council of South Africa (HPCSA) as an Ambulance Emergency Assistant. Current registration with the HPCSA (2025). Unendorsed driver's licence (C1) and valid professional drivers permit (PrDP) for transporting patients. Candidates are expected to write an assessment test and test driving. Knowledge, Skills and Competencies: The incumbents of these posts will report to the EMS Station Manager: Emergency Medical Services and will be responsible to provide pre-hospital treatment within the scope of Intermediate Life Support and transport patients to an appropriate health facility in order to minimize the loss of life. The ideal candidates must: Possess knowledge of Intermediate Life Support Protocols. Have understanding of EMS and its line of business. Possess knowledge of basic Medical Rescue. Possess knowledge of Rules and Regulations of Road Traffic Ordinance. Possess good communication skills. Have practical patient management skills. Have the ability to implement emergency procedures. Have the ability to work under pressure. Be able to operate in any EMS environment i.e. Emergency ambulance, Obstetric ambulance, inter-facility

		ambulance, communication centres and Patient Transport Services as per the allocation or deployment by EMS management.
<b><u>DUTIES</u></b>	:	Treat, stabilize and transport patients according to the Intermediate Life Support scope of practice as per HPCSA Protocols. Respond to all calls as dispatched by the Communication Centre or as requested by other medical professionals to assist with Intermediate Life Support of patient treatment. Maintain best clinical practice in accordance with quality standards and maintaining Continuous Professional Development (CPD). Maintain vehicle and medical equipment, check the allocated vehicle and equipment and complete the checklist. Report all losses, damages and discrepancies to the Shift Leader. Wash, clean and disinfect the interior/exterior of the vehicle and maintain the vehicle in a clean condition and good working order at all times. Change and replenish surgical sundries and medical gases and ensure that all items are used before expiry date. Assist in maintaining a clean and tidy station. Complete and submit all paperwork to the Shift Leader before the termination of the shift or as required. Hand over the vehicle and equipment to the next shift/relevant authority fully replenished, clean and in good working order. Abide by the EMS Standard Operational Procedures. Actively participate in training and quality assurance programs. Perform any other duties as delegated by the supervisor. Candidates are expected to work shifts, they should be mentally and physically fit to perform their duties.
<b><u>ENQUIRIES</u></b>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351, Mr. Samson Nyoni (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a> .
<b><u>POST 37/159</u></b>	:	<b><u>EMERGENCY CARE OFFICER GRADE 3 REF. NO: MPDoH/Oct/25/450 (12 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R217 983 - R286 521 per annum
	:	EMS Carolina Station (5), EMS Ermelo Station (1), EMS Amersfoort Station (4) and EMS Evander Station (2) (Gert Sibande District
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 plus an Ambulance Emergency Assistant. Registration with the Health Professions Council of South Africa (HPCSA) as an Ambulance Emergency Assistant. Current registration with the HPCSA (2025). Unendorsed driver's licence (C1) and valid professional drivers permit (PrDP) for transporting patients. Candidates are expected to write an assessment test and test driving. Knowledge, Skills and Competencies: The incumbents of these posts will report to the EMS Station Manager: Emergency Medical Services and will be responsible to provide pre-hospital treatment within the scope of Intermediate Life Support and transport patients to an appropriate health facility in order to minimize the loss of life. The ideal candidates must: Possess knowledge of Intermediate Life Support Protocols. Have an understanding of EMS and its line of business. Possess knowledge of basic Medical Rescue. Possess knowledge of Rules and Regulations of Road Traffic Ordinance. Possess good communication skills. Have practical patient management skills. Have the ability to implement emergency procedures. Have the ability to work under pressure. Be able to operate in any EMS environment i.e. Emergency ambulance, Obstetric ambulance, inter-facility ambulance, communication centres and Patient Transport Services as per the allocation or deployment by EMS management.
<b><u>DUTIES</u></b>	:	Treat, stabilize and transport patients according to the Intermediate Life Support scope of practice as per HPCSA Protocols. Respond to all calls as dispatched by the Communication Centre or as requested by other medical professionals to assist with Intermediate Life Support of patient treatment. Maintain best clinical practice in accordance with quality standards and maintaining Continuous Professional Development (CPD). Maintain vehicle and medical equipment, check the allocated vehicle and equipment and complete the checklist, report all losses, damages and discrepancies to the Shift Leader. Wash, clean and disinfect the interior/exterior of the vehicle and maintain the vehicle in a clean condition and good working order at all times. Change and replenish surgical sundries and medical gases and ensure that all items are used before expiry date. Assist in maintaining a clean and tidy station. Complete and submit all paperwork to the Shift Leader before the termination of the shift or as required. Hand over the vehicle and equipment to the next shift/relevant authority fully replenished, clean and in good working order.

Abide by the EMS Standard Operational Procedures. Actively participate in training and quality assurance programs. Perform any other duties as delegated by the supervisor. Candidates are expected to work shifts, they should be mentally and physically fit to perform their duties.

**ENQUIRIES**

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

**APPLICATIONS**

: Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za).

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE  
DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM**

***This Department is an equal opportunity, affirmative action Employer. It is our intention to promote representatively (race, gender and disability) in the Department through the filling of these posts. All candidates whose transfer/promotion/appointment will promote representatively will receive preference.***

<b><u>APPLICATIONS</u></b>	:	Applications quoting the relevant reference should be forwarded as follows: The Head of the Department, Post To: Department of Economic Development and Tourism P/Bag X6108, Kimberley, 8300 or Hand Deliver to: MetLife Towers, (Post Office Building), 13th Floor (Registry Office), Post Office Building, Kimberley or Email applications to: <a href="mailto:dedathra@ncpg.gov.za">dedathra@ncpg.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	MS. M. MUSA
<b><u>CLOSING DATE</u></b>	:	27 October 2025
<b><u>NOTE</u></b>	:	FOR SMS POSTS: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS, 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). 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 link: <a href="https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/">https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/</a> . The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Furthermore, candidates shortlisted for the SMS posts will be subjected to a technical exercise and a compulsory competency-based assessment. The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. Appointment of these positions will be provisional, pending the issue of security clearance. The successful candidate will sign the performance agreement and employment contract within three months from the date of assumption of duty. It will also be required that the successful candidate declare to the EA particulars of all registrable financial interests. Note: Interested applicants must submit their applications for employment to the address specified above. The application must include a duly completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za">www.gov.za</a> , and a detailed Curriculum Vitae. Please note a separate application is required for each position applied for. Applications received using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, initialled and signed by the applicant (Part F must be answered and declaration must be completely signed and dated). Failure to fully complete, initial and sign this form will lead to disqualification of the application during the selection process. ONLY a fully completed, initialled and signed new form Z83 will be considered, (Section A, B, C, D and F compulsory). Section E and G, it is acceptable if applicants indicate "refer to CV", only if a recently updated comprehensive CV (with detailed qualifications and previous experience is attached. Applicants are not required to submit/attach copies of qualifications and other relevant documents on application, but must submit the new (Z83) form and detailed curriculum vitae only. The provision of certified documents will only be required from shortlisted candidates for submission on or before the day of the interview following a formal communication from Human Resources unit. In instances where applicants are in possession of a foreign qualification, it is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and only submit proof of such evaluation upon being shortlisted for a post. Shortlisted applicants will be subjected to qualification verification, reference checking, security screening and vetting. Non-RSA Citizens/Permanent Resident Permit Holders will be required to submit a copy of their Permanent Residence Permits only if shortlisted. Applicants who do not comply with the above-mentioned instruction/ requirements, as well as applications received late will not be considered. The Department reserves the right not to make any appointment(s) to the above post/s. Applications, including those submitted via registered mail must reach the department before 16:00 on the day of the closing date. Incomplete applications, or applications received after the closing date will be disqualified. Correspondence will be limited to shortlisted candidates only. If

you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Please note that suitable candidates will be subjected to a technical assessment as well as satisfactory personnel suitability checks (criminal record check, citizenship verification, financial-asset record check, qualification/study verification and previous employment verification. Successful candidates will also be subjected to a security clearance process. Women and persons with disabilities are encouraged to apply. The successful candidate will be required to sign the performance agreement within three months from the date of assumption of duty. It will also be required that the successful candidate declare to the EA particulars of all registrable financial interests. Short-listed candidates will be expected to avail themselves at the Department's convenience. The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. Appointment of these positions will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s).

#### **MANAGEMENT ECHELON**

<b><u>POST 37/160</u></b>	:	<b><u>DIRECTOR: TRADE AND INVESTMENT PROMOTION REF NO: NCDEDAT/2025/05</u></b> Re-advert candidates who previously applied, are encouraged to re-apply.
<b><u>SALARY</u></b>	:	R1 216 824 - R1 433 355.per annum (All-inclusive TCE package) (Level 13)
<b><u>CENTRE</u></b>	:	Kimberley Office
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Degree (NQF 7) BCOM Economics, Business Administration, Trade and Investment; International Trade or related fields. Master's degree in Economics will be an added advantage. Minimum 5 years relevant middle/senior management experience. Valid driver's license. Skills & Knowledge: Relevant Legislation/Acts, Prescriptive policies & Regulations. Commodity Trading and Export Experience; Financial Management; Investment Attraction; Project Management. Technical skills. Leading. Planning and Organising skills. Communication skills (verbal & written). Interpersonal skills. Problem-solving, Nyukela certificate is required before entry into the SMS.
<b><u>DUTIES</u></b>	:	Manage the development of trade and investment strategies and policies including the implementation thereof. Maximize benefits from international trade agreements and twinning agreements. Build and maintain networks and partnerships with key stakeholders provincially and nationally. Participate in trade and investment IGR. Represent provincial government interest on an ex officio basis on the relevant industry and governmental structures. Drive and coordinate regular high-level engagements with key stakeholders across industry and government. Develop, support and implement the promotion of the trade and investment sectors in terms of trade and exports. Provide information on trade leads and export opportunities. Coordination with NCEDA, national, provincial and local government departments w.r.t alignment and promotion in the sectors in terms of trade and exports. Oversee, co-develop and support programmes to improve and promote trade and investment. Create an enabling environment for increasing foreign direct investment flows. Increase foreign direct investments into the province. Market the province as an attractive investment destination. General Management of the Sub-Directorates within the Directorate. Strategic Planning and Leadership: Participate in the strategic planning process and active involvement in the development and management of the business plans for the directorate. 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 employed by it. Human Resource Management: Participation in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the directorate's business plan. Motivate, train and guide staff within the directorate. Actively manage the performance, evaluation and rewarding of staff within the Directorate. Actively manage and promote the maintenance of discipline within the directorate. Financial Management: Active participation in the budgeting process.

Preparing of the Annual and Adjustment Budgets for the Directorate. Assume overall responsibility for the management, maintenance and safekeeping of the directorate's assets. Ensure that full and proper records of the financial affairs of the directorate are kept in accordance with any prescribed norms and standards.

**ENQUIRIES** : Mr. R Warie Tel No: (053) 839 4070

#### **DEPARTMENT OF HEALTH**

**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.**

**CLOSING DATE** : 24 October 2025

**NOTE** : Applications must be submitted on the new prescribed application form Z83 of the Public Service Act, obtainable from any Public Service Department or any Public Service Administration website. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed/comprehensive Curriculum Vitae, indicating positions held, dates and key performance responsibilities. Only shortlisted candidates will be required to submit certified copies of their qualifications and relevant documents on or before the day of the interview proceedings following communication from the Human Resource Management Recruitment and Selection Unit. Failure to submit the requested documents or information will result in your application not being considered. The employment decision shall be informed by the Employment Equity Plan of the Northern Cape Department of Health. Should an applicant wish to apply for more than one post, separate applications must be submitted for all posts. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, residential address, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. 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 representivity in line with the numerical targets as contained in our Employment Equity Plan

#### **OTHER POSTS**

**POST 37/161** : **MEDICAL OFFICER GRADE 1-3 NCDOH 104/2025 (X5 POSTS)**

**SALARY** : Grade 1: R1001 349.per annum  
Grade 2: R1 142 553.per annum  
Grade 3: R1 322 352.per annum

**CENTRE** : ZF Mgcawu District

**REQUIREMENTS** : Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Practitioner. Registration with the HPCSA as Medical Practitioner. Experience: **Grade 1:** None after registered as Medical Practitioner with the HPCSA in respect of SA qualified employees 1- year relevant experience after registration as Medical Practitioner with recognised Foreign Health Professional Council in respect of foreign qualified employees, of whom is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of five (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 ten (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 request of foreign qualified employees, of whom



		is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Valid (Code B/EB) driver's licence.
<b><u>DUTIES</u></b>	:	The candidate will be expected to Interview, examine, investigate, diagnose and oversee the treatment of patients, including chronic medical ailment/conditions, medical, surgical, obstetrics and gynecological emergencies, HIV and TB patients, sick children, antenatal, intrapartum and postnatal patients Trauma & Emergency Unit. Ensure comprehensive clinical record keeping. Manage Clinical services and supervise junior doctors (undergraduate's students, interns and community service doctors). Develop systems for appropriate levels of care, referral pathways, seamless and integrated service delivery system.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. D. Theys, Tel no.: (054) 830 2102
	:	Please note applications can be hand delivered to the James Exum Building, Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed to <a href="mailto:nchealthhr@ncpg.gov.za">nchealthhr@ncpg.gov.za</a>
<b><u>NOTE</u></b>	:	All applicants must complete an application register when an application is hand delivered.
<b><u>POST 37/162</u></b>	:	<b><u>MEDICAL OFFICER REF NO: NCDOH 105/2025 (X 1 POST)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R1 001 349.per annum Grade 2: R1 142 553.per annum Grade 3: R1 322 352 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	:	Springbok Hospital
	:	Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner, Registration with the HPCSA as Medical Practitioner. Experience: <b>Grade 1:</b> 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. <b>Grade 2:</b> 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. <b>Grade 3:</b> 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. Valid Driver's Licence.
<b><u>DUTIES</u></b>	:	The candidate will be expected to render quality patient-care for all patients within in the relevant unit. Exam, investigate, diagnose and the treatment of patients. Participation in activities within the discipline including case presentation and other departmental/unit meetings. Render applicable administration function, attend meetings, workshops and training as directed by the Head of Department. Observe and comply with all departmental policies and guidelines regulating employment relationships and clinical functioning. Perform duties as assigned by the supervisor and other senior officials.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. D. Theys, Tel no.: (054) 830 2102
	:	Please note applications can be hand delivered to the James Exum Building, Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed to <a href="mailto:nchealthhr@ncpg.gov.za">nchealthhr@ncpg.gov.za</a>
<b><u>NOTE</u></b>	:	All applicants must complete an application register when an application is hand delivered.
<b><u>POST 37/163</u></b>	:	<b><u>MEDICAL OFFICER, REF NO: NCDOH 106/2025 (6 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R1 001 349.per annum Grade 2: R1 142 553.per annum Grade 3: R1 322 352.per annum (All – Inclusive Package)
<b><u>CENTRE</u></b>	:	Frances Baard Health District: Galeshewe Day Hospital (X1 Posts)

	Professor ZK Matthews Hospital (X3 Posts) Connie Vorster Memorial Hospital (X1 Post) Jan Kempdorp CHC (X1 Post)
<b><u>REQUIREMENTS</u></b>	: Appropriate qualification that allows registration with the Health Professions Council of South Africa as a Medical Practitioner (MBCHB). Shortlisted candidates will be required to submit current proof of registration with the HPCSA as a Medical Practitioner. Be available for calls after hours (including weekends and holidays). A valid driver's licence. Experience: Grade 1: None after registration with the Health Professions Council of South Africa as Medical Practitioner. Grade 2 – A minimum of 5 (five) years appropriate experience as Medical Officer after registration with the Health Profession Council of South Africa as Medical Practitioner. Grade 3: A minimum of 10 (ten) years appropriate experience as Medical Officer after registration with the Health Profession Council of South Africa as Medical Practitioner. Shortlisted candidates will be required to submit a valid work permit for Non – South African Citizens. SKILLS PROFILE: Good communication, organizational and conflict resolution skills. Experience in General Surgery in an accredited training facility. Post graduate qualification in Surgery. Experience: Basic diagnostic, clinical, investigative surgical skills. Must be service delivery orientated: Program planning, implementation and evaluation. Information management. Human resource management Quality assurance programs. Current Health and Public Service legislation, regulations and policy. Medical ethics, epidemiology and statistics.
<b><u>DUTIES</u></b>	: The candidate will be expected to render quality patient-care for all patients within in the relevant unit. Exam, investigate, diagnose and the treatment of patients. Manage emergency/ casualty care/ trauma, wards, medico – legal cases. Perform basic surgical procedures as required. Support Quality Improvement Primary Health Care. Provide guidance to community service Medical Officers. Ensure implementation of Batho Pele Principles and Patients' Rights Charter. Participate in clinical audits. Attend clinical meetings and others as will be indicated. Render clinical services in accordance with the formulated clinical programme.
<b><u>ENQUIRIES</u></b>	: Mr. D. Theys, Tel no.: (054) 830 2102
<b><u>APPLICATIONS</u></b>	: Please note applications can be hand delivered to the James Exum Building, Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed to <a href="mailto:nchealthhr@ncpg.gov.za">nchealthhr@ncpg.gov.za</a>
<b><u>NOTE</u></b>	: All applicants must complete an application register when an application is hand delivered.
<b><u>POST 37/164</u></b>	: <b><u>ASSISTANT MANAGER NURSING – SPECIALITY: OBSTETRICS &amp; GYNAECOLOGY AND PAEDIATRICS REF NO: NCDOH 107/2025 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	: R755 355.per annum
<b><u>CENTRE</u></b>	: Robert Mangaliso Sobukwe Hospital
<b><u>REQUIREMENTS</u></b>	: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent Qualification that allows registration with the SANC as a Professional Nurse. A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in Advanced Paediatric, Neonatal Nursing Science, Child Nursing Science, Advanced Midwifery and Neonatal Science, Registration with the SANC as Professional Nurse. Grade 1 a minimum of 10 years appropriate experience/recognisable experience in nursing after registration as professional nurse with SANC in general nursing. At least 8 years of the period referred to above must be appropriate /recognisable experience in the specific speciality. At least 3 years of the referred to above should be appropriate / recognisable at management level.
<b><u>DUTIES</u></b>	: Coordination of optimal, holistic specialised nursing care provided within the set standards professional legal framework. Manage effectively the utilization and supervision of resources. Provision of effective support to nursing services. Maintain professional growth, ethical standards and self-development.
<b><u>ENQUIRIES</u></b>	: Ms. H Alexander/Ms. M Visser Tel: 053-802 9111
<b><u>APPLICATIONS</u></b>	: Please note applications can be hand delivered to the HRM Registry 3rd Floor Admin Building or E-Mailed at <a href="mailto:rmshhr@ncpg.gov.za">rmshhr@ncpg.gov.za</a> . All applicants must complete an application register when an application is hand delivered.

<b><u>POST 37/165</u></b>	:	<b><u>ASSISTANT MANAGER NURSING –QUALITY ASSURANCE, REF NO: NCDOH: 108/2025 (1 POST)</u></b>
<b><u>SALARY</u></b>	:	R693 096.per annum
<b><u>CENTRE</u></b>	:	Robert Mangaliso Sobukwe Hospital
<b><u>REQUIREMENTS</u></b>	:	Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent Qualification that allows registration with the SANC as a Professional Nurse. Experience: A minimum of 8 years a appropriate/recognisable 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/recognisable experience at management level. Experience in Quality Assurance will serve as an advantage.
<b><u>DUTIES</u></b>	:	To conduct ideal Hospital inspection and facilitating Office of Health Standard Compliance (OHSC) Inspection. Facilitation of patient experience of care. Training and orientation on quality Assurance and Infection Control Programs. Conduct investigation of complaints of patients and patient safety incidents. Performing annual returns. Facilitate and attend meetings scheduled in the institution. Management of Central Sterilization Supply Department (CSSD).
<b><u>ENQUIRIES</u></b>	:	Ms. JK Pasha/Ms. M Visser Tel: 053-802 9111
<b><u>APPLICATIONS</u></b>	:	Please note applications can be hand delivered to the HRM Registry, 3rd Floor Admin Building or E-Mailed at <a href="mailto:rmshhr@ncpg.gov.za">rmshhr@ncpg.gov.za</a> . All applicants must complete an application register when an application is hand delivered.
<b><u>POST 37/166</u></b>	:	<b><u>ASSISTANT MANAGER NURSING: INFECTION PREVENTION CONTROL (IPC) REF NO: NCDOH 109/2025 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R693 096.per annum
<b><u>CENTRE</u></b>	:	Provincial Office: Kimberley
<b><u>REQUIREMENTS</u></b>	:	Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A diploma/certificate in Infection Prevention and control (IPC) 6- 12 months' experience in the infection prevention and control department and must have computer literacy. Experience: A minimum of 8 years a appropriate/recognisable 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/recognisable experience at management level. Experience in Quality Assurance will serve as an advantage. Knowledge, Skills and Competencies Required: Knowledge of Nursing care processes and procedures, nursing statutes, Ideal Hospital Realization, Infection Prevention and Control (IPC) guidelines and other relevant Legal frameworks such as Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act. Skills: Leadership and governance, planning, co-ordination, administration, organizational, communication, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework. Financial and budgetary knowledge pertaining to the relevant resource management. Ability to take charge and make appropriate independent decisions. Insight into the procedures and policies pertaining to nursing care in infection prevention and control. Ability to interact with diverse stakeholders and care givers. Good communication skills (verbal and written). Report writing and presentation skills. Interpersonal skills including conflict management and counselling.
<b><u>DUTIES</u></b>	:	Demonstrate an in-depth understanding of the Infection Prevention and Control Strategic Framework. Ensure facilities are supported to comply with Ideal Facility and Office of Health Standards Compliance Norms and Standards. Facilitate the establishment of IPC committees in districts and support their functionality. Capacitate staff in facilities on the identification and reporting of Health Care Associated Infections (HAI). Compile and analyse reports to guide quality improvement initiatives. Coordinate and support the investigation of infections and infecting organism in facilities. Ensure surveillance in hospital infections and participate in outbreak investigation. Provide technical support to facilities during disease outbreaks. Participate and give IPC training and education of district staff and focal persons identified.
<b><u>ENQUIRIES</u></b>	:	Ms. CN Modise Tel no: (053) 8300 571
<b><u>APPLICATIONS</u></b>	:	Please note applications can be hand delivered to the James Exum Building, Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum

		Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed to <a href="mailto:nchealthhr@ncpg.gov.za">nchealthhr@ncpg.gov.za</a>
<b><u>NOTE</u></b>	:	All applicants must complete an application register when an application is hand delivered.
<b><u>POST 37/167</u></b>	:	<b><u>OPERATIONAL MANAGER SPECIALITY: THEATRE, NEONATAL ICU, PAEDS AND RENAL UNIT, REF NO: NCDOH 110/2025 (X 4 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R693 096.per annum
<b><u>CENTRE</u></b>	:	Robert Mangaliso Sobukwe Hospital
<b><u>REQUIREMENTS</u></b>	:	Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse. A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in one of the specialities, Advanced Paediatric, Neonatal Nursing Science, Child Nursing Science, Intensive care, Critical care, Theatre and Nephrology: 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 in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty.
<b><u>DUTIES</u></b>	:	Coordination of optimal, holistic specialised nursing care provided within the set standards and professional/legal framework. Manage effectively the utilisation and supervision of resource both physical and human resources. Coordination of the provision of effective training and research. Provision of effective support of nursing services Maintain professional growth/ethical standards and self-development
<b><u>ENQUIRIES</u></b>	:	Ms. H Alexander/Ms. M Visser Tel: 053-802 9111
<b><u>APPLICATIONS</u></b>	:	Please note applications can be hand delivered to the HRM Registry, 3rd Floor Admin Building or E-Mailed at <a href="mailto:rmshhr@ncpg.gov.za">rmshhr@ncpg.gov.za</a> . All applicants must complete an application register when an application is hand delivered.
<b><u>POST 37/168</u></b>	:	<b><u>CHIEF DIETITIAN NCDOH 111/2025 (X 1 POST)</u></b>
<b><u>SALARY</u></b>	:	R575 250 per annum
<b><u>CENTRE</u></b>	:	Dr Harry Surtie Hospital
<b><u>REQUIREMENTS</u></b>	:	An appropriate qualification in Dietetics/ Nutrition that allows for registration with the HPCSA as a dietician. Current registration with HPCSA as Dietician. Completion of one- year community service as Dietician or minimum of one – year formal working experience in the field. A valid driver's licence. Experience: <b>Grade 1:</b> A minimum of 3 (three) years appropriate experience in the relevant profession after registration with the Health Professional Council in South Africa.
<b><u>DUTIES</u></b>	:	Nutrition management of patients. Patient assessment, counselling and treatment to improve nutritional status, number of patients assessment, counselled and treated. Nutrition Education, Promotion and Advocacy co-ordinate, facilitates and support National nutrition priorities related health calendar days. Collaboration with relevant stakeholders. Attending / facilitating meetings with internal stakeholders (Facility Nutrition / District MCYWH &N meetings, Quarterly Province/District MCYWH&N meeting, Annual Provincial MCYWH&N, meeting, allied health meetings, perinatal meetings, etc.) Quality assurance of all nutrition related programmes and functions: Supervisory support to facilities / nutrition personnel to ensure quality nutrition services. Number of supervisory support visits other department in the hospital. Monitoring and evaluation of INP programme: Compile quarterly reports – Number of quarterly reports compiled and submitted. Present quarterly report reviews – Number of Presentations done at review or other meetings.
<b><u>ENQUIRIES</u></b>	:	Mr JP Berend Tel no: (054) 332 9094
<b><u>APPLICATION</u></b>	:	Please note applications can be hand delivered at the Human Resource offices at Dr Harry Surtie Hospital, couriered via postal services to C/O Upington 26 Drive and Turner Street, Upington 8801 or e-mailed at <a href="mailto:vacanciesdhsh@ncdoh.gov.za">vacanciesdhsh@ncdoh.gov.za</a> . All applicants must complete an application register when an application is hand delivered.

<b><u>POST 37/169</u></b>	:	<b><u>PROFESSIONAL NURSE – SPECIALITY NURSING, NCDOH 112/2025 (18 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R476 367 - R559 548.per annum Grade 2: R583 989 - R723 954.per annum
<b><u>CENTRE REQUIREMENTS</u></b>	:	Robert Mangaliso Sobukwe Hospital
	:	Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse. A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in one of the specialties: Child Nursing Science, Gerontological Nursing Science, Nephrology , Medical and Surgical Nursing Science, Advanced Midwifery and Neonatal Nursing Science, Advanced Psychiatric Nursing Science, Paediatric Nursing Science, Advanced Paediatric and Neonatal Nursing Science, Intensive Nursing Science, Oncology Nursing Science, Operating Theatre Nursing Science, Neonatal Science, Ophthalmic Nursing Science & Orthopaedic Nursing science, Plastic Surgery, Emergency and Critical Care and/or other relevant specialty. Experience: <b>Grade 1:</b> Minimum of 4 years' experience appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC as a Professional Nurse with the SANC in Specialty Nursing. <b>Grade 2:</b> Minimum of 14 years' appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing – At least 10 years of the period referred to above must be appropriate/ recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty.
<b><u>DUTIES</u></b>	:	Provision of optimal, holistic specialised nursing case with set standards and within a professional/legal framework. Planning and organising as well as monitoring of objectives of the specialised unit. Effective utilization of human and physical resources. Monitor the linen and cleaning in conjunction with housekeeping staff. Participation in training and research. To assist in orientation, induction of all nursing staff. Maintain professional growth/ethical standards and self-development. Seek learning opportunities such as in-service training. To complete patient related data and partake in research. Provision of support to Nursing Services. To promote and maintain the Code of Conduct of the Public Service, Professional Body.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. H Alexander/Ms. M Visser Tel: 053-802 9111
	:	Please note applications can be hand delivered to the HRM Registry, 3rd Floor Admin Building or E-Mailed at <a href="mailto:rmshhr@ncpg.gov.za">rmshhr@ncpg.gov.za</a> . All applicants must complete an application register when an application is hand delivered.
<b><u>POST 37/170</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1-2 – SPECIALITY REF NO: NCDOH 113/2025 (5 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R476 367 - R559 548.per annum Grade 2: R583 989 - R723 954.per annum
<b><u>CENTRE REQUIREMENTS</u></b>	:	Dr Harry Surtie Hospital
	:	Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in one of the specialties: Child Nursing Science, Medical and Surgical Nursing Science, Advanced Midwifery and Neonatal Nursing Science, Advanced Psychiatric Nursing Science, Paediatric Nursing Science, Advanced Paediatric and Neonatal Nursing Science, Intensive Nursing Science, Oncology Nursing Science, Operating Theatre Nursing Science, Ophthalmic Nursing Science & Orthopaedic Nursing science and/or other relevant specialty . Experience: <b>Grade 1:</b> Minimum of 4 years' experience appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC as a Professional Nurse with the SANC in General Nursing. <b>Grade 2:</b> Minimum of 14 years' appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1 year post basic. Qualification in the relevant specialty.
<b><u>DUTIES</u></b>	:	Provision of optimal, holistic specialised nursing care with set standards and within a professional/legal framework: To assist in planning/organising and monitoring of the objectives of the specialised unit in consultation with subordinates. To provide a therapeutic environment for staff, patients and the

public. To provide comprehensive, quality nursing care as a member of the multi-disciplinary team according to the identified needs of the patient, based on scientific principles. To delegate duties and support staff in the execution of patient care delivery. To provide direct and indirect supervision of all nursing staff/housekeeping staff and to give guidance. To ensure continuity of patient care on all levels e.g. workbook, handover rounds. To liaise and communicate with the multi-disciplinary team as well as other departments within the hospital e.g. during operational meetings with nursing supervisor and subordinates. Participation in training and research: To assist in orientation, induction and mentoring of all nursing staff and orientation of other staff. To assist in the planning and co-ordination of training and promote learning opportunities for all nursing categories i.e. on the job training. To complete patient related data and partake in research. Provision of Support to Nursing Services: To assist with relief duties of the supervisor and act as junior shift-leader on both day and night shift. To partake in overall specialized unit functions, i.e. team building Maintain professional growth/ethical standards and self-development: To maintain the Code of Conduct: Public Service. Professional Body. Seek learning opportunities: In-service training.

**ENQUIRIES  
APPLICATION**

: Mr JP Berend Tel no: (054) 332 9094  
: Please note applications can be hand delivered at the Human Resource offices at Dr Harry Surtie Hospital, couriered via postal services to C/O Upington 26 Drive and Turner Street, Upington 8801 or e-mailed at [vacanciesdhsh@ncdoh.gov.za](mailto:vacanciesdhsh@ncdoh.gov.za). All applicants must complete an application register when an application is hand delivered.

**POST 37/171**

: **PHARMACY INTERN REF NO: NCDOH: 114/2025. (X4 POSTS)**  
(1 year Contract)

**SALARY  
CENTRE  
REQUIREMENTS**

: R440 226 per annum, (TCE package)  
: Robert Mangaliso Sobukwe Hospital  
: Degree in Pharmacy accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist Intern. Registration with the South African Pharmacy Council (SAPC) as a Pharmacist Intern before commencement of duty. Competencies (Knowledge/Skills): Ability to work accurately under pressure and maintain a high standard of professionalism. Computer literacy. Good interpersonal and communication skills. Knowledge of and ability to comply with applicable Pharmacy legislation, National and Provincial Health policies.

**DUTIES**

: Adherence to policies, procedures, and expenditure control. All duties will be performed under the direct supervision of a Pharmacist. Assist with the training, education and development of pharmacy staff and other health workers, and promotion of public health. Effective medicine supply management to ensure the safe and reliable procurement, storage, control, and distribution of quality pharmaceuticals. Leadership by demonstrating initiative in addressing problems. Provision of Pharmaceutical Care, including prescription evaluation, dispensing of medication and provision of information to ensure patient compliance and therapeutic success. Quality Management by demonstrating compliance with National Core Standards, Occupational Health & Safety control, and Good Pharmacy practices.

**ENQUIRIES  
APPLICATIONS**

: L Vertue Tel No: 053 8302702  
: Please note applications can be hand delivered to the James Exum Building, Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed to [nchealthhr@ncpg.gov.za](mailto:nchealthhr@ncpg.gov.za). All applicants must complete an application register when an application is hand delivered

**NOTE**

: Preference will be given to Northern Cape Bursary holders and applicants residing in the Northern Cape. Accommodation during Pharmacist Internship will not be provided. Duty can only be assumed once registration as a Pharmacist Intern is complete. (starting date will be 01 January 2026)

**POST 37/172**

: **PHARMACY INTERN, REF NO: NCDOH: 115/2025 (X3 POSTS)**  
(1 year Contract)

**SALARY  
CENTRE  
REQUIREMENTS**

: R440 226 per annum, (TCE package)  
: Dr Harry Surtie Hospital, Upington  
: Degree in Pharmacy accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist Intern.

		Registration with the South African Pharmacy Council (SAPC) as a Pharmacist Intern before commencement of duty. Competencies (Knowledge/Skills): Ability to work accurately under pressure and maintain a high standard of professionalism. Computer literacy. Good interpersonal and communication skills. Knowledge of and ability to comply with applicable Pharmacy legislation, National and Provincial Health policies.
<b><u>DUTIES</u></b>	:	Adherence to policies, procedures, and expenditure control. All duties will be performed under the direct supervision of a Pharmacist. Assist with the training, education and development of pharmacy staff and other health workers, and promotion of public health. Effective medicine supply management to ensure the safe and reliable procurement, storage, control, and distribution of quality pharmaceuticals. Leadership by demonstrating initiative in addressing problems. Provision of Pharmaceutical Care, including prescription evaluation, dispensing of medication and provision of information to ensure patient compliance and therapeutic success. Quality Management by demonstrating compliance with National Core Standards, Occupational Health & Safety control, and Good Pharmacy practices.
<b><u>ENQUIRIES</u></b>	:	L Vertue Tel No: 053 8302702
<b><u>APPLICATIONS</u></b>	:	Please note applications can be hand delivered to the James Exum Building, Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed to <a href="mailto:nchealthhr@ncpg.gov.za">nchealthhr@ncpg.gov.za</a> . All applicants must complete an application register when an application is hand delivered
<b><u>NOTE</u></b>	:	Preference will be given to Northern Cape Bursary holders and applicants residing in the Northern Cape. Accommodation during Pharmacist Internship will not be provided. Duty can only be assumed once registration as a Pharmacist Intern is complete. (starting date will be 01 January 2026)
<b><u>POST 37/173</u></b>	:	<b><u>PHARMACY INTERN, REF NO: NCDOH: 116/2025 (X1 POSTS)</u></b> (1 year Contract)
<b><u>SALARY</u></b>	:	R440 226 per annum, (TCE package)
<b><u>CENTRE</u></b>	:	Manne Dipico Hospital (Colesberg)
<b><u>REQUIREMENTS</u></b>	:	Degree in Pharmacy accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist Intern. Registration with the South African Pharmacy Council (SAPC) as a Pharmacist Intern before commencement of duty. Competencies (Knowledge/Skills): Ability to work accurately under pressure and maintain a high standard of professionalism. Computer literacy. Good interpersonal and communication skills. Knowledge of and ability to comply with applicable Pharmacy legislation, National and Provincial Health policies.
<b><u>DUTIES</u></b>	:	Adherence to policies, procedures, and expenditure control. All duties will be performed under the direct supervision of a Pharmacist. Assist with the training, education and development of pharmacy staff and other health workers, and promotion of public health. Effective medicine supply management to ensure the safe and reliable procurement, storage, control, and distribution of quality pharmaceuticals. Leadership by demonstrating initiative in addressing problems. Provision of Pharmaceutical Care, including prescription evaluation, dispensing of medication and provision of information to ensure patient compliance and therapeutic success. Quality Management by demonstrating compliance with National Core Standards, Occupational Health & Safety control, and Good Pharmacy practices.
<b><u>ENQUIRIES</u></b>	:	L Vertue Tel N: 053 8302702
<b><u>APPLICATIONS</u></b>	:	Please note applications can be hand delivered to the James Exum Building, Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed to <a href="mailto:nchealthhr@ncpg.gov.za">nchealthhr@ncpg.gov.za</a> . All applicants must complete an application register when an application is hand delivered
<b><u>NOTE</u></b>	:	Preference will be given to Northern Cape Bursary holders and applicants residing in the Northern Cape. Accommodation during Pharmacist Internship will not be provided. Duty can only be assumed once registration as a Pharmacist Intern is complete. (starting date will be 01 January 2026)
<b><u>POST 37/174</u></b>	:	<b><u>DIETICIAN REF NO: NCDOH 117/2025 (1 POST)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R397 233.per annum Grade 2: R463 941.per annum

<b><u>CENTRE REQUIREMENTS</u></b>	:	Grade 3: R543 099.per annum: (12% Rural Allowance may be paid) Warrenton CHC (X1 Post) Appropriate qualification that allows for the required registration with the HPCSA in the relevant profession. Registration with the HPCSA in the relevant profession. Experience: <b>Grade 1:</b> None after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the Health Professional Council of South Africa (HPCSA), <b>Grade 2:</b> Minimum of 10 years' experience after registration with the Health Professional Council (HPCSA) in the relevant profession in respect of RSA qualified employees who performed Community Service as required in South Africa. <b>Grade 3:</b> Minimum of 20 years' experience after registration with the Health Professional Council (HPCSA) in the relevant profession in respect of RSA qualified employees who performed Community Service as required in South Africa. skills profile: Report writing skills, Computer Literacy, Interpersonal skills, Teamwork, Resource management (human and other resources), Information Management, Time Management, Planning and execution, Initiative, Communication and presentation skills, Ability to facilitate trainings.
<b><u>DUTIES</u></b>	:	Nutrition management of patients, Nutrition Education, Promotion and Advocacy, Quality assurance of nutrition related services, Collaborations with Relevant Stakeholders, Monitor and Evaluation.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr MC Joka or Mr ND Mohamad, Tel: 053 861 4770 Please post or courier your application to: The Department of Health: Frances Baard Health District; 119 Green Street; Riviera, Kimberley, 8301 or hand deliver at the Registry Office at the Frances Baard Health District Office, Green street, Old West End Hospital or emailed to: <a href="mailto:ncHealthHR-FBD@ncpg.gov.za">ncHealthHR-FBD@ncpg.gov.za</a> Applicants must complete an application register when an application is hand delivered.
<b><u>POST 37/175</u></b>	:	<b><u>ENVIRONMENTAL HEALTH PRACTITIONER REF NO: 118/2025 (5 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R397 233.per annum Grade 2: R463 941.per annum Grade 3: R543 099 per annum
<b><u>CENTRE</u></b>	:	Professor ZK Matthews Hospital (X1 Post) Connie Vorster Hospital (X1 Post) Pampierstad CHC (X1 Post) Jan Kempdorp CHC (X1 Post) Warrenton CHC (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	A Bachelor's Degree/National Diploma or equivalent NQF 6 qualifications in Environmental Health. Must have completed one-year community service as an Environmental Health Practitioner. Registration with HPCSA as an Environmental Health Practitioner. Experience: <b>Grade 1:</b> None experience, after registration with the Health Professional Council of South Africa as an Environmental Health Practitioner. <b>Grade 2:</b> Minimum of 10 years' relevant experience after registration with the Health Professional Council as an environmental health practitioner, in respect of RSA qualified employees who performed community service in South Africa, Minimum of 11 years' relevant experience after registration with the Health Professional Council (HPCSA) in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. <b>Grade 3:</b> Minimum of 20 years' relevant experience after registration with the Health Professional Council as an environmental health practitioner, in respect of RSA qualified employees who performed community service in South Africa, Minimum of 21 years' relevant experience after registration with the Health Professional Council (HPCSA) in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Competencies: Thorough knowledge of the Environmental Health programme and objectives. Good communication skills (written and verbal) well as computer literacy. Must have interpersonal relations. Adherence to the Batho Pele principles. Must have problem-solving, decision-making and ability to work in a multi-disciplinary team. Knowledge: National Health Act, Environmental Health norms and standard as well relevant prescripts.
<b><u>DUTIES</u></b>	:	Monitor the health care waste management at Hospitals and Community Health Centres. Assist in the maintenance of pest control. Assist in the water monitoring. Perform inspection on the provision of food and general hygiene in



		the institution. Assist the hospital mortuary with the safe disposal of the deceased. Conduct awareness and training on health and hygiene issues. Ensure safe use of chemicals within the institution. Inspection of baggage, cargo, container, conveyances, good and postal parcels for compliance with relevant health regulations and legislation. Provide communicable diseases control excluding immunization. Provide general administrative duties. Compile weekly and monthly statistics as well as when required. Engage with relevant stakeholders.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr MC Joka or Mr ND Mohamad, Tel: 053 861 4770
	:	Please post or courier your application to: The Department of Health: Frances Baard Health District; 119 Green Street; Riviera, Kimberley, 8301 or hand deliver at the Registry Office at the Frances Baard Health District Office, Green street, Old West End Hospital or emailed to: <a href="mailto:ncHealthHR-FBD@ncpg.gov.za">ncHealthHR-FBD@ncpg.gov.za</a> Applicants must complete an application register when an application is hand delivered.
<b><u>POST 37/176</u></b>	:	<b><u>PROFESSIONAL NURSE (GENERAL NURSING, REF NO: NCDOH 119/2025 (17 POSTS))</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R324 384.- R382 107.per annum Grade 2: R396 132.- R466 623.per annum Grade 3: R476 367 - R549 192 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	:	Robert Mangaliso Sobukwe Hospital
	:	Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing College (SANC) as a Professional Nurse. Registration with the SANC as Professional Nurse. Experience: <b>Grade 1:</b> None after registration as Professional Nurse with SANC in General Nursing. <b>Grade 2:</b> A minimum of 10 years' experience appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. <b>Grade 3:</b> A minimum of 20 years' experience appropriate/Recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing.
<b><u>DUTIES</u></b>	:	Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. H Alexander/Ms. M Visser Tel: 053-802 9111
	:	Please note applications can be hand delivered to the HRM Registry, 3rd Floor Admin Building or E-Mailed at <a href="mailto:rmsshr@ncpg.gov.za">rmsshr@ncpg.gov.za</a> . All applicants must complete an application register when an application is hand delivered.
<b><u>POST 37/177</u></b>	:	<b><u>PROFESSIONAL NURSE (GENERAL NURSING), REF NO: NCDOH 120/2025 (X 3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R324 384 – R376 458.per annum Grade 2: R396 132. – R459 726.per annum Grade 3: R476 367 – R601 638.per annum
<b><u>CENTRE</u></b>	:	Aggeneys Clinic (1 Post) Springbok Hospital (1 Post) Williston CHC (1 Post)
<b><u>REQUIREMENTS</u></b>	:	Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse. Experience: <b>Grade 1:</b> None <b>Grade 2:</b> A minimum of 10 years' experience appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. <b>Grade 3:</b> A minimum of 20 years' experience appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing.
<b><u>DUTIES</u></b>	:	Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders.

<b><u>ENQUIRIES</u></b>	:	Mr D. Grootboom, Ms. EA Cloete, Tel No: (027) 712 1601 / (027) 712 1078 (Namakwa District)
<b><u>APPLICATIONS</u></b>	:	Applications for Namakwa District: Application must be e-mailed to <a href="mailto:namakwaapplications@gmail.com">namakwaapplications@gmail.com</a> and hand delivered or couriered via postal services to 7 Rivierstreet, Springbok, Postal address: Private Bag X10, Springbok, 8240. Applicants must complete an application register when an application is hand delivered.
<b><u>POST 37/178</u></b>	:	<b><u>PROFESSIONAL NURSE (GENERAL) REF NO: NCDOH 121/2025 (12 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R324 384 – R376 458.per annum Grade 2: R396 132 – R459 726.per annum Grade 3: R476 367 – R601 638.per annum
<b><u>CENTRE REQUIREMENTS</u></b>	:	Dr Harry Surtie Hospital
	:	Basic R425 qualification (i.e. Degree/Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Experience: <b>Grade 1:</b> No experience required, <b>Grade 2:</b> A minimum of ten (10) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing, <b>Grade 3:</b> A minimum of twenty (20) years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing.
<b><u>DUTIES</u></b>	:	Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care are implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. Implementation of standards to ensure adherence to National Core Standards and Ideal Hospital measures. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to workday and night duty. Any other duties as required by the supervisor.
<b><u>ENQUIRIES APPLICATION</u></b>	:	Mr JP Berend Tel no: (054) 332 9094
	:	Please note applications can be hand delivered at the Human Resource offices at Dr Harry Surtie Hospital, couriered via postal services to C/O Upington 26 Drive and Turner Street, Upington 8801 or e-mailed at <a href="mailto:vacanciesdhsh@ncdoh.gov.za">vacanciesdhsh@ncdoh.gov.za</a> . All applicants must complete an application register when an application is hand delivered.
<b><u>POST 37/179</u></b>	:	<b><u>SUPERVISORY LEVEL CLERK (FINANCE) REF NO: NCDOH 61/2025 (1 POST)</u></b> (Re – Advertisement – previous candidates do not need to re-apply)
<b><u>SALARY</u></b>	:	R325 101.per annum (salary 7)
<b><u>CENTRE</u></b>	:	Provincial Office (Accounts Payable)
<b><u>REQUIREMENTS</u></b>	:	An appropriate tertiary qualification Bachelors Degree / National Diploma in Accounting, Finance or Cost Management with 0-2 years' experience in the relevant field. Competencies: Knowledge of basic understanding of the legislative framework governing the public service such as DORA, PFMA, Treasury regulations, etc. Knowledge of financial accounting practices and framework. Knowledge financial operating systems (BAS). Basic analytical and problem-solving skills. Good verbal and written communications skills. Good interpersonal and report writing skills. Computer literacy (MS-Word, Excel and Power Point).
<b><u>DUTIES</u></b>	:	Safekeeping of expenditure batches within the expenditure unit. Validation of documentation. Payment authorization. Assist in ensuring that all creditors are paid within the prescribed timeframe. Supervise and monitor the work of subordinates. Submit activity reports to supervisors. Assist in providing of reliable financial information.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr Mothapo, Tel no (053) 833 576.
	:	Please note applications can be hand delivered to the James Exum Building, Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum

Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed at [nchealthhr@ncpg.gov.za](mailto:nchealthhr@ncpg.gov.za). Applicants must complete an application register when an application is hand delivered.

<b><u>POST 37/180</u></b>	:	<b><u>STAFF NURSE GRADE 1 REF NO: NCDOH 122/2025 (4 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R220 614.per annum Grade 2: R262 287 - R298 932.per annum Grade 3: R306 798 – R382 107.per annum
<b><u>CENTRE REQUIREMENTS</u></b>	:	Dr Harry Surtie Hospital Qualification that allows registration with the SANC as Staff Nurse Registration with the SANC as Staff Nurse. Experience: <b>Grade 1:</b> No experience required, <b>Grade 2:</b> A minimum of ten (10) years appropriate/ recognisable experience in nursing after registration with SANC as a Staff nurse <b>Grade 3:</b> A minimum of twenty (20) years appropriate/recognisable experience in nursing after registration with SANC as Staff Nurse.
<b><u>DUTIES</u></b>	:	To execute duties and functions with proficiency under the direct Supervision of a Professional Nurse as laid down by the Nursing Act. Provide nursing care duties, which may include multi-task that, are Structured and mainly well defined in respect of the following: Execute nursing care plans for patients. Monitor vital signs and observe reactions to medication and treatments. Promote and Maintain hygiene, comfort and re-assurance of patients. Supervise and maintain fluid balance, oxygen and sensory functions of patients. Promote healing of wounds, fractures and protection of the skin. Prepare for and assist with diagnostic and therapeutic Acts performed by a registered person. Prepare for and assist with Ward specific procedures and anaesthetics. Care for the dying and deceased patient. Direct relatives/friends to the appropriate person for enquiries or in cases of bereavement. Assist the sister-in-charge to provide a safe and therapeutic environment that allows for the practice of safe and standard procedures and may occasionally compare possible courses of action mainly using these procedures. Provide nursing assistance to medical and other nursing professionals. Implementation of standards to ensure adherence to National Core Standards and Ideal Hospital measures.
<b><u>ENQUIRIES APPLICATION</u></b>	:	Mr JP Berend Tel no: (054) 332 9094 Please note applications can be hand delivered at the Human Resource offices at Dr Harry Surtie Hospital, couriered via postal services to C/O Upington 26 Drive and Turner Street, Upington 8801 or e-mailed at <a href="mailto:vacanciesdhsh@ncdoh.gov.za">vacanciesdhsh@ncdoh.gov.za</a> . All applicants must complete an application register when an application is hand delivered.
<b><u>POST 37/181</u></b>	:	<b><u>STAFF NURSE REF NO: NCDOH 123/2025 (5 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R220 614 – R246 798.per annum Grade 2: R262 287 - R294 513.per annum Grade 3: R306 798 – R376 458. per annum
<b><u>CENTRE REQUIREMENTS</u></b>	:	Northern Cape Mental Health Hospital, Kimberley Qualification that allows registration with the SANC as Staff Nurse, Registration with the SANC as Enrolled Nurse. Experience: <b>Grade 1:</b> None, <b>Grade 2:</b> A minimum of 10 years' appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse. <b>Grade 3:</b> A minimum of 20 years' appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse.
<b><u>DUTIES</u></b>	:	Development and implementation of basic patient care plans. Provide basic clinical nursing care. Effective utilization of resources. Providing direct patient care, administering medications, monitoring vital signs, performing basic wound care, assisting with patient hygiene and maintaining patient records. Willing to rotate through department and work night duty. Maintain professional growth / ethical standards and self-development. Work as part of a multidisciplinary team and support the managers to ensure quality nursing care.
<b><u>ENQUIRES APPLICATION</u></b>	:	Ms V Pearce Operational Manager Speciality, Tel No: (053) 802 3604 Please note applications can be hand delivered to the front reception of James Exum Building or E-Mailed at <a href="mailto:nchealthhr@ncpg.gov.za">nchealthhr@ncpg.gov.za</a>

<b><u>POST 37/182</u></b>	:	<b><u>NURSING ASSISTANT REF NO: NCDOH 124/2025 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R174 261 – R196 305.per annum Grade 2: R203 271 – R227 286.per annum Grade 3: R239 559 – R294 513.per annum
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pofadder CHC Qualification that allows registration with the SANC as a Nursing Assistant. Registration with the SANC as Nursing Assistant. Shortlisted candidates will be required to submit current proof of registration with SANC as a Nursing assistant. Experience: <b>Grade 1:</b> None. <b>Grade 2:</b> A minimum of 10 years' experience after registration with SANC as a nursing assistant. <b>Grade 3:</b> A minimum of 20 years' experience after registration with SANC as a nursing assistant. Skills Profile: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho-Pele principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc, Elementary communication skills Elementary writing skills Ability to function as part of a team Interpersonal skills, Responsiveness Pro-activeness Professionalism Accuracy Flexibility Initiative Cooperation Team player Supportive Assertive.
<b><u>DUTIES</u></b>	:	Assist patients with activities of daily living (physical care): Maintain hygiene of patient; Provide nutrition; Assist with mobility; Assist with elimination processes. Provide elementary clinical nursing care: Measure, interpret and record vital signs; Operate all relevant apparatus and equipment; Assist professional nurses with clinical procedures (i.e. administering of oral medication); Preparation of patients for diagnostic and surgical procedures; Maintain professional growth/ethical standards and self-development: To maintain the code of conduct as required in the Public Service and by the Professional Body; Seek learning opportunities, i.e. in-service training, courses.
<b><u>ENQUIRIES</u></b>	:	Mr D. Grootboom, Ms. EA Cloete, Tel No: (027) 712 1601 / (027) 712 1078 (Namakwa District)
<b><u>APPLICATIONS</u></b>	:	for Namakwa District: Application must be e-mailed to <a href="mailto:namakwaapplications@gmail.com">namakwaapplications@gmail.com</a> and hand delivered or couriered via postal services to 7 Rivierstreet, Springbok, Postal address: Private Bag X10, Springbok, 8240.Applicants must complete an application register when an application is hand delivered
<b><u>POST 37/183</u></b>	:	<b><u>NURSING ASSISTANT GRADE REF NO: NCDOH 125/2025 (13 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R174 261 – R 196 305.pee anum Grade 2: R203 271 – R227 286.per annum Grade 3: R239 559 – R294 513.per annum
<b><u>CENTRE REQUIREMENTS</u></b>	:	Dr Harry Surtie Hospital Qualification that allows registration with the SANC as Nursing Assistant (Enrolled Nurse assistant). Experience: <b>Grade 1:</b> No experience required, <b>Grade 2:</b> A minimum of ten (10) years appropriate/ recognisable experience in nursing after registration with SANC as a Nursing Assistant. <b>Grade 3:</b> A minimum of twenty (20) years appropriate/ recognisable experience after registration with the SANC as a Nursing Assistant.
<b><u>DUTIES</u></b>	:	Assist patients with activities of daily living. Provide elementary clinical nursing care. Maintain professional Growth /ethical standards and self-development. Maintain hygiene of patients. Provide nutrition. Assist with elimination process. Measure, interpret and record vital signs. Operate all relevant apparatus and equipment. Assist professional nurses with clinical procedures. Preparation of patients for diagnostic and surgical procedures. Maintain the code of conduct as required in the Public Service. Implementation of standards to ensure adherence to National Core Standards and Ideal Hospital measures.
<b><u>ENQUIRIES APPLICATION</u></b>	:	Mr JP Berend Tel no: (054) 332 9094 Please note applications can be hand delivered at the Human Resource offices at Dr Harry Surtie Hospital, couriered via postal services to C/O Upington 26 Drive and Turner Street, Upington 8801 or E-Mailed at <a href="mailto:vacanciesdhsh@ncdoh.gov.za">vacanciesdhsh@ncdoh.gov.za</a> . All applicants must complete an application register when an application is hand delivered.

<b><u>POST 37/184</u></b>	:	<b><u>NURSING ASSISTANT REF NO: NCDOH 126/2025 (11 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R174 261 – R196 305.per annum Grade 2: R203 271 – R227 286.per annum Grade 3: R239 559 – R294 513 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	:	Northern Cape Mental Hospital Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing Assistant. Registration with a professional council: Registration with the SANC as Nursing Assistant. Experience: <b>Grade 1:</b> None, <b>Grade 2:</b> A minimum of 10 years appropriate/recognizable nursing experience after registration with the SANC as Nursing Assistant. <b>Grade 3:</b> A minimum of 20 years appropriate/recognizable nursing experience after registration with the SANC as Nursing Assistant.
<b><u>DUTIES</u></b>	:	Maintain patient privacy and confidentiality plus provide optimal patient care Assist with elimination processes. Provide elementary nursing care. Measure, interpret and record vital signs Assisting with activities of daily living (Maintaining hygiene, provide nutrition, and assist with mobility and elimination process). Provide elementary clinical care (Measures, interprets and record vital signs. Escort patients for clinical investigation when required. Conduct health education and other group activities for patients. Participate in infection Prevention and control activities. Report and record patient incidents as per Hospital Protocols. Maintain professional conduct as required by the public Service Code of Conduct and SANC. Attend in-service training as required. Relieve in other wards when necessary. Must be willing to workday and night shifts.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms V Pearce Operational Manager Speciality, Tel No: 053 802 3604 Please note applications can be hand delivered to the front reception of James Exum Building or E-Mailed at <a href="mailto:nchealthhr@ncpg.gov.za">nchealthhr@ncpg.gov.za</a>

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

***This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts and candidates whose transfer/promotion/appointment will promote representivity will receive preference. An indication in this regard will facilitate the processing of applications. During the current financial year, the EE targets for the Department are: 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** : The Head of Department, Department of Community Safety and Transport Management, Private Bag x19, MMABATHO, 2735 Office No. 105, 1st Floor, Tirelo Building, Cnr Albert Luthuli Drive and Dr. James Moroka Drive, for Attention Kegomoditswe Makaota Office NO. 0182008258 or email to the relevant e-mail address associated with the post applied for.
- CLOSING DATE** : 24 October 2025
- NOTE** : (Posted, Handed and E-mailed Applications must have reached The Department by 16h30 pm Walk-in and 00h00 Mid-night online, as a rule not be accepted). on the Subject Line of your E-mail, Indicate the Correct Job Title and the Reference number of the post. All applications must be emailed to the correct indicated email address. All attachments for Online Submission must include Only Z83 Form and an Updated Curriculum Vitae in PDF Format and be emailed to the correct email address, as one document. Failure to do so, your application will be disqualified. Compliance Note: Applications must be submitted on the improved Z83, approved to be utilized with effect 01 January 2021, which must be completed in such a manner that provides sufficient information about your candidature and the post applied for by completing all relevant fields. The declaration must be signed and initials on the second page are not mandatory. Should the applicant/s use incorrect application form for employment (Z83), or not compliant to the notes, the application/s will not be considered for selection purposes (disqualified). The Z83 must be accompanied by detailed Curriculum Vitae with at least three (3) names of referees with current contact details. Subjects of relevant qualification/s should be mentioned in the CV. Completion of the Z83 form: Part A: All fields must be fully completed. Part B: Date of birth and ID number are compulsory and other fields may be left blank, marked as not relevant, and use dashes or N/A if they do not apply to you or the position applied for and as long as the CV has been attached and provides the required information. Part C, D, E, F and G may be left blank, marked as not relevant, and use dashes or N/A if they do not apply to you or the position applied for and as long as the CV has been attached and provides the required information, however question related to conditions that prevent re-appointment under Part F is compulsory for applicants seeking re-employment into the Public Service. Applicants do not have to submit copies//proof/certificates/attachments/drivers licence/qualifications on application. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. The employment application form (Z83) is obtainable at any National or Provincial Department, and it is accessible on the DPSA web-site, [www.dpsa.gov.za](http://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). Positions requiring tertiary qualification/s must be accompanied by copies of academic record/transcript(s). Candidates must indicate the number of the post/reference number in their applications. Candidates requiring additional information regarding an advertised post must direct their queries to the person reflected as enquiries below the post applied for. Applications should be forwarded in time to the department since applications received after the closing date indicated below will as a rule not be accepted. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department reserves the right not to make appointments and correspondence will be limited to shortlisted

candidates only. Personnel suitability check records will be conducted. Applicants must disclose if she/he is not a Director/Shareholder of a company or conducting any business with organ of State. They must also disclose or inform whether he/she is performing any additional remunerative work outside his /her normal duties. All appointments are subjected to a positive qualification's verification as well as security clearance. SMS appointments are also subjected to SMS competency assessment as a DPSA requirement. All shortlisted candidates for SMS posts and positions with requisite skills will be subjected to a technical exercise that intends to test relevant technical elements of the job. Applicants who do not possess SMS Pre-Entry Certificate shall be considered for shortlisting and interviews but cannot be appointed before they successfully obtain the certificate. (SMS Pre-Entry Programme) is offered by the National School of Government. Information can be accessed via this link: <https://www.thensg.gov.za>. The appointee to SMS post must be in possession of such, prior to taking up the post. NB: Salary level 1 to 12: All shortlisted candidates will be subjected to practical exercise and integrity assessment test.

### **MANAGEMENT ECHELON**

<b><u>POST 37/185</u></b>	:	<b><u>DIRECTOR – POLICY POLICING AND RESEARCH REF NO: 43/2025/26</u></b> Directorate: Policy And Research
<b><u>SALARY</u></b>	:	R1 266 714.per annum. The inclusive remuneration package consists of a basic salary, contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office- Mahikeng
	:	Grade 12 Certificate. A relevant (NQF level 7) qualification in Development studies, Social Science, Public Policy or Research as recognised by SAQA coupled with five (5) years' experience at a middle/ senior managerial level within the Policy and Research Environment. A valid driver's license. Computer Literacy. Knowledge: Strong track record of publication and research report writing. Knowledge of relevant legislation, policies and strategies. Knowledge of Public Service Act, Rules and Regulations. Knowledge of Public Finance Management Act. Policy Development and Formulation. Knowledge in research and policy development methodologies. Understanding of the Civilian Secretariat for Police Service Act. Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service delivery innovation, Problem Solving and analysis, Client orientation, Customer Focus and Communication Skills: Analytical skills, Report Writing, policy development and analysis, ability to work independently and under pressure. Verbal and written communication skills at a high level. Willingness to travel and work irregular hours. Have the ability to generate new ideas and improve where circumstances require. Be able to formulate, write reports and communicate at the highest level. Must have good interpersonal skills and be able to maintain a positive interpersonal relations and be able to work as part of team and as an individual.
<b><u>DUTIES</u></b>	:	Manage, Coordinate and facilitate the provision of quality research into any matter and report in support Provincial/National policy imperative. Manage, coordinate and facilitate the review of Provincial/National policies and strategies. Coordinate and facilitate and Develop provincial secretariat research or evaluation agenda. Analyse crime trends, rate of convictions and crime statistics. Review Provincial frameworks/strategies, tools and plans on policing matters. Create a resource information centre. Provide strategic leadership. Disseminate policy and research findings to inform departmental strategies. Management of internal and external stakeholders from policy and research department. Manage resources of the sub-Directorate. Implement effective budget planning and financial management of the department's resources
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. MC Rantona Tel: 018 200 8030
	:	E-Mail address: <a href="mailto:CSTMrecruitment01@nwpg.gov.za">CSTMrecruitment01@nwpg.gov.za</a>

## OTHER POSTS

<b><u>POST 37/186</u></b>	:	<b><u>DEPUTY DIRECTOR: MONITORING AND OVERSIGHT REF NO: 44/2025/26</u></b> Directorate: Monitoring And Oversight
<b><u>SALARY</u></b>	:	R1 059 105 per annum (Level 12). The inclusive remuneration package consists of a basic salary, contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of Applicable rules. The successful candidate must enter into a performance agreement and sign employee contract.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Bojanala District
	:	Grade (12) certificate or equivalent plus Bachelor's Degree in Law. Five (5) to ten (10) years' relevant work experience in Monitoring and Oversight within the safety and security environment of which three (3) years must be at Junior Management (Assistant Director) level. Valid Code EB (08) Driving License. Knowledge: Extensive knowledge of Public Finance Management Act (PFMA), Safety and Security Policies, Transformation Policies, National Crime Prevention Strategy (NCPS)/Integrated Crime and Violence Prevention Strategy (ICVPS), South African Police Service Act and Policies, Performance and Resources Management. Knowledge of Civilian Secretariat for Police Service Act and Regulations. Knowledge of Public Service Act and Regulations. Skills: Computer literacy. Monitoring and Evaluation. Research. Investigations. Project Management skills. Communications. Conflict Management skills. Policy Analysis. Ability to interpret policies. Facilitation and Good presentation skills. Interpersonal and report writing skills. Good verbal and written communication. Ability to function independently and as a team. Ability to work under pressure and long hours. Problem-solving skills and decision-making.
<b><u>DUTIES</u></b>	:	Provide Civilian Oversight of the South African Police Service (SAPS): Oversee research and analyze data on Policing. Manage and Monitor transformation of the SAPS. Manage and Monitor SAPS infrastructure development plan. Manage and maintain an effective complaints management system and conduct investigation of complaints. Manage and Monitor determination of Policing needs and priorities. Manage and Monitor of SAPS compliance to Domestic Violence Act. Conduct oversight through Police Station visits, based on the implementation of the National Monitoring and Evaluation Tool. Manage and Monitor implementation of IPID Recommendations by the SAPS. Manage and Review Monitoring Tools, Frameworks, Guidelines and development of policies. Compile reports. Manage key responsibilities of Subordinates. Management of Resources.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms D. Letsapa Tel. 018 200 8091/2
	:	E-Mail address: <a href="mailto:CSTMrecruitment02@nwpg.gov.za">CSTMrecruitment02@nwpg.gov.za</a>
<b><u>POST 37/187</u></b>	:	<b><u>ADMINISTRATIVE SUPPORT AND CO-ORDINATION OFFICER REF NO: 45/2025/26</u></b> re-advertisement; candidates who previously applied are encouraged to reapply) Directorate: Office of the Executive Authority
<b><u>SALARY</u></b>	:	R896 436 per annum (Level 11). The inclusive remuneration package consists of a basic salary, contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office - Mahikeng
	:	Grade 12 certificate or equivalent plus appropriate National Diploma/ Bachelors Degree /NQF 6 in Public Administration/Public Management/Business Administration/Local Government. A minimum of three five (5) years' experience within administration environment of which three (3) years should be at Assistant Director level. A valid driver's licence. Knowledge And Skills: Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio. Working knowledge of the political and parliamentary processes in South Africa. Proven management competencies. Knowledge of Cabinet Administration. Knowledge of Public Service Regulatory Framework. Project Management. Communication Skills (Verbal and Written). Negotiation skills. Report writing. Presentation skills. Computer literacy. Problem solving skills.



<b><u>DUTIES</u></b>	:	Manage the administrative and coordination activities within the office of the Executive authority. Manage the procurement and maintenance of equipment's and administer the budget in the office of the executive authority. Manage the Logistical support in the office of the executive authority for meetings and related activities. Render a Cabinet/Executive council support service to the executive authority. Liaise with internal and external role-players matters relating to the Portfolio of the Executive authority. Ensure quality control of the work delivered and managing the distribution of documents and submissions to the relevant Legislature and standing/portfolio committees. Provide operational leadership for administrative support services in the office Executive Authority (EA). Plan, coordinate, organise and facilitate provision of registry and all frontline and customer care services. Plan, coordinate and provide general supervision of the employees in the office of the executive authority. Assist office of the Executive Authority with role playing on stakeholder service.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. S Scheepers: Tel. 018 200 8003
	:	E-Mail address: <a href="mailto:CSTMrecruitment03@nwpq.gov.za">CSTMrecruitment03@nwpq.gov.za</a>
<b><u>POST 37/188</u></b>	:	<b><u>DEPUTY DIRECTOR: CENTRAL COMMUNICATIONS CENTRE REF NO: 46/2025/26</u></b> Directorate: Road Traffic Management
<b><u>SALARY</u></b>	:	R896 436 per annum (Level 11). The inclusive remuneration package consists of a basic salary, contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office: Mafikeng
	:	Grade 12 certificate or equivalent plus three years National Diploma/ Bachelors Degree qualification NQF level 6/7 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA) - An undergraduate qualification in Statistics or communications will be an added advantage - Seven (7) to Ten (10) years working experience in road traffic management field of which three (3) years must be at Junior Management/Assistant Director level in a related field - Valid driving license. Core And Process Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and Analysis, Client Orientation and Customer focus, Communication. Knowledge And Skills: Knowledge of Road Traffic and Safety Acts, negotiation skills, conflict resolution, problem solving and Presentation skills, ability to communicate at all levels. Ability to analyse the findings and make recommendations, understanding of the legislative framework governing the public service i.e., Public Service Act, Public Service Regulation. Public service knowledge, negotiations, Public Service Knowledge, high level report writing and computer skills.
<b><u>DUTIES</u></b>	:	Manage operations of a road traffic communication Centre - Ensure effective and efficient leadership in the Communication Centre - Manage provision of statistical information on Provincial crash data to relevant structures - Manage provision and support to the District Communication Centres and Traffic Officers - Coordination and consolidation of reports - Ensure appropriate use of all allocated resources – Manage received calls on road safety matters from road users
<b><u>ENQUIRES APPLICATIONS</u></b>	:	Mr. P Stone: Tel.no.018 381 9110/9104
	:	E-Mail address: <a href="mailto:CSTMrecruitment04@nwpq.gov.za">CSTMrecruitment04@nwpq.gov.za</a>
<b><u>POST 37/189</u></b>	:	<b><u>DEPUTY DIRECTOR: GENDER FOCAL POINT &amp; DIVERSITY MANAGEMENT REF NO: 47/2025/26</u></b> Chief Directorate: Corporate Management
<b><u>SALARY</u></b>	:	R896 436 per annum (Level 11). The inclusive remuneration package consists of a basic salary, contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of Applicable rules. The successful candidate must enter into a performance agreement and sign employee contract.
<b><u>CENTRE</u></b>	:	Head Office- Mahikeng

<b><u>REQUIREMENTS</u></b>	:	Grade 12 Certificate or equivalent. National Diploma/ Bachelor's Degree (NQF level 6/7) qualification in Public Management/Public Administration/Social Science as recognised by SAQA coupled with five (5) years relevant experience in Gender Focal Point & Diversity Management of which three (3) years should be Assistant Director level. A valid driver's license. Knowledge: Project Management. Understanding of government's broader transformation of policies and initiatives. Knowledge of promoting Human Rights. Knowledge of Gender and Disability Mainstreaming. Knowledge of Moral Regeneration and Social Cohesion. Skills: Computer Literacy (MS Word, Excel, Power Point). Report Writing. Change Management. Good stakeholder engagement skills.
<b><u>DUTIES</u></b>	:	Manage and coordinate external & internal educational awareness campaigns for designated groups therefore women, children, youth, older person and persons with disabilities, financial workshops, career guidance and any other awareness related to safety of people in support of Human Rights Priority Programmes. Coordinate submission of reports on employment to reach 50% of women in Senior Management Services and 2% in the employment of people with disability. Develop plans and coordinate reports on implementation of gender Equality Strategic Framework, Job Access Strategic Framework, HoD's 8 principle Action Plan and report on harassment in the workplace. Participate in commemoration of international and national days as per calendar events. Provide sound strategic leadership and Direction. Manage the Sub-Directorate.
<b><u>ENQUIRES APPLICATIONS</u></b>	:	Mr. P Mohono: Tel.no.018 200 8022
	:	E-Mail address: <a href="mailto:CSTMrecruitment05@nwpg.gov.za">CSTMrecruitment05@nwpg.gov.za</a>
<b><u>POST 37/190</u></b>	:	<b><u>DEPUTY DIRECTOR: EVALUATION REF NO: 48/2025/26</u></b> (One Year Employment Contract) Directorate: Strategic Planning Monitoring and Evaluation
<b><u>SALARY</u></b>	:	R896 436 per annum (Level 11). The inclusive remuneration package consists of a basic salary, contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office- Mmabatho
	:	Grade 12 or equivalent plus Post Graduate Degree in Public Management within the sector of Monitoring and Evaluation plus minimum experience of five (5) years in Research of which three (3) years should be at Assistant Director level. Valid driving license. Knowledge: Understand government systems in relation to the evaluation. Knowledge of Public Finance Management Act (PFMA). Understand ethical issues relating to evaluation, including potential or actual conflict of interest. Skills: Computer Literacy. Strong Project Management Skills. Research Skills. Interpersonal Skills and Presentation skills. Report writing skills. Communication Skills. Conflict Management Skills. Policy Analysis and Evaluation. Ability to manage different stakeholders.
<b><u>DUTIES</u></b>	:	Provide leadership to the Evaluation team in completing projects effectively. Conduct research/collect evidence and analysis of evidence. Assess issues such as relevance (effectiveness and efficiency) value for money, impact and sustainability and recommendations. Manage evaluation resources to deliver high quality evaluation and related objectives on time to appropriate standards. Compile reports.
<b><u>ENQUIRES APPLICATIONS</u></b>	:	Mr M Moiloa, Tel (018) 200 8376
	:	E-Mail address: <a href="mailto:CSTMrecruitment06@nwpg.gov.za">CSTMrecruitment06@nwpg.gov.za</a>
<b><u>POST 37/191</u></b>	:	<b><u>SENIOR LEGAL ADMINISTRATION OFFICER –MR 6 REF NO: 49/2025/26</u></b> re-advertisement; candidates who previously applied are encouraged to Reapply) Directorate: Legal Services
<b><u>SALARY</u></b>	:	R586 956 per annum (OSD)
<b><u>CENTRE</u></b>	:	Head Office - Mahikeng
<b><u>REQUIREMENTS</u></b>	:	Grade 12 Certificate or equivalent plus LLB Degree or equivalent relevant qualification. At least eight (8) years appropriate post qualification legal experience. Extensive experience at Supervisory level in Civil Litigations, legislative drafting, drafting of legal opinions, labour relations practices in the Public Service, contract drafting and interpretation. Valid drivers license and

		<p>willingness to travel. Knowledge: Sound knowledge of the legislative frameworks that governs the operations of the public services environment. A sound knowledge of on the drafting of legislations and regulations. A sound knowledge on the interpretation of statutes and regulations and other legal instruments. A sound knowledge on formulating legal advice and opinions in relation to legislations and regulations. A comprehensive knowledge on the process of legislative drafting. A comprehensive knowledge on the drafting and interpretation of policies. SKILLS: Good interpersonal relations. Report writing. Case investigation and project management skills. Good conflict resolutions and mediation skills. Computer literacy. Ability to work in a team as well as independently. Communication skills. Ability to conduct research on legislative and civil litigation processes.</p>
<b><u>DUTIES</u></b>	:	<p>Study the impact and implications of Legislations and Regulations and advise the Department accordingly. Examine the various forms of Legislations and Regulations that impact upon the Department and determine whether there is a need to amend or repeal same. Interpret, draft and/or facilitate the amendment or repeal of laws and subordinate legislations. Drafting of legal advice and opinions in relation to legislations and regulations. Manage the legislative review process in collaboration with the State Law Advisers. Edit and certify legislations in collaboration with the State Law Advisers Office. Render legal support services in respect of litigation matters for and against the Department. Furnish legal advice and opinions on litigation matters that affect the Department. Perform generic management functions.</p>
<b><u>ENQUIRIES</u></b>	:	Mr P Mohono: Tel no. 018 200 8022
<b><u>APPLICATIONS</u></b>	:	E-Mail address: <a href="mailto:CSTMrecruitment07@nwpq.gov.za">CSTMrecruitment07@nwpq.gov.za</a>
<b><u>POST 37/192</u></b>	:	<p><b><u>ASSISTANT DIRECTOR: POLICY AND RESEARCH REF NO: 50/2025/26</u></b> Directorate: Policy Policing and Research</p>
<b><u>SALARY</u></b>	:	R582 444 per annum (Level 10)
<b><u>CENTRE</u></b>	:	Head Office- Mahikeng
<b><u>REQUIREMENTS</u></b>	:	<p>Grade 12 Certificate or equivalent plus three (3) years tertiary qualifications in Public Administration/Management/Statistics/Research/Social Science/Economics (NQF level 6/7). Three (3) to Five (5) years relevant experience in management and policing environment of which Two (2) years must be at supervisory level in the functional policy and research development. Valid driver's licence. Knowledge: Public Service Legislations, Research Methodologies and Data gathering techniques, Safety and Security policies, Transformation policies, Integrated Crime and Violence Prevention Strategy, South African Police Service (SAPS) policies, Performance and Resources management, Acceptable understanding of the PFMA. Skills: Knowledge and expertise in policy analysis and development, research methodology, project management. Organizing and Planning, Monitoring and Evaluation, Research, Investigations, Report writing skills, Communication skills, Conflict Management, Leadership and People Management, Stakeholder Engagement and Computer Literacy.</p>
<b><u>DUTIES</u></b>	:	<p>Conduct research on policing matters (National and Provincial Research Projects) .Develop and review frameworks/guidelines on aspects of policing, crime prevention, community development and stakeholder's coordination. Conduct analysis of all Policing and legislation relevant to crime prevention, monitoring and oversight in the sector. Analyse crime trends, rate of conviction and crime statistics. Direct and supervise all subordinates, monitor implementation of all resources.</p>
<b><u>ENQUIRES</u></b>	:	Ms M.C Rantona Tel (018) 200 8030
<b><u>APPLICATIONS</u></b>	:	E-Mail address: <a href="mailto:CSTMrecruitment08@nwpq.gov.za">CSTMrecruitment08@nwpq.gov.za</a>
<b><u>POST 37/193</u></b>	:	<p><b><u>ASSISTANT DIRECTOR: MONITORING AND OVERSIGHT REF NO: 51/2025/26</u></b> Directorate: Monitoring And Oversight</p>
<b><u>SALARY</u></b>	:	R582 444 per annum (Level 10)
<b><u>CENTRE</u></b>	:	<p>Bojanala District (1 Post) DR Kenneth Kaunda District (1 Post) DR Ruth Segomotsi Mompati (1 Post)</p>
<b><u>REQUIREMENTS</u></b>	:	<p>Grade (12) certificate or equivalent plus National Diploma/Bachelor's Degree in Law. Three (3) to Five (05) years' relevant work experience in Monitoring and Oversight within the safety and security environment of which two (2) years</p>

		must be at supervisory level. Valid Code EB (08) Driving License. Knowledge: Extensive knowledge of Public Finance Management Act (PFMA), Safety and Security Policies, Transformation Policies, National Crime Prevention Strategy (NCPS)/Integrated Crime and Violence Prevention Strategy (ICVPS), South African Police Service Policies, Performance and Resources Management. Knowledge of Civilian Secretariat for Police Service Act. Knowledge of Public Service Act and Regulations. Skills: Computer literacy. Monitoring and Evaluation. Research. Investigations. Project Management. Communications. Conflict Management skills. Policy Analysis. Ability to interpret policies. Good facilitation and presentation skills. Initiative and good interpersonal relationship. Report writing skills. Good verbal and written communication. Ability to function independently and as a team. Ability to work under pressure and long hours. Problem-solving skills and decision-making.
<b><u>DUTIES</u></b>	:	Civilian Oversight of the South African Police Service (SAPS): Supervise and conduct research and analyse data on Policing. Supervise and monitor transformation of the SAPS. Monitor SAPS infrastructure development plan. Receive and conduct investigation of service delivery related complaints. Conduct determination of Policing needs and priorities. Monitor SAPS compliance to Domestic Violence Act. Conduct oversight through Police Station visits, based on the implementation of the National Monitoring and Evaluation Tool. Monitor implementation of IPID Recommendations by the SAPS. Participate in the review of the Monitoring Tools, Frameworks, Guidelines and development of policies. Compile reports. Supervise key responsibilities of Subordinates. Management of Resources.
<b><u>ENQUIRIES</u></b>	:	Ms D. Letsapa. Tel. 018 200 8091/2
<b><u>APPLICATIONS</u></b>	:	E-Mail address: <a href="mailto:CSTMrecruitment09@nwpg.gov.za">CSTMrecruitment09@nwpg.gov.za</a>
<b><u>POST 37/194</u></b>	:	<b><u>ASSISTANT DIRECTOR: MONITORING AND OVERSIGHT REF NO: 52/2025/26</u></b> Directorate: Monitoring And Oversight
<b><u>SALARY</u></b>	:	R582 444 per annum (Level 10)
<b><u>CENTRE</u></b>	:	Ngaka Modiri Molema (X2 Posts)
<b><u>REQUIREMENTS</u></b>	:	Grade (12) certificate or equivalent plus National Diploma/Bachelor's Degree in Law. Three (3) to Five (05) years' relevant work experience in Monitoring and Oversight within the safety and security environment of which two (2) years must be at supervisory level. Valid Code EB (08) Driving License. Knowledge: Extensive knowledge of Public Finance Management Act (PFMA), Safety and Security Policies, Transformation Policies, National Crime Prevention Strategy (NCPS)/Integrated Crime and Violence Prevention Strategy (ICVPS), South African Police Service Policies, Performance and Resources Management. Knowledge of Civilian Secretariat for Police Service Act. Knowledge of Public Service Act and Regulations. Skills: Computer literacy. Monitoring and Evaluation. Research. Investigations. Project Management. Communications. Conflict Management skills. Policy Analysis. Ability to interpret policies. Good facilitation and presentation skills. Initiative and good interpersonal relationship. Report writing skills. Good verbal and written communication. Ability to function independently and as a team. Ability to work under pressure and long hours. Problem-solving skills and decision-making.
<b><u>DUTIES</u></b>	:	Provide Civilian Oversight of the South African Police Service (SAPS) by: consultation with complainants, conduct investigations into complaints related to police inefficiencies and/or breakdown in relations between police and community, supervise the investigation Unit to ensure compliance with the complaints management framework and case flow management system, Monitor implementation of IPID Recommendations by the SAPS. Implement the Court Watching Brief programme, compile and submit investigation and monthly reports, and statistics, guide and supervise investigations and Supervise key responsibilities of Subordinates. Management of Resources.
<b><u>ENQUIRIES</u></b>	:	Ms D. Letsapa Tel. 018 200 8091/2
<b><u>APPLICATIONS</u></b>	:	E-Mail address: <a href="mailto:CSTMrecruitment10@nwpg.gov.za">CSTMrecruitment10@nwpg.gov.za</a>
<b><u>POST 37/195</u></b>	:	<b><u>ASSISTANT DIRECTOR: CRIME PREVENTION REF NO: 53/2025/26</u></b> Chief Directorate: Provincial Secretariat for Police Service Directorate: Crime Prevention Partnerships
<b><u>SALARY</u></b>	:	R582 444.per annum (Level 10)
<b><u>CENTRE</u></b>	:	DR Kenneth Kauda (1 Post)

<b><u>REQUIREMENTS</u></b>	:	Bojanala (1 Post) Districts Grade (12) certificate or equivalent plus three (3) year National Diploma/ Degree in Social Sciences, Community Development or any related equivalent qualification. Three (3) to Five (5) years' relevant work experience in within Crime Prevention Partnerships or Safety & Security environment of which two (2) years must be at supervisory level. Valid Code EB (08) Driver's License. Knowledge: Knowledge and Understanding of the National Crime Prevention Strategy. Knowledge of the SAPS Act. Knowledge of the Civilian Secretariat Act. Knowledge of Public Service Act and Regulations. Understanding of Public Financial Management Act. Knowledge of Safety Management. Public Service Code of Conduct. Skills: Community Mobilisation. Coordination and facilitation. Negotiation and resource mobilization. Interpersonal and Report writing. Programme and project management skills. Client orientation and customer focus. Basic research and data analysis skills. Ability to interpret policies. Facilitation and Good presentation skills. Good verbal and written communication. Computer literacy (Microsoft, Excel and PowerPoint). Ability to function independently and as a team. Willingness to travel and work irregular hours. Problem solving skills and decision making. Conflict management skills.
<b><u>DUTIES</u></b>	:	Mobilise communities against Crime. Establish and promote public –private partnerships. Promote community police relations. Enhance community safety structures within the districts. Enhance the quality and accessibility of safety programmes. Review and implement Provincial Crime Prevention Strategies. Manage key performance responsibilities of the managed.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. KF Nchoe, Tel. Nr 018 200 8096/8097 E-Mail address: <a href="mailto:CSTMrecruitment11@nwpq.gov.za">CSTMrecruitment11@nwpq.gov.za</a>
<b><u>POST 37/196</u></b>	:	<b><u>ASSISTANT DIRECTOR: CHANGE MANAGEMENT REF NO: 54/2025/26</u></b> Directorate: Human Resource Management
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R468 459.per annum (Level 9) Head Office- Mahikeng Grade 12 Certificate or equivalent. National Diploma/Bachelor's Degree (NQF level 6/7) qualification in Public Management/Public Administration/Administration/Industrial Psychology as recognised by SAQA coupled with three (3) to five (5) years relevant experience in Change Management of which two (2) years must be at a OD Practitioner/ Senior OD Practitioner Level (Level 7/8). A valid driver's license. Knowledge: Knowledge of Public Service Regulations, Public Service Act, Public Finance Management Act, Treasury Regulations and HR practice and procedures. Knowledge of DPSA resolutions and guidelines. Change Management tools, principles and methodologies. Customer Care (Batho Pele Principles). Skills: Good Communication Skills (Verbal and Writing), Good Interpersonal, report writing, Project Management, Presentation, and facilitation skills. Computer Literacy.
<b><u>DUTIES</u></b>	:	Coordinate the integration of Service Delivery Improvement Plans. Monitor the coordination of Change Management Engagement Programmes. Coordinate the implementation of Batho Pele programme within the Department. Monitor the Coordination and preparation of Departmental Annual Citizens Report. Conduct individual and organisational climate and culture surveys. Manage all performed administrative activities and key responsibilities of staff.
<b><u>ENQUIRES APPLICATIONS</u></b>	:	Ms. K Twasing Tel: 018 200 8076 E-Mail address: <a href="mailto:CSTMrecruitment12@nwpq.gov.za">CSTMrecruitment12@nwpq.gov.za</a>
<b><u>POST 37/197</u></b>	:	<b><u>ASSISTANT DIRECTOR: ORGANISATIONAL DESIGN REF NO: 55/2025/26</u></b> Directorate: Human Resource Management
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R468 459.per annum (Level 9) Head Office- Mahikeng Grade 12 Certificate or equivalent. National Diploma/Bachelor's Degree (NQF level 6/7) qualification in Management Services/Production Management/Operations Management/Industrial Psychology as recognised by SAQA coupled with three (3) to five (5) years relevant experience in Organisational Development of which two (2) years must be at a OD Practitioner/ Senior OD Practitioner Level (Level 7/8). A valid driver's license. Job Evaluation certificate is essential. Knowledge: Knowledge of Directive on changes to organisational structure by departments. Organisational Design principles and procedures. Organisational Functionality Assessment. Business Process Management. Knowledge of Public Service Regulations, Public

		Service Act, Public Finance Management Act, Treasury Regulations and HR practice and procedures. DPSA guide on Job Description and Knowledge of Job Evaluation System. Knowledge of Org-Plus Knowledge of Occupation Specification Dispensation. Work Study Techniques. Skills: Good Communication Skills (Verbal and Writing), Good Interpersonal, report writing, Project Management, Presentation, and facilitation skills. Computer Literacy (MS Word, Excel, Org-Plus, Bizagi/Visio and Compensate-Evaluate System)
<b><u>DUTIES</u></b>	:	Manage the development and design of departmental organisational structure. Ensure facilitation of Job Descriptions development process for all employees within the department. Manage the process of conducting Analysis, Evaluation and Grading of posts. Manage rendering of Job Design Services within the Department. Conduct Organisational Functionality Assessment in the Department. Conduct Business Process Mapping in the Department. Manage and assist in the development of job specifications. Manage all performed administrative activities and key responsibilities of staff.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. K Twasing Tel: 018 200 8076
	:	E-Mail address: <a href="mailto:CSTMrecruitment10@nwpq.gov.za">CSTMrecruitment10@nwpq.gov.za</a>
<b><u>POST 37/198</u></b>	:	<b><u>ASSISTANT DIRECTOR: RESEARCH REF NO: 56/2025/26</u></b> Directorate: Strategy And Planning
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R468 459.per annum (Level 9)
	:	Head Office- Mahikeng
	:	Grade 12 Certificate or equivalent. National Diploma/Bachelor's Degree (NQF level 6/7) qualification in Public Administration/Management/Statistics/Research/Social Science/Economics/Monitoring and Evaluation as recognised by SAQA coupled with three (3) to five (5) years relevant experience in Research or Evaluation within the public service of which two (2) years must be at a Supervisory Level. A valid driver's license. Knowledge: Understanding of Research methodology. Sound knowledge of Revised Framework for Strategic Plans and Annual Performance Plans and related policies. Knowledge of Public Service Regulations, Public Service Act, Public Finance Management Act, Treasury Regulations. Skills: Good Communication Skills (Verbal and Writing), Good Interpersonal, report writing, Project Management, Presentation, and facilitation skills. Computer Literacy (Strong proficiency in Microsoft Word, Excel, Powerpoint and Statistical software such as SPSS). Ability to work under extreme pressure and travel extensively.
<b><u>DUTIES</u></b>	:	Development and implementation of research systems in the Department. Develop and review of the departmental research policy. Conduct data analysis and produce reports on implementation of departmental research policy. Coordinating engagements in the planning, conceptualisation and execution of research studies. Review, analyse and quality assure research outputs (proposals, fieldwork plans, data collection instruments, research reports to ensure alignment with Terms of Reference, research plans and strategic outcomes. Ensure planning and coordination of data collection processes and reporting. Participate in relevant Departmental, Provincial and National engagements related to research. Manage human resources.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. MJ Moiloa 018 2008376
	:	E-Mail address: <a href="mailto:CSTMrecruitment11@nwpq.gov.za">CSTMrecruitment11@nwpq.gov.za</a>
<b><u>POST 37/199</u></b>	:	<b><u>ASSISTANT DIRECTOR: ACQUISITION AND CONTRACT MANAGEMENT REF NO: 57/2025/26</u></b> (This is a re-advertisement; candidates who previously applied are encouraged to Reapply) Directorate: Supply Chain Management
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R468 459.per annum (Level 9)
	:	head office - Mahikeng
	:	Grade 12 or equivalent plus three (3) year National Diploma/Bachelors Degree in Public Administration /Public Management/Supply Chain Management/Logistic Management/Financial Management or related. Three (3) to Five (5) years work experience in Supply Chain Management, preferably in Acquisition Management Unit of which two (2) years must be at supervisory level. Knowledge: Knowledge of Walker Financial Management System. Knowledge of Legislations/Acts governing SCM (PPPFA, PFMA & Treasury Regulations). Knowledge of Batho Pele Principles. Knowledge of Public

		Service Regulations Act. Skills: Advanced computer literate and Leadership abilities, interpersonal skill, written and verbal communication, Conflict resolution.
<b><u>DUTIES</u></b>	:	Develop, design, implement and manage acquisition management processes and systems as well as internal controls, and audit trails across all levels in the department in order to ensure effective and efficient service delivery as well as compliance with the policies and prescripts. Design, review and manage implementation of strategic sourcing techniques. Oversee secretariat duties to Bid Specification Committee, Bid Evaluation Committee and Bid Adjudication Committee thereof. Ensure the management and maintenance of departmental contracts are in accordance with Treasury Regulations, PFMA and Service Level Agreement. Provide strategic support, advice and guidance to all responsible managers to ensure compliance with supply chain management prescripts and guideline. Ensure compliance with Central Supplier Database. Supervise and compile tender/ quotation specification as required. Manage all the resources allocated to sub-directorate. Supervise, develop and manage employees performance in accordance with the Employee Performance Management and Development System.
<b><u>ENQUIRIES</u></b>	:	Mr. M Lembe Tel No: 018 200 8088
<b><u>APPLICATIONS</u></b>	:	E-Mail address: <a href="mailto:CSTMrecruitment12@nwpg.gov.za">CSTMrecruitment12@nwpg.gov.za</a>
<b><u>POST 37/200</u></b>	:	<b><u>ASSISTANT DIRECTOR: OPERATOR LICENCE &amp; PERMITS REF NO: 58/2022/23</u></b> This is a re-advertisement; candidates who previously applied are encouraged to reapply Directorate: Operator License and Permits
<b><u>SALARY</u></b>	:	R468 459.per annum (Level 9)
<b><u>CENTRE</u></b>	:	Mahikeng – Head Office (X1 Post) DR.RSM (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	A Grade 12 Certificate or equivalent, plus a three year National Diploma/Bachelor's Degree in Transport Management environment. Three (3) to Five (5) years relevant working experience in Operator License and Permits, of which Two (2) years must be at Supervisory Level. Valid Drivers license (Code 8). Knowledge: Knowledge of the National Land Transport Act No.5 of 2009 and National Land Transport Regulations of 2009, Public Finance Management Act (PFMA), Revenue Act, Public Service Act and Regulations. Knowledge of Public Service Prescripts. Skills: Computer literacy (familiar with the use of Operating License Administration System (OLAS) and Registration Administration System (RAS) and Natis). Good interpersonal relations. Good written and verbal communication skills. Presentation skills. Filing system skills. Creative, Assertive and Confident approach. Reliable and ability to work under pressure and Ability to work as an individual and as a team.
<b><u>DUTIES</u></b>	:	Administer, monitor and oversee the business flow of the district. Prepare and advice the Provincial Regulatory Entity (PRE) on all matters to be adjudicated including Transport Appeal Tribunal (TAT) matters. Offer Secretariat services to PRE. Compile monthly and quarterly reports. Administer and report on the usage of face values. Daily review of Operating License Administration System (OLAS) report, and verify whether all cash received has been deposited accordingly. Once every week prepare statistics of number of operating licenses issued and consolidate at the end of the month. Supervise key performance of the managed.
<b><u>ENQUIRIES</u></b>	:	B Bopalamo Tel No: 018 3819100
<b><u>APPLICATIONS</u></b>	:	E-Mail address: <a href="mailto:CSTMrecruitment13@nwpg.gov.za">CSTMrecruitment13@nwpg.gov.za</a>
<b><u>POST 37/201</u></b>	:	<b><u>ASSISTANT DIRECTOR- EXPENDITURE (FINANCIAL REPORTING) REF. NO: 59/2025/26</u></b> (This is a re-advertisement; candidates who previously applied are encouraged to reapply Directorate: Financial Accounting
<b><u>SALARY</u></b>	:	R468 459.per annum (Level 9)
<b><u>CENTRE</u></b>	:	Head Office – Mmabatho
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate or equivalent plus three (3) years National Diploma/Bachelor Degree in Accounting/Cost and Management Accounting/Internal Auditing /Financial Management. Three (3) to Five (5) years' experience in Public Service Financial Accounting environment of which

	two (2) years must be at supervisory level. BAS certificates should be attached and a valid driver's licence. Knowledge: Knowledge of the PFMA, Treasury Regulations, BAS, Modified Cash Standard (MCS) & Accounting Manual for Departments (AMD), Auditing and Financial reporting. Skills: Numerical skills, Problem solving skills, Planning and organizing skills, Communication (verbal and written) skills, Computer literacy. Interpersonal Attributes: Ability to work in a team, Ability to work under pressure and to cope with a high workload.
<b><u>DUTIES</u></b>	: Compiling the Annual Financial Statements and Interim Financial Statements in line with the Preparation Guide as issued by the Office of the Accountant General, the MCS and the AMD. Attend to all audit queries in respect of the Financial Statements. Ensure that there is proper audit trail and working papers (Audit file) in respect of the Financial Statements. Assist in providing financial inputs into the Annual Report. Assist in developing a project plan for monthly, quarterly and Annual Financial Statements. Review the monthly general ledger reconciliations against the trial balance and supporting documentation. Identify any discrepancies on the general ledger reconciliations and propose corrective actions. Assist in managing the audit process and other requests for accounting and reporting. Assist in clearing audit queries and facilitate the development and implementation of audit action plans. Ensure the implementation of measures for improving financial reporting (AFS and IFS). Supervise personnel
<b><u>ENQUIRIES</u></b>	: Ms. K. Tswaile Tel. 018 200 8144
<b><u>APPLICATIONS</u></b>	: E-Mail address: <a href="mailto:CSTMrecruitment26@nwpg.gov.za">CSTMrecruitment26@nwpg.gov.za</a>
<b><u>POST 37/202</u></b>	: <b><u>ASSISTANT DIRECTOR: CONDITIONS OF SERVICE REF NO: 60/2025/26</u></b> (This is a re-advertisement; candidates who previously applied are encouraged to reapply) Directorate: Human Resource Management
<b><u>SALARY</u></b>	: R468 459 per annum (Level 9)
<b><u>CENTRE</u></b>	: Head Office- Mahikeng
<b><u>REQUIREMENTS</u></b>	: Grade 12 or equivalent, plus three (3) year National Diploma/Bachelors Degree in Human Resource Management/Public Management/Public Administration. A Three (3) to Five (5) years work experience in Conditions of Service benefits of which two (2) years must be at a Personnel Practitioner/ Senior Personnel Practitioner Level (Level 7/8). PERSAL Certificate in Leave and PERSAL Personnel Administration are mandatory. A valid driver's license. Knowledge: Public Service Act, 1994 as amended, Public Service Regulations 2016, Basic Conditions of employment Act 1997, Code of Conduct in the Public Service, Labour Relations Act, Government Employee Pension Fund Law of 1996, Public Finance Management Act, Human Resource Management Policies & practices, PSCBC Resolutions, Determination on Leave of absence in the Public Service, Government Employee Housing Scheme (GEHS), Government Employee Medical Aid Scheme (GEMS). On-line submission of Pension applications on Pension Case Management (PCM). SKILLS: Ability to interpret Policies. Practical experience in PERSAL System, and Pension Case Management. Skilled in the Microsoft Word, EXCEL & PowerPoint. Excellent communication skills (written and verbal). Ability to work under pressure, independently, in a team and working awkward hours. Analytical, organizing, planning, presentation and stakeholder liaison skills. Conflict management & resolution, negotiation skills. Good interpersonal relations. Ability to adhere to strict deadlines.
<b><u>DUTIES</u></b>	: Develop, implement and review HRM policies related to Conditions of Service benefits. Manage and monitor the implementation of conditions of service and benefits such as Leave, resettlement, medical aid, long service award & recognition, leave gratuity, housing allowance, overtime etc in terms of applicable PSCBC resolutions. Auditing capped leave days & conduct leave reconciliation process. Monitor PERSAL Suspense file. Prepare requests for registering of System Change Control (SCC). Manage the implementation of service termination process and exit interviews. General administration of Pension matters. Process admission to Government Employee Pension Fund. Administer processing of nomination of beneficiaries. Effective and timeous approval, and authorisation of Persal transactions. Effective On-line approval of Pension Case Management transactions. Management of employee performance and development processes and ensure compliance to the PMDS directives. Prepare monthly, quarterly and annual reports with regard to operational plans, Risk management registers, and Audit Action plans etc.



		Manage human resources administration enquiries to ensure the correct implementation of Human Resource Management policies and practices.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. PK Letebejana, Tel. no.018 200 8052
	:	E-Mail address: <a href="mailto:CSTMrecruitment27@nwpg.gov.za">CSTMrecruitment27@nwpg.gov.za</a>
<b><u>POST 37/203</u></b>	:	<b><u>SENIOR ADMINISTRATION OFFICER REF NO: 61/2025/26</u></b>
		Directorate: Monitoring And Oversight
<b><u>SALARY CENTRE</u></b>	:	R397 116 per annum (Level 8)
	:	DR Ruth Segomotsi Mompoti (1 Post)
		Bojanala (1 Post)
		DR Kenneth Kaunda (1 Post)
<b><u>REQUIREMENTS</u></b>	:	Grade (12) certificate or equivalent plus three (3) years National Diploma/Degree in Law, Para Legal, Administration/Management. Two (2) to Five (5) years relevant working experience in relevant work environment within monitoring and oversight environment. Valid Code EB (08) Driving License. Knowledge: Civilian Secretariat for Police Service Act. South African Police Services (SAPS) Act. Independent Police Investigative Directorate Act. SAPS Transformation Policies. National Crime Prevention Strategy/Integrated Crime and Violence Prevention Strategy (ICVPS). Performance and Human Resource Management Policies, intensive administrative skills and understanding reporting procedure and Departmental mandate. Skills: Computer literacy. Monitoring and Oversight. Conflict Management skills. Communication skills (verbal and written). Organizing and planning. Report writing. Initiative and good interpersonal relationship. Ability to work under pressure and long hours. Ability to interpret policies. Ability to function independently and as a team. Problem solving skills and decision making. Project skills.
<b><u>DUTIES</u></b>	:	Provide administration to the sub-directorate. Record, organize, store, capture and retrieve correspondence and data line function. Update registers and statistics. Arrange travelling and accommodation. Assist in the development and planning of M&E Projects. Assist in designing and development of tools and guidelines for monitoring and oversight programme. Assist in piloting of M&E tools, recommend challenges in the review of the tool. Assist during the collection of data and source documents at Police Stations, Districts and Provincial Offices as well as SAPS Specialised Units. Capture and Analyse data. Compile individual site reports and provide oversight feedback and recommendations to the SAPS. Provide support in the implementation of special projects as identified by the Minister, Secretary of Police, Head of Provincial Secretary/Head of Department and Member of the Executive Committee. Manage key performance responsibilities of the managed.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms D. Letsapa, Tel. Nr 018 200 8091/2
	:	E-Mail address: <a href="mailto:CSTMrecruitment28@nwpg.gov.za">CSTMrecruitment28@nwpg.gov.za</a>
<b><u>POST 37/204</u></b>	:	<b><u>SENIOR ADMIN OFFICER: CRIME PREVENTION PARTNERSHIPS REF NO: 62/2025/26</u></b>
		Directorate: Crime Prevention Partnerships
<b><u>SALARY CENTRE</u></b>	:	R397 116 per annum (Level 8)
	:	Bojanala (X1 Post)
		DR Kenneth Kaunda (X1 Post)
		DR Ruth Segomotsi Mompoti (X1 Post)
		Ngaka Modiri Molema (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 Certificate or equivalent and three (3) year National Diploma/Degree in Social Science /Community Development. Two (2) to Five (5) years relevant working experience in relevant work environment within Crime Prevention Partnership or safety and security. Valid Code EB (08) Driver's License. Knowledge: Knowledge and Understanding of the National Crime Prevention Strategy. Knowledge of the SAPS Act. Knowledge of the Civilian Secretariat Act. Knowledge of Public Service Act and Regulations. Understanding of Public Financial Management Act. Knowledge of Safety Management. Public Service Code of Conduct. Skills: Community Mobilisation. Coordination and facilitation. Negotiation and resource mobilization. Interpersonal skills and Report writing. Programme and project management skills. Client orientation and customer focus. Basic research and data analysis skills. Ability to interpret policies.

		Facilitation and Good presentation skills. Good verbal and written communication. Computer literacy (Internet, Microsoft, Excel and PowerPoint). Ability to function independently and as a team. Willingness to travel and work irregular hours. Problem-solving skills and decision making. Conflict management skills.
<b><u>DUTIES</u></b>	:	Mobilise Communities against Crime. Establish and promote crime prevention partnerships. Promote community police relations. Administer assessment tools. Analyse and interpret data. Compile assessment reports. Manage key performance responsibilities of the managed.
<b><u>ENQUIRIES</u></b>	:	Ms. KF Nchoe, Tel. Nr 018 200 8096/8097
<b><u>APPLICATIONS</u></b>	:	E-Mail address: <a href="mailto:CSTMrecruitment30@nwpg.gov.za">CSTMrecruitment30@nwpg.gov.za</a>
<b><u>POST 37/205</u></b>	:	<b><u>SENIOR ORGANISATIONAL DEVELOPMENT PRACTITIONER REF NO: 63/2025/26</u></b> Directorate: Human Resource Management
<b><u>SALARY</u></b>	:	R397 116 per annum (Level 8)
<b><u>CENTRE</u></b>	:	Head Office- Mahikeng
<b><u>REQUIREMENTS</u></b>	:	Grade 12 Certificate or equivalent. National Diploma/Bachelor's Degree (NQF level 6/7) qualification in Management Services/Production Management/Operations Management/Industrial Psychology as recognised by SAQA coupled with two (2) to five (5) years relevant experience in Organisational Development. A valid driver's license. Job Evaluation certificate will be added as an advantage. Knowledge: Knowledge of Directive on changes to organisational structure by departments. Organisational Design principles and procedures. Organisational Functionality Assessment. Business Process Management. Knowledge of Public Service Regulations, Public Service Act, Public Finance Management Act, Treasury Regulations and HR practice and procedures. DPSA guide on Job Description and Knowledge of Job Evaluation System. Knowledge of Org-Plus Knowledge of Occupation Specification Dispensation. Work Study Techniques. Skills: Good Communication Skills (Verbal and Writing), Good Interpersonal, report writing, Project Management, Presentation, and facilitation skills. Computer Literacy (MS Word, Excel, Org-Plus, Bizagi/Visio and Compensate-Evaluate System)
<b><u>DUTIES</u></b>	:	Render the development and design of Departmental Organisational Structure. Render Job Design services within the Department. Provide assistance and advice in the development of Job descriptions for all employees within the department. Conduct Analysis, Evaluation and Grading of posts. Implementation of DPSA directive and resolutions. Conduct Organisational Functionality Assessment in the Department. Conduct Business Process Mapping in the Department. Assist in the development of Job Specifications. Supervise the key areas of subordinates.
<b><u>ENQUIRIES</u></b>	:	Ms. K Twasing Tel: 018 200 8076
<b><u>APPLICATIONS</u></b>	:	E-Mail address: <a href="mailto:CSTMrecruitment30@nwpg.gov.za">CSTMrecruitment30@nwpg.gov.za</a>
<b><u>POST 37/206</u></b>	:	<b><u>ADMINISTRATION OFFICER REF NO: 64/2025/26</u></b> Directorate: Monitoring And Oversight
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 7)
<b><u>CENTRE</u></b>	:	DR Ruth Segomotsi Mompoti (X2 Post) Bojanala (X2 Post) DR Kenneth Kaunda (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Grade (12) certificate or equivalent plus three (3) years National Diploma in Public Administration/Administration/Public Management. Valid Code EB (08) Driving License. No experience required. Knowledge: Civilian Secretariat for Police Service Act. South African Police Services (SAPS) Act. Independent Police Investigative Directorate Act. SAPS Transformation Policies. National Crime Prevention Strategy. Performance and Human Resource Management Policies, intensive administrative skills and understanding reporting procedure and Departmental mandate. Skills: Computer literacy. Monitoring and Oversight. Conflict Management skills. Communication skills (verbal and written). Organizing and planning. Report writing. Initiative and good interpersonal relationship. Ability to work under pressure and long hours. Ability to interpret policies. Ability to function independently and as a team. Problem solving skills and decision making. Project skills.
<b><u>DUTIES</u></b>	:	Provide administration to the sub-directorate. Record, organize, store, capture and retrieve correspondence and data line function. Update registers and

		statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services within the component by maintaining a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation.
<b><u>ENQUIRIES</u></b>	:	Ms D. Letsapa, Tel. Nr 018 200 8091/2
<b><u>APPLICATIONS</u></b>	:	E-Mail address: <a href="mailto:CSTMrecruitment34@nwpg.gov.za">CSTMrecruitment34@nwpg.gov.za</a>
<b><u>POST 37/207</u></b>	:	<b><u>ADMINISTRATION OFFICER: PLANNING REF NO: 65/2025/26</u></b> Directorate: Strategy And Planning
<b><u>SALARY</u></b>	:	R325 101.per annum (Level 7)
<b><u>CENTRE</u></b>	:	Head Office- Mahikeng
<b><u>REQUIREMENTS</u></b>	:	Grade 12 Certificate or equivalent. National Diploma/Bachelor's Degree (NQF level 6/7) qualification in Public Administration/Management or related qualification as recognised by SAQA). No experience required. A valid driver's license. Knowledge: Knowledge of Public Service Act, PFMA and Public Finance Regulations. Sound knowledge of frameworks and policies governing strategic planning, monitoring & Evaluation. Skills: Planning and Organizing, Analytical, Report writing, Presentation, Communication and Good Interpersonal relations skills. Computer Literacy. Ability to work on tight deadlines and under pressure.
<b><u>DUTIES</u></b>	:	Provide support in the development of the Departmental Annual Performance Plan, Operational Plan and Standard Operating Procedures in line with National and Provincial Planning Frameworks. Participate in the development of strategic planning templates and distribute templates required. Maintain a records and filing system for strategic planning information including distribution of approved departmental plans. Assist with arranging and facilitation of strategic planning sessions. Provide general administrative support and provide secretarial support during planning meetings.
<b><u>ENQUIRIES</u></b>	:	Ms. K Menoe Tel: 018 200 8059
<b><u>APPLICATIONS</u></b>	:	E-Mail address: <a href="mailto:CSTMrecruitment35@nwpg.gov.za">CSTMrecruitment35@nwpg.gov.za</a>
<b><u>POST 37/208</u></b>	:	<b><u>ADMINISTRATION OFFICER: RESEARCH REF NO: 66/2025/26</u></b> Directorate: Strategy And Planning
<b><u>SALARY</u></b>	:	R325 101.per annum (Level 7)
<b><u>CENTRE</u></b>	:	Head Office- Mahikeng
<b><u>REQUIREMENTS</u></b>	:	Grade 12 Certificate or equivalent. National Diploma/Bachelor's Degree (NQF level 6/7) qualification in Public Administration/Management/Statistics/Research/ Monitoring and Evaluation as recognised by SAQA). No experience required. A valid driver's license. Knowledge: Knowledge of Public Service Act, PFMA and Public Finance Regulations. Understanding of Research Methodology and analytical skills. Skills: Computer Literacy (Strong Proficiency in Microsoft Word, Excel, Powerpoint and Statistical Software such as SPSS). Communication (verbal & Written), Interpersonal, Presentation and Report Writing skills. Ability to work under pressure and willingness to travel and work long hours as required.
<b><u>DUTIES</u></b>	:	Support development and implementation of research systems in the department. Assist with development and review of departmental research policy. Assist with conducting research, data collection and fieldwork. Information retrieval and data capturing. Office Administration and filing. Provide general administrative support for research projects and provide secretarial support during research meetings, and related sessions.
<b><u>ENQUIRIES</u></b>	:	Ms. K Menoe Tel: 018 200 8059
<b><u>APPLICATIONS</u></b>	:	E-Mail address: <a href="mailto:CSTMrecruitment37@nwpg.gov.za">CSTMrecruitment37@nwpg.gov.za</a>
<b><u>POST 37/209</u></b>	:	<b><u>ADMIN OFFICER: CRIME PREVENTION REF NO: 67/2025/26</u></b> Chief Directorate: Provincial Secretariat for Police Service Directorate: Crime Prevention Partnerships
<b><u>SALARY</u></b>	:	R294 321 per annum (Level 7)

<b><u>CENTRE</u></b>	:	Bojanala District (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 Certificate or equivalent and three (3) year National Diploma/Degree in Public Administration /Administration or any related equivalent qualification. No experience required. Valid Code EB (08) Driver's License. Knowledge: Knowledge of Public Service Act and Regulations. Understanding of Public Financial Management Act. Knowledge of Public Service Code of Conduct. Knowledge and understanding of basic procurement processes Skills: Administration. Coordination and facilitation. Negotiation and resource mobilization. Interpersonal and Report writing. Good verbal and written communication. Computer literacy (Microsoft, Excel and PowerPoint). Ability to function independently and as a team. Problem solving skills. Conflict management skills.
<b><u>DUTIES</u></b>	:	Provide administrative support to the Sub-Directorate. Attend to the Procurement processes for the Sub-Directorate. Manage all allocated resources. Compile minutes and reports. Manage key performance responsibilities of the managed.
<b><u>ENQUIRIES</u></b>	:	Ms. KF Nchoe, Tel. 018 200 8096/8097
<b><u>APPLICATIONS</u></b>	:	E-Mail address: <a href="mailto:CSTMrecruitment38@nwpq.gov.za">CSTMrecruitment38@nwpq.gov.za</a>

**DEPARTMENT OF HEALTH AND WELLNESS: WESTERN CAPE, PROVINCIAL GOVERNMENT**  
*In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.*

**NOTE** : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.  
**ERRATUM:** Kindly note that the advert for the Post 36/174: Medical Specialist Grade 1 To 3 (Anaesthesiology) (18 Sessions), Victoria Hospital advertised in the Public Service Vacancy dated 3 October 2025, with reference number: POST 36/174 has been cancelled.  
 Kindly note that the advert for the Post 36/156: Professional Nurse Grade 1 To 3 (General Nursing), Mitchells Plain District Hospital advertised in the Public Service Vacancy dated 3 October 2025, with reference number: Post 36/156 has been cancelled.  
 Kindly note that the advert for the Post 35/247: Administration Clerk: Admissions (X2 Posts) Khayelitsha CHC advertised in the Public Service Vacancy dated 26 September 2025, with reference number: Post 35/247 has been cancelled.

### OTHER POSTS

**POST 37/210** : **MEDICAL SPECIALIST GRADE 1 TO 3 (ANAESTHETICS) (2 POSTS)**  
 Chief Directorate: Rural Health Services

**SALARY** : Grade 1: R1 341 855 per annum  
 Grade 2: R1 531 032 per annum  
 Grade 3: R1 773 222 per annum, (A portion of the package can be structured according to the individual's personal needs).

**CENTRE REQUIREMENTS** : Worcester Regional Hospital  
 : Minimum educational qualification: Appropriate qualification that allows registration with the HPCSA as Medical Specialist in Anaesthetics. Registration with the Professions Council: Registration with the HPCSA as Medical Specialist in Anaesthetics. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Anaesthetics. **Grade 2:** A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in Anaesthetics. **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in Anaesthetics. Inherent requirements of the job: Valid SA driver's license. Participate in the after-hours call system. Competencies (knowledge/skills): Proven leadership abilities and experience in supervision of staff. Proven experience in principles of planning, organizing and implementation. Proven knowledge of Public health policies, guidelines and related prescript to manage resources effectively. Computer literacy.

**DUTIES** : (key result areas/outputs): Ensure an efficient and cost-effective Anaesthetics service of high quality with a patient-centered focus and addressing the burden of disease in the Worcester Central Ecosystem. Support to major referral centers in the Drainage area of Worcester hospital by doing Outreach and support and improving competencies in the District Health System to manage patients appropriately and impact on wellness in the Geographic area. Financial management by effective and efficient use of resources. Adhere to requirements for all HR matters. Create a learning environment for junior staff, and students, both under- and postgraduate as required. Do appropriate clinical audits and research within the department to stay abreast of clinical development.

**ENQUIRIES APPLICATIONS** : Dr C van der Westhuizen, tel. no. (023) 348-1100  
 : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test and/or 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). The pool of applicants will be considered for vacancies within Worcester Regional Hospital for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

<b><u>CLOSING DATE</u></b>	:	24 October 2025
<b><u>POST 37/211</u></b>	:	<b><u>REGISTRAR (MEDICINE: INTERNAL) (5 POSTS)</u></b> (4-Year Contract)
<b><u>SALARY</u></b>	:	R1 001 349 per annum (A portion of the package can be structured according to the individual's personal needs.)
<b><u>CENTRE</u></b>	:	Groote Schuur Hospital, Observatory
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with the Professions Council: Registration with the HPCSA as a Medical Practitioner. 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): Appropriate and sufficient clinical experience since obtaining the degree of MBChB and after completion of internal medicine rotations. Effective leadership & interpersonal skills. Knowledge, expertise and experience with regards to providing medical services in assessment, diagnosis and treatment of inpatients and outpatients. Previous research experience and publication. FCP (SA) Part 1. Post community service experience in Internal Medicine on an equivalent clinical platform.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Clinical Service Provision. Participate in the teaching program. Effective Clinical Administration in patient records and patient reports. Research and Professional Development (incl. completion of MMED).
<b><u>ENQUIRIES</u></b>	:	Dr D Maughan, tel no. (021) 406-6422 or <a href="mailto:deborah.maughan@uct.ac.za">deborah.maughan@uct.ac.za</a>
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Please ensure that you attach an updated CV. Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all registrar appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plain District Hospital, Victoria Hospital and George Provincial Hospital. 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. 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 the Western Cape according to the yearbook and guidelines. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in

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

<b><u>CLOSING DATE</u></b>	:	24 October 2025
<b><u>POST 37/213</u></b>	:	<b><u>REGISTRAR (GENETICS) (4-YEAR CONTRACT)</u></b>
<b><u>SALARY</u></b>	:	R1 001 349 per annum (A portion of the package can be structured according to the individual's personal needs.)
<b><u>CENTRE</u></b>	:	Groote Schuur Hospital, Observatory
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with the Professions Council: Registration with the HPCSA as a Medical Practitioner. Inherent requirements of the job: Commuted overtime is compulsory. Each Registrar will be appointed in a specific training complex but could be required to work across the platform on request. Competencies (knowledge/skills): Effective leadership & interpersonal skills. Appropriate and sufficient clinical experience since obtaining the degree of MBChB. Knowledge, expertise and experience with regards to providing clinical services in assessment and treatment of patients, both adults and children.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Clinical Service and Counselling Provision to patients and families with or affected by medical genetic disorders. Participate in the teaching program. Research and Professional Development (incl. completion of MMED). Effective Clinical Administration in patient records and patient reports.
<b><u>ENQUIRIES</u></b>	:	Dr K Fieggen, tel no. (021) 404-6235.
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	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). 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 registrarship should they not be successful for advertised Specialist positions. Should registration with the HEI as a student be discontinued for any reason the appointment of Registrar also discontinues. Applicants must indicate whether they have bursary obligations. Please ensure that you attach an updated CV. Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all registrar appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plain District Hospital, Victoria Hospital and George Provincial Hospital. The pool of applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. 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."

<b><u>CLOSING DATE</u></b>	:	24 October 2025
<b><u>POST 37/213</u></b>	:	<b><u>MEDICAL OFFICER GRADE 1 TO 3 (PAEDIATRIC MEDICINE)</u></b> (12 Month Contract) (2 Posts)
<b><u>SALARY</u></b>	:	Grade 1: R1 001 349 per annum Grade 2: R1 142 553 per annum Grade 3: R1 322 352 per annum (A portion of the package can be structured according to the individual's personal needs.)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Red Cross War Memorial Children's Hospital, Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with the Professions Council: Registration with the HPCSA as Medical Practitioner. Experience: <b>Grade 1:</b> None after registration as a 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 who is not required to perform Community Service as required in South Africa. <b>Grade 2:</b> A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as a Medical Practitioner with a recognized foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. <b>Grade 3:</b> 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 recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Applicants must have a valid APLS/ PALS certificate. Must provide after-hours emergency services and participate in commuted overtime at 16-hours per week. Competencies (knowledge/skills): Ability to work in a professional team. Post-internship experience in general paediatrics under onsite supervision of a registered paediatrician. Ability to achieve and maintain good interpersonal relations with staff, patients and their families. Must assist with the provision of a comprehensive paediatric service. Completion of /or exemption from South African Community Service Excellent report, clinical note and referral writing skills. Experience with teamwork, planning, organizing and coordination. Excellent interpersonal, administrative, communication, analytical and problem-solving skills Display empathy for patients, promote advocacy and facilitate holistic treatment. Good time management.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Provide a high-quality clinical service to patients and their families. Supervision of junior medical staff to ensure quality of care and good clinical outcomes. Interaction with (and supervision of where necessary) nursing staff, allied professionals, and students. Informal teaching and training of junior staff in the course of clinical work. Teaching (formal and informal) of undergraduate medical students. Effective and efficient administration of clinical services. Clinical leadership in the workplace. Administration of the HECTIS patient management system and other WCG health applications. Improve professional competence by regular self-learning and reflection with the application of current evidence.
<b><u>ENQUIRIES</u></b>	:	Dr M Salie, tel.no. (021) 658-5430, Email: <a href="mailto:Moegamad.salie@westerncape.gov.za">Moegamad.salie@westerncape.gov.za</a> .
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	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).
<b><u>CLOSING DATE</u></b>	:	24 October 2025



<b><u>POST 37/214</u></b>	:	<b><u>MEDICAL OFFICER GRADE 1 TO 3</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	Grade 1: R1 001 349 per annum Grade 2: R1 142 553 per annum Grade 3: R1 322 352 per annum (A portion of the package can be structured according to the individual's personal needs.)
<b><u>CENTRE REQUIREMENTS</u></b>	:	False Bay Hospital Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with the Professions Council: Registration with the HPCSA as a Medical Practitioner (Independent Practice). Experience: <b>Grade 1:</b> None after registration as a 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. <b>Grade 2:</b> A minimum of 5 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as a 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. <b>Grade 3:</b> A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Willingness to work commuted overtime (compulsory). Competencies (knowledge/skills): To provide good quality, cost effective care to patients accessing clinical services at False Bay Hospital, in the emergency department and acute wards, 72-hour safe unit and outpatient services. To contribute to clinical service improvement. Knowledge of Mental Health Care. To work with the MDT to provide care to mental health care users. Knowledge and management of general medical and surgical conditions at district hospital level. Knowledge applicable to South African TB and HIV care guidelines, mental health care, women and child health care and chronic diseases. Computer literacy (MS Excel, Word, Outlook etc.) and good interpersonal, organizational and teamwork skills. Ability and willingness to perform outreach services within the Southern Western substructure and to provide support and guidance to junior colleagues and nurses. Rotate in different departments according to operational needs and requirements.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Comprehensive, evidence based, direct patient-centered clinical service provision. Ensure compliance by means of maintaining high quality clinical records. Effective administration, management and service development. Conducting appropriate training, teaching and operational research. Effective management and utilization of physical and financial resources.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr K Adamson, tel. no. (021) 832-5265 Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates may be subjected to a practical/written test. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<b><u>CLOSING DATE</u></b>	:	24 October 2025
<b><u>POST 37/215</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)</u></b> West Coast District

<b><u>SALARY</u></b>	:	R693 096 per annum
<b><u>CENTRE</u></b>	:	Malmesbury CDC, Swartland Sub-district
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic R425 qualification (i.e diploma/degree in nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as a Professional Nurse and Midwife. Post-basic qualification with duration of at least 1 year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48), accredited with SANC. Registration with the Professions Council: Registration with (SANC) as a Professional nurse and Midwife. Experience: A minimum of 9 years of appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referring to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in Curative skills in Primary Health Care (R48). Inherent requirements of the job: Valid (Code B/EB) driver's license. Oversee Satellite Clinics and mobile health services. Willingness to work overtime when necessary and willingness to support other clinics in the Sub-district. Competencies (knowledge/skills): Information management with regards to PHC indicators. Quality assurance knowledge. COPC principles and interpretation. Legislation of Ideal Clinic and Office of Health standards compliance. Computer literacy (MS Word and Excel). Good interpersonal and communication skills. Good organizing skills.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Effective and holistic management of patients on PHC level. Effective management and execution of integrated Child Health and Youth Services including school health services. Effective management and execution of integrated maternal & woman's health services according to the guidelines. Effective management and execution of integrated HAST services. Provide holistic management and leadership in the PHC facilities and coordinate mobile services.
<b><u>ENQUIRIES</u></b>	:	Mr RA Christoffels, tel.no. (022) 482-2729
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Candidates may be subjected to a competency-based assessment. The pool of applications will be considered for vacancies within Swartland Sub-district, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<b><u>CLOSING DATE</u></b>	:	24 October 2025
<b><u>POST 37/216</u></b>	:	<b><u>ASSISTANT MANAGER NURSING: GENERAL (NIGHTY DUTY)</u></b> Chief Directorate: Metro Health Service
<b><u>SALARY</u></b>	:	R693 096 per annum
<b><u>CENTRE</u></b>	:	Alexandra Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse with Psychiatry. Registration with the Professions Council: Registration with the SANC as a Professional Nurse and Psychiatry. Experience: A minimum of 8 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Valid (Code B/EB) drivers' licence. Willingness to work night shifts, public holidays, after-hours, standby and weekends. Willingness to travel for official meetings and/or training. Competencies (knowledge/skills): Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how it impacts on service delivery in a rural regional hospital environment. Demonstrates a clear understanding of Infection Prevention Control, Occupational Health and Safety and Risk Management – including Ideal Hospital Framework and Quality Assurance Processes and Compliance. Ensure that clinical nursing practice are rendered by the nursing team and promote quality of nursing care as directed by scope of practice and standards. Managerial and leadership skills and values: integrity, innovative visionary, catalyst for change, self-awareness and confidence, delegation, accountability,

		problem solving & decision making, conflict resolution, interpersonal and communication skills. Very knowledgeable and demonstrates a good understanding of People Management (Human Resource Management). - Demonstrates a good understanding of financial policies and practices. Knowledgeable about relevant legislation pertaining to labour relations, nursing legislation, related legal and ethical nursing practices, relevant public sector policies and protocols. Computer Literacy in MS Word, Excel, PowerPoint and Outlook. Willingness to act as Deputy Nursing Manager: Head of Nursing and other members of the Nurse Management team when required.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Overall coordination, implementation and monitoring of the strategic objectives of nursing, the facility and the Department of Health. Effective management and coordination of quality nursing care within set standards and within legal and professional frameworks. Manage and facilitate both human resources and financial aspects related to the area being managed. Management of information through the collection and analysis of data, report writing and development and implementation of relevant interventions. Policy development and implementation.
<b><u>ENQUIRIES</u></b>	:	Mr M Njongonkulu, tel. no. (021) 503-5077
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. The pool of applications will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."
<b><u>CLOSING DATE</u></b>	:	24 October 2025
<b><u>POST 37/217</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING (SPECIALTY UNIT: EC AND THEATRE)</u></b> Overberg District
<b><u>SALARY</u></b>	:	R693 096 per annum
<b><u>CENTRE</u></b>	:	Swellendam Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic R425 qualification (i.e., diploma or degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency or General or in Medical and Surgical Nursing Science: Operating Theatre. Registration with the Professions Council: Registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in the specific speciality after obtaining the 1-year post basic qualification as mentioned above. Inherent requirements of the job: Ability and willingness to assist with shifts and after-hours hospital cover including weekends, public holidays, night duty relief and overtime should the need arise. Valid Code (B/EB/C1) driver's license. The incumbent will be expected to assist/work at other clinics, mobile, satellite within the SD, when required. Competencies (knowledge/skills): Computer literacy (MS word, Excel, PowerPoint and Outlook). Knowledge and insight of relevant legislation and policy related to this nursing specialty within the public sector. Be able to function independently and as part of the multidisciplinary team. Knowledge of the South African triage (SATS), Hospital and Emergency centre tracking information systems (HECTIS). Ability to promote quality patient care through the setting, implementation, and monitoring standards. Effective communication, interpersonal, leadership, organisational skills, decision making, and conflict resolution skills.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Manage, supervise and coordinating patient care and human resources in the Emergency centre and the Operating theatre departments. Provide strategic leadership and guidance towards realisation of strategic goals and objectives of the organization through the implementation of policies, regulations, and professional practices. Collect, verify and submit accurate statistics monthly with presentation thereof at the monthly Mortality and morbidity meetings. Quality assurance management by auditing clinical

		records, doing ward rounds, managing patient safety incidents and complaints. Ensure in-service training and staff development of subordinates to enhance staff skills and competencies.
<b><u>ENQUIRIES</u></b>	:	Ms F Vermeulen, tel. no. (028) 514-8419
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to competency assessment. The pool of applications will be considered for vacancies within Overberg District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<b><u>CLOSING DATE</u></b>	:	24 October 2025
<b><u>POST 37/218</u></b>	:	<b><u>CLINICAL PROGRAMME COORDINATOR GRADE 1 (CBS)</u></b> <b><u>(COMPREHENSIVE HEALTH SERVICES)</u></b> Cape Winelands District
<b><u>SALARY</u></b>	:	R549 192 per annum
<b><u>CENTRE</u></b>	:	Langeberg Sub-district
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic R425 qualification (i.e., Diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC). Registration with the Professions Council: Registration with the SANC as a Professional Nurse and Midwife. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Good interpersonal relations, leadership and communication skills (verbal and written). Knowledge of the Maternal-Child-Women's-Health, HIV/AIDS/STI/TB, Chronic Disease Management and Community Orientated Primary Care (COPC) Computer literacy (MS Word, Excel and PowerPoint). Ability to work independently and in a multi-disciplinary team.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Provide comprehensive support for the Langeberg Sub-district Primary Health Care management teams to enable implementation and realisation of Western Cape and Cape Winelands District Health plans. Support the implementation and integration of Community Orientated Primary Care (COPC). Link, monitor, evaluate and coordinate COPC partners including but not limited to, funded Non-Profit Organisations (NPOs) and Private Provider Partners. Support Langeberg Sub-Districts to achieve programmatic deliverables including Maternal and Child-Women-Health, First 1000 days strategies, HIV/AIDS/STI/TB, Mental Health, Chronic Disease Management, and realisation of ideal clinic status. Monitor and evaluate programme goals and targets including the collection, validation, interpretation and analysis of statistical data. Support the integration of Palliative care program in the bigger health system
<b><u>ENQUIRIES</u></b>	:	Ms. MP Williams, tel.no. (023) 626-8542
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Short-listed candidates may be subjected to a practical test. The pool of applications will be considered for vacancies within Langeberg Sub District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<b><u>CLOSING DATE</u></b>	:	24 October 2025
<b><u>POST 37/219</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL)</u></b> West Coast District
<b><u>SALARY</u></b>	:	R549 192 per annum
<b><u>CENTRE</u></b>	:	West Coast TB Complex (Sonstraal Transitional Care Hospital), Paarl
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse.

		Registration with the Professions Council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Valid (code B/EB) driver's licence. Willingness to work shifts, overtime, weekends and public holidays on day and night duty depending on operational requirements. Competencies (knowledge/skills): Ability to promote quality patient care through the setting, implementation and monitoring of standards and knowledge and insight of relevant legislation and policies related to nursing within the public sector e.g. Labour relations, disciplinary codes etc. Good organisational, interpersonal, leadership, decision-making, and conflict resolution skills. Basic computer literacy –MS Word, MS Excel, Outlook (proof must be attached). Knowledge of health applications i.e. Clinicom, Sinjani.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Ensure quality nursing care throughout the hospital through participation in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures Participate in training, research and information management. Implement and oversee effective processes and practices regarding quality assurance programmes, initiatives, nursing guidelines, standards and procedures, adhere to National and Provincial policies and Core Standards (Ideal Hospital Framework, OHS). Efficient and effective Management and monitoring of financial, human and physical resources. Provision of effective support and standby duty for Nursing Management Ensure sound Labour Relations.
<b><u>ENQUIRIES</u></b>	:	Ms. N Liebenberg, tel. no. (021) 815-8340
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment. The pool of applications will be considered for vacancies within West Coast TB Complex, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<b><u>CLOSING DATE</u></b>	:	24 October 2025
<b><u>POST 37/220</u></b>	:	<b><u>CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)</u></b> Overberg District
<b><u>SALARY</u></b>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<b><u>CENTRE</u></b>	:	Barrydale Clinic, Swellendam Sub-District
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse and Midwife. Post-basic qualification, with duration of at least 1-year, in Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with the Professions Council: Registration with the SANC as Professional Nurse and Midwife. Experience: <b>Grade 1:</b> A minimum of 4 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General nursing. <b>Grade 2:</b> A minimum of 14 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be an appropriate/recognizable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Valid (Code B/EB/C1) driver's license. The incumbent will be expected to assist/work at other clinics, mobile, satellite within the Sub-District, when required. Competencies (knowledge/skills): Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Interpersonal skills including public relations, negotiating, conflict handling and counseling skills. Knowledge of information management.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Assist with the management of the Burden of Disease according to the Comprehensive Health Programme. Quality of service Plan and implement Health Promotion and Prevention activities infacility and community. Link with the community structures and NPO's. Collect data and submit reports on or before time. Assist with the management

	of human resources, Financial, SCM, Strategy and Health Support, Infrastructure and Equipment.
<b><u>ENQUIRIES</u></b>	: Ms GJ Van Der Westhuizen, tel. no. (028) 514-8400
<b><u>APPLICATIONS</u></b>	: Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	: 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: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care. The pool of applications will be considered for vacancies within Overberg District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<b><u>CLOSING DATE</u></b>	: 24 October 2025
<b><u>POST 37/221</u></b>	: <b><u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING: TRAUMA &amp; EMERGENCY)</u></b> (Chief Directorate: Rural Health Services)
<b><u>SALARY</u></b>	: Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<b><u>CENTRE</u></b>	: George Regional Hospital
<b><u>REQUIREMENTS</u></b>	: Minimum educational qualifications: Basic R425 qualification (i. e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-basic nursing qualification with a duration of at least one year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency. Registration with a professional council: Registration with SANC as a Professional Nurse. Experience: <b>Grade 1:</b> A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. <b>Grade 2:</b> 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 in the relevant specialty. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends, overtime and public holidays to meet the operational requirements. Competencies (knowledge/skills): Knowledge of relevant legislation and policies of the Department of Health Western Cape. Skills to plan, organise & coordinate the service by analysing, problem solving & decision making. Leadership towards the realisation of strategic goals and objectives of the Trauma & Emergency Department.
<b><u>DUTIES</u></b>	: (key result areas/outputs): Ensure quality patient care regarding the identification of nursing care needs, the planning & implementation of nursing care plans and the education of nursing personnel as a Professional Nurse in the Trauma & Emergency department. Render and supervise specialized clinical nursing care and support clinical staff with surgical & medical procedures. Utilize human, material and physical resources efficiently and effectively. Maintain & promote professional growth/ethical standards and development of self & others. Display of core values of the Department of Health WCG in the execution of duties, while practising within the legislation, regulations and protocols applicable to the public service.
<b><u>ENQUIRIES</u></b>	: Ms LK De Goede tel. no. (044) 802-4352
<b><u>APPLICATIONS</u></b>	: Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	: No payment of any kind is required when applying for this post. Candidates may be subject to a practical. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health

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

<b><u>CLOSING DATE</u></b>	:	24 October 2025
<b><u>POST 37/222</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING: TRAUMA AND EMERGENCY) (6 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<b><u>CENTRE</u></b>	:	Tygerberg Hospital, Parow Valley
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse and Midwife. A post-basic nursing qualification, with duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Trauma and Emergency Nursing or Medical and Surgical Nursing Science: Critical Care Nursing: General. Registration with the Professions Council: Registration with the SANC as Professional Nurse and Midwife. Experience: <b>Grade 1:</b> A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. <b>Grade 2:</b> A minimum of 14 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirements of the job: Willingness to work shifts, day & night duty, weekends and public holidays to meet the operational requirements. Competencies (knowledge/ skills): Knowledge and insight of relevant legislation and policy related to nursing within the Department of Health Western Cape. Plan, Organize, & Coordinate the service by analysing, problem solving, and decision making. Leadership towards the realization of strategic goals and objective of the speciality clinical department. Display core values of the Department of Health and Wellness (WCG) on the execution of duties while practicing within the legislation, regulations and protocols applicable to the public service.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Ensure quality patient care regarding the identification of nursing care needs, the planning and implementation of nursing care plans and the education of the nursing personnel as a Professional Nurse in the specific speciality clinical area. Render and supervise specialised clinical nursing care and support clinical staff with procedures within the specific clinical speciality unit. Utilize human, material and physical resources and development of self and others.
<b><u>ENQUIRIES</u></b>	:	Ms V Dubase, tel. no. (021) 938-4055
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for the post. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within the predetermined period of time. Candidates who are not in possession of stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification in Medical and Surgical Science: Trauma and Emergency or Medical and Surgical Nursing Science: Critical Care Nursing: General
<b><u>CLOSING DATE</u></b>	:	24 October 2025
<b><u>POST 37/223</u></b>	:	<b><u>OCCUPATIONAL THERAPIST GRADE 1 TO 3</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	Grade 1: R397 233 per annum Grade 2: R463 941 per annum

<b><u>CENTRE REQUIREMENTS</u></b>	:	Grade 3: R543 099 per annum Stikland Hospital
	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Registration with the Professions Council: Registration with the HPCSA as an Occupational Therapist. Experience: <b>Grade 1:</b> None after registration with the HPCSA as an Occupational Therapist. One-year relevant experience after registration with the HPCSA as an Occupational therapist in respect of foreign qualified employees, of whom is not required to perform Community Service, as required in South Africa. <b>Grade 2:</b> Minimum of 10 years relevant experience after registration with the HPCSA as an Occupational Therapist. Minimum of 11-year relevant experience after registration with the HPCSA as an Occupational therapist in respect of foreign qualified employees, of whom is not required to perform Community Service, as required in South Africa. <b>Grade 3:</b> Minimum of 20 years relevant experience after registration with the HPCSA as an Occupational Therapist. Minimum of 21-year relevant experience after registration with the HPCSA as an Occupational therapist in respect of foreign qualified employees, of whom is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: Valid driver's licence. Competencies (knowledge/skills): Knowledge of providing intervention for clients with mental health challenges. Knowledge of applicable health legislation, relevant acts, policies and procedures. Understanding of evidence-based practice and knowledge of PSR model in a Mental health environment. Computer literacy.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Provide evidence based Clinical Service within a Mental health setting in accordance with prescribed requirements and protocols. Conduct assessments and implement treatments plans within allocated areas. Administration related to clinical service delivery. Ensure effective resource management. Student supervision and training. Management of events and projects advocating for mental health services. Ensure continued professional development by staying abreast with developments within the profession.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms Y Louw, tel. no. (021) 940-4590
	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	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 on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status). The pool of applications will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<b><u>CLOSING DATE</u></b>	:	24 October 2025
<b><u>POST 37/224</u></b>	:	<b><u>DIETICIAN GRADE 1 TO 3</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R397 233 per annum Grade 2: R463 941 per annum Grade 3: R543 099 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	:	Tygerberg Hospital, Parow Valley
	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Dietician. Registration with the Professions Council: Registration with the HPCSA as a Dietician. Experience: <b>Grade 1:</b> None after registration with the HPCSA in Dietetics in respect of RSA qualified employees. One-year relevant experience after registration with the HPCSA as a Dietician in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. <b>Grade 2:</b> Minimum of 10 years relevant experience after registration with the HPCSA in Dietician in respect of SA qualified employees who performed Community Service, as required. Minimum of 11



years relevant experience after registration with the HPCSA as a Dietician in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Minimum of 20 years relevant experience after registration with HPCSA as a Dietician in respect of SA qualified employees who performed Community Service, as required in South Africa. Minimum of 21 years relevant experience after registration with the HPCSA as a Dietician in respect of foreign qualified employees. Inherent requirements of the job: Required to participate in weekend duties. Required to accumulate CEU points for continued registration with HPCSA. Competencies (knowledge/skills): Thorough knowledge and exposure to all aspects relating to Dietetics in all aspects of dietetics. Good interpersonal, communication and organisational skills. Computer literacy. Good communication skills (written and verbal). Relevant experience in student training.

<b><u>DUTIES</u></b>	:	(key result areas/outputs): Render a therapeutic service to in- and out-patients. In-service training to personnel and dietetic students. Support to supervisor.
<b><u>ENQUIRIES</u></b>	:	Ms N Esau, tel. no. (021) 938-5168
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for the post. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration as Dietician with the relevant council (including individuals who must apply for change in registration status)".
<b><u>CLOSING DATE</u></b>	:	24 October 2025
<b><u>POST 37/225</u></b>	:	<b><u>EMS EMERGENCY CALL CENTRE SUPERVISOR (2 POSTS)</u></b> Emergency and Clinical Support Services
<b><u>SALARY CENTRE</u></b>	:	R325 101 per annum Emergency Medical Services Central Karoo Centre (1 post) Cape Winelands Centre (1 post)
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (Grade 12) or equivalent. Experience: Appropriate experience in Emergency Call Centre environment (Minimum of 5 continuous years of experience with call taking and dispatching). Appropriate previous supervisory experience. Inherent requirements of the job: Ability to work shifts and overtime, as needed. Competencies (knowledge/skills): Competency in the CAD (CareMonX) system. Good leadership, communication, and interpersonal skills. Good planning, leading, organizing and control abilities. Ability to work well under pressure. Computer Literacy with MS Word, Excel and Power point, Outlook and Internet.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Efficient, effective, and quality management of the Shift or Component in the CTCC. Cost Effective Management of allocated overtime needs. Effective Human Resource Management, Training and Development and the management of Labour Relations matters. Supervision and Management of all Administrative Requirements. Effective Communication and Liaison with internal and external clients. Support to colleagues and the CT Centre Manager.
<b><u>ENQUIRIES</u></b>	:	Ms BA Dees tel. no (021) 346-6032 – Cape Winelands; Ms M Arries tel. no. (044) 805-5070 – Central Karoo
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. The pool of applications will be considered for vacancies within Emergency Medical Services, for a period of three months from the date of the advert, provided in the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Shortlisted candidates will be expected to undergo a practical assessment.
<b><u>CLOSING DATE</u></b>	:	24 October 2025

<b><u>POST 37/226</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (ASSET MANAGEMENT)</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Tygerberg Hospital, Parow Valley
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate administrative experience in line with the duties (key result areas/outputs) the post. Appropriate administrative experience in a clinical or healthcare setting. Inherent requirement of the job: Valid (Code B/EB) driver's license and willingness to travel. Competencies (knowledge/skills): Working knowledge and experience of Asset Management and Supply Chain Management in the Public Service. Strong analytical and strategic thinking abilities. Computer skills in MS Office (i.e. Word, Excel, PowerPoint and Outlook). Good interpersonal and organisational skills. Ability to work in a team context and motivate team members. Knowledge of PFMA, Finance instructions, Provincial and National Treasury regulations, Supply Chain Instructions as well as Accounting Officer System. Attention to detail and adherence to deadlines. Strong organizational and communication skills. Ability to manage multiple priorities and work independently. Computer literacy (MS Word, Excel and Outlook) and familiarity with Syspro or LOGIS.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Asset Register Maintenance. Asset Verification. Disposal Management & Loss Control Process. Additions of assets Management. Contract Performance Management. Support to supervisor and management. People Management.
<b><u>ENQUIRIES</u></b>	:	Ms V Groenewald, tel. no. (021) 938-4911
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical assessment.
<b><u>CLOSING DATE</u></b>	:	24 October 2025
<b><u>POST 37/227</u></b>	:	<b><u>ADMINISTRATIVE OFFICER (BID ADMINISTRATION AND CONTRACT MANAGEMENT)</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Red Cross War Memorial Children's Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate supervisory and management experience in SCM. Appropriate experience in the procurement of equipment and services in a SCM environment. Appropriate experience in the Formal Bidding and Procurement process. Competencies (knowledge/skills): Knowledge of and practical experience in Logis and/or Syspro, Electronic Procurement System (ePS), or other relevant procurement systems used in the public sector. Computer literacy in MS Word, MS Excel, Outlook. Good organisational skills. Excellent managerial and leadership skills. knowledge and experience of the Bids and contract management process. Knowledge of Asset and Inventory (warehouse) Management procedures. Knowledge of PFMA, Finance instructions, Provincial and Treasury regulations. Knowledge of the Preferential Procurement Policy Framework Act 5 of 2000 (PPPFA). Ability to apply the Disciplinary code.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Facilitate the end-to-end Bid Process for Red Cross War Memorial Children's Hospital from demand management through specification, advertising, evaluation, adjudication, award, and contract implementation, including performance monitoring and related administrative duties. Manage procurement transactions effectively and efficiently on LOGIS, IPS, and the Electronic Procurement System (ePS), including performing the role of an Approver on ePS. or IPS. Maintain and monitor all awarded contracts, including tracking of contract deliverables, performance reviews, expiry dates, renewal timelines, and lease management. Ensure accurate, timely, and compliant reporting of procurement and equipment purchases to Head Office, management, and other relevant stakeholders. Coordinate the procurement of all institutional assets, both major and minor, ensuring alignment with demand

		plans and full budget utilisation. Liaise with internal end-users, service providers, and external government departments on Supply Chain matters to ensure responsive and compliant procurement. Ensure that procurement processes adhere to the PFMA, National and Provincial Treasury regulations, SCM prescripts, delegations, and the PPPFA. Identify procurement risks and implement mitigation controls throughout the bid and contract lifecycle. Maintain audit-ready documentation for all procurement and bid-related transactions. Support internal and external audits. Monitor supplier performance and address underperformance or breaches in line with contract terms and disciplinary procedures. -Participate in Bid Specification, Evaluation Committees as an SCM representative. Assist with the preparation of demand plans and procurement plans aligned to the institutional strategic objectives. Contribute to quarterly and annual reporting for SCM performance indicators. Develop and provide training to staff on SCM processes, systems (LOGIS, ePS), and applicable regulations to build internal capability and compliance awareness. Oversee the performance management, training, development, and disciplinary matters of staff under your supervision in line with HR policies.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr O Zibayi tel. no. (021) 658-5698/Mr S Ntsonkotha, tel. no. (021) 658-5298. Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. CVs should address experience and knowledge extensively with regards to duties above.
<b><u>CLOSING DATE</u></b>	:	24 October 2025
<b><u>POST 37/228</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT (EMPLOYEE SERVICES AND TALENT SOURCING)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R325 101 per annum Tygerberg Hospital, Parow Valley Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Recruitment and Selection. Appropriate experience in using biometric machine (hosting of fingerprints/ verification checks). Appropriate working experience on the on-line advertisement system. Competencies (knowledge/skills): Computer Literacy in MS Word, Excel and Persal. Good communication skills. Knowledge of Employment Equity and Recruitment and Selection Policy and Circulars. Knowledge of the Staff Performance Management System (SPMS).
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Assist with and co-ordinate Recruitment and Selection processes. Assist and advise with the compilation of job descriptions and advertisements. Uploading of advertisements on the on-line system. Provide an advisory and support service in the application of Recruitment and Selection policy and procedures and EE matters. Scrutinise motivations for procedural correctness and fairness. Supervision, training and development of staff. Effective record-keeping and keeping of accurate statistics.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms VG De Jager, tel. no. (021) 938-5194 Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a practical assessment.
<b><u>CLOSING DATE</u></b>	:	24 October 2025
<b><u>POST 37/229</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: RELIEF)</u></b> Chief Directorate: Rural Health Services
<b><u>SALARY</u></b>	:	Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	:	George Regional Hospital Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with a professional council: Registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Experience: <b>Grade 1:</b> None after registration as Professional Nurse with the SANC in General Nursing. <b>Grade 2:</b> A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. <b>Grade 3:</b> A minimum of

	20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Will be required to work shifts, night duty, weekends, public holidays as well as overtime. Willingness to rotate within the hospital. Competencies (knowledge/skills): Basic Computer literacy (MS Office). Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Ability to communicate effectively verbally and written. Knowledge of the nursing processes & procedures as outlined in Nursing Act and SANC regulations. Professionalism, good Interpersonal communication skills, leadership skills and flexibility. Skills to plan, organize & coordinate the service by analysing, problem solving and decision making.
<b><u>DUTIES</u></b>	: (key result areas/outputs): Ensure quality patient care regarding the identification of nursing care needs, the planning & implementation of nursing care and the education of nursing & other personnel. Render advanced clinical nursing care and support clinical staff with surgical & medical procedures. Utilize human, material and physical resources efficiently and effectively. Maintain professional growth/ethical standards and self- development. Display of core values of the Department of Health WCG in the execution of duties.
<b><u>ENQUIRIES</u></b>	: Ms LA Campbell, tel. no. (044) 802-4371 / 4537
<b><u>APPLICATIONS</u></b>	: Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	: No payment of any kind is required when applying for this post. Candidates may be subject to a practical. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within George Regional Hospital for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements and salary level are the same as those of the advertised post.
<b><u>CLOSING DATE</u></b>	: 24 October 2025
<b><u>POST 37/230</u></b>	: <b><u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING)</u></b> <b><u>(SURGERY FEMALE WARD)</u></b> Chief Directorate: Rural Health District
<b><u>SALARY</u></b>	: Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum
<b><u>CENTRE</u></b>	: Paarl Hospital
<b><u>REQUIREMENTS</u></b>	: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with SANC as a professional nurse. Experience: <b>Grade 1:</b> None after registration as Professional Nurse with the SANC in General Nursing. <b>Grade 2:</b> A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. <b>Grade 3:</b> A minimum of 20 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work shifts, night duty, overtime, public holidays and weekends. Willingness to rotate to other departments if required, excluding Midwifery. Competencies (knowledge/skills): Basic Computer literacy (MS Office) Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care, Excellent communication skills (both written and verbal).
<b><u>DUTIES</u></b>	: (key result areas/outputs): Provide direction and supervision for the implementation of the nursing plan (clinical practice or patient care). Implement standards, practices, criteria, and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain constructive working relationship with nursing and other stakeholders. Utilize human, material, and physical resources efficiently and effectively.

<b><u>ENQUIRIES</u></b>	:	Ms AL Solomons, tel.no. (021) 860-2504, Email: <a href="mailto:anthea.solomons@westerncape.gov.za">anthea.solomons@westerncape.gov.za</a>
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to 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). Shortlisted candidates may be subjected to a compulsory competency test. The pool of applications will be considered for vacancies within (Paarl Hospital), for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post
<b><u>CLOSING DATE</u></b>	:	24 October 2025
<b><u>POST 37/231</u></b>	:	<b><u>PHARMACIST ASSISTANT (POST BASIC) GRADE 1 TO 3 (INSTITUTIONAL)</u></b> Cape Winelands Health District
<b><u>SALARY</u></b>	:	Grade 1: R264 750 per annum Grade 2: R306 411 per annum Grade 3: R330 540 per annum
<b><u>CENTRE</u></b>	:	TC Newman CDC and PHC Clinics, Drakenstein Sub-district
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: As required by the training facility and the South African Pharmacy Council (SAPC) plus a Post Basic Pharmacist Assistant qualification that allows registration with the SAPC as a Pharmacist Assistant (Post-Basic) (Institutional). Registration with the Professions Council: Registration with the South African Pharmacy Council as Pharmacist's Assistant (Post-Basic) (Institutional) or Pharmacist Assistant (Post-Basic). Experience: <b>Grade 1:</b> None after registration as Pharmacist's Assistant (Post Basic) with the SAPC. <b>Grade 2:</b> A minimum of 5 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. <b>Grade 3:</b> A minimum of 13 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to perform regular after-hours duties. Willingness to travel between PHC facilities in the Drakenstein Sub District and provide relief as Pharmacist's Assistant (Post Basic). Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel, PowerPoint and Outlook). Ability to work accurately under pressure and maintain a high standard of professionalism. Ability to work in a multi-disciplinary team with excellent interpersonal and communication skills. Appropriate knowledge of National and Provincial Health Policies, Medicines Act 101 of 1965, the Pharmacy Act 53 of 1974 and Public Finance Management Act. Appropriate clinical and pharmaceutical knowledge. Innovative analytical thinking and the ability to initiate, co-ordinate, manage and sustain programs.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Pharmaceutical service delivery according to legislation and scope of practice. Effective medicine supply management (Receiving, storage, control and distribution of pharmaceuticals) including cold chain management in all areas where medications are kept. Provision of health information and advice on correct usage and storage of medication Assistance with waste management and rational usage of resources. Compliance with policy and legislative requirements and Good Pharmacy Practice Guidelines. Assistance with the Chronic Dispensing Unit (CDU) processes.
<b><u>ENQUIRIES</u></b>	:	Dr R Gaffoor, tel. no. (021) 877-6400
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. No payment of any kind is required when applying for this post. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who

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

<b><u>CLOSING DATE</u></b>	:	24 October 2025
<b><u>POST 37/232</u></b>	:	<b><u>DIETICIAN GRADE 1 TO 3 (5/8TH POST)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	Grade 1: R248 271 per annum Grade 2: R289 962 per annum Grade 3: R339 438 per annum
<b><u>CENTRE</u></b>	:	Khayelitsha Eastern Sub-structure Office
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Dietician. Registration with the Professions Council: Registration with Health Professions Council of South Africa (HPCSA) as a Dietician. Experience: <b>Grade 1:</b> None after registration with the HPCSA as a Dietician in respect of RSA qualified employees. One-year relevant experience after registration with the HPCSA as a Dietician in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. <b>Grade 2:</b> Minimum of 10 years relevant experience after registration with the HPCSA as a Dietician in respect of SA qualified employees. Minimum of 11 years relevant experience after registration with the HPCSA as a Dietician in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. <b>Grade 3:</b> Minimum of 20 years relevant experience after registration with HPCSA as a Dietician in respect of SA qualified employees. Minimum of 21 years relevant experience after registration with the HPCSA as a Dietician in respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Willingness to conduct outreaches to local clinics, community day/ health centres and communities. Valid Code B/EB driver's license. Competencies (knowledge/skills): Thorough knowledge and exposure to all aspects relating to Dietetics. Good interpersonal, communication, counselling and organisational skills. Computer literate in Word, Excel, PowerPoint, Outlook and MS Teams. Facilitation, presentation and project coordination skills. Sound knowledge of INP & nutrition policies.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Managing burden of disease by improving nutrition in the early life and late life course to all patients. Provide community outreach, conduct projects and activities by rendering a therapeutic service Capacitated workforce. Provide in-service training and mentoring of all categories of personnel and students on nutrition related topics to. General administration including assisting with planning, reporting activities conducted, and monitoring of nutritional programmes.
<b><u>ENQUIRIES</u></b>	:	Ms A Bedford-Titus, tel. no. (021) 360-4622) or email: ( <a href="mailto:Ashlena.Bedford-Titus@westerncape.gov.za">Ashlena.Bedford-Titus@westerncape.gov.za</a> )
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for the post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration. The pool of applicants will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Candidates will be subjected to a written/practical and oral assessment.
<b><u>CLOSING DATE</u></b>	:	24 October 2025

<b><u>POST 37/233</u></b>	:	<b><u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT: DENTAL (ASSETS)</u></b>
		Chief Directorate: Metro Health Service
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Oral Health Centres, Tygerberg/Mitchell's Plain Platform
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas of the post. Experience: Appropriate experience in Asset Management. Appropriate experience and knowledge in LOGIS. Inherent requirements of the job: Ability to lift and move heavy equipment. Competencies (knowledge/skills): Computer literacy (MS Work, Excel and Outlook). Sound knowledge of PFMA, National and Provincial Treasury Instructions, and Legislation pertaining to asset management. Good communication skills.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Effective maintenance of assets and systems and of the asset register. Controlling movement of assets and disposal of assets. Receiving and issuing of Gifts and Donations. Perform asset verification duties. Physical lifting and moving of Assets. Assist with the compilation of the Annual Financial Statements. Follow up all outstanding transactions. ICN and Item Record Maintenance.
<b><u>ENQUIRIES</u></b>	:	Mr C Gertse, tel. no. (021) 937-3190
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Short listed candidates will be subjected to a written and oral assessment. The pool of applicants will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of 3 months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<b><u>CLOSING DATE</u></b>	:	24 October 2025
<b><u>POST 37/234</u></b>	:	<b><u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT: ACQUISITION MANAGEMENT (PROCUREMENT)</u></b>
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Groote Schuur Hospital, Observatory
<b><u>REQUIREMENTS</u></b>	:	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 Supply Chain Management. Appropriate experience and knowledge in Public Sector Procurement and Supply Chain Management Processes and Procedures. Competencies (knowledge/skills): Ability to work under pressure. Good communication skills (verbal and written). Computer literacy and have knowledge of related procurement systems, SYSPRO, EPS, ESL. Knowledge and understanding of relevant acquisition management legislation and regulations. Knowledge of SCM framework, AO System, Provincial Treasury Instructions, Practice Notes and delegations issued in terms of section 44 of PFMA.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Sourcing of Quotations for Goods and Services via the EPS i.e., Buyouts, mini contracts, staggered orders and procuring from contracts to ensure adequate supply of stock. Preparation of Quotation Batches for the Quotation Committee. Processing and expediting of Purchase Orders. Communication/Follow-ups and Feedback with Suppliers and End-users. Be an active member of the innovation team within SCM to improve on processes and work methods.
<b><u>ENQUIRIES</u></b>	:	Mr JK Pypers, Tel no. (021) 404-2338
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. The pool of applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Shortlisted candidates may be subjected to a practical test.

<b><u>CLOSING DATE</u></b>	:	24 October 2025
<b><u>POST 37/235</u></b>	:	<b><u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Du Noon CHC
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in inventory and stores management, or supply chain management, and assets management administration. Appropriate experience working in a healthcare or clinical setting. Familiarity with medical supplies and equipment. Knowledge of inventory management software and systems (LOGIS). Inherent requirements of the job: Valid Driver's License. Willingness to lift heavy boxes and assets. Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel and PowerPoint, Outlook). Ability to function independently as well as in a multi-disciplinary team. Communication, interpersonal skills, organisational and time management skills. Knowledge and experience in Healthcare Supply Chain Management and Finance principles and administrative processes. Knowledge of the LOGIS systems, PFMA, Treasury Directives and Legislations on SCM and Assets Management. Ability to adapt to changing priorities and deadlines.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Issue and receive stock (physically and on LOGIS) and ensuring the safekeeping of stock. Update stock and perform regular spot checks of stock items, and regular stock takes. File all relevant documentation and ensure audit compliance. Follow up on outstanding orders with suppliers and Hub Hospital. Assist with all general tasks within the SCM and Finance department. Perform the duties of procurement of goods/services and asset management. Ensure that the FIFO principle is maintained in the stores. Handle queries in all aspects within the SCM department.
<b><u>ENQUIRIES</u></b>	:	Mr R. Hall, tel.no. (021) 200-4501 / Ms T. Petshwa tel.no. (021) 200-4532
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	24 October 2025
<b><u>POST 37/236</u></b>	:	<b><u>ADMINISTRATION CLERK: ADMISSIONS (2 POSTS)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Vanguard CHC (1 post) Protea Park CDC (1 post)
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience. Inherent requirement of the job: Perform relief duties as required. Competencies (knowledge/skills): Computer literacy. Good communication (verbal and written) and interpersonal skills. Knowledge of Hospital Fees Memorandum Chapter 18, PFMA, UPFS. Knowledge of PHCIS. Ability to work under pressure, independently, unsupervised, in a team and to accept accountability and responsibility, maintains confidentiality.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Accurate collection, safekeeping and deposit of state money. Deal with written and or telephonic queries or enquiries with regards to patient admission matters. Information management: daily collection and collation of statistics in reception. Correct patient assessment and accurate data recording. Perform relief duties and support to supervisor. Admission of patients: obtain information from patient and capture on computer. Ensure correct management of patient folders at reception areas and schedule appointments (new, follow-up and operations) on system. Recordkeeping, compile new, retrieve, file, trace lost and manage duplicates & old folders as well as maintain a record system and archive.
<b><u>ENQUIRIES</u></b>	:	Mr. B Yako,tel. No. (021) 695-8242 (Vanguard CHC); Ms. J February, tel. no. (021) 333- 5702 (Protea Park CDC)
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Short-listed candidates may be subjected to a practical assessment. The pool of applicants



will be considered for other vacant Administrative Clerk: Admissions within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert

<b><u>CLOSING DATE</u></b>	:	24 October 2025
<b><u>POST 37/237</u></b>	:	<b><u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (STORES)</u></b>
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Groote Schuur Hospital, Observatory
<b><u>REQUIREMENTS</u></b>	:	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 Supply Chain Management and Warehouse environment. Competencies (knowledge/skills): Organisational skills. Computer literacy (MS Word, Excel, Outlook). Good interpersonal and communication skills. Knowledge of/skills in SYSPRO.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Communication and liaison: Proper resolution of queries and provide assistance where needed. Store Management: Ensure the effective running of the store/warehouse. Stock counts: To verify stock holding and identify slow moving stock. Vendor management: Communicate and manage suppliers. Record management: Proper filing and updating of electronic system.
<b><u>ENQUIRIES</u></b>	:	Mr S Block, tel no. (021) 404-2044.
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test. The pool of applicants will be considered for other similar posts within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<b><u>CLOSING DATE</u></b>	:	24 October 2025
<b><u>POST 37/238</u></b>	:	<b><u>STAFF NURSE GRADE 1 TO 3</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	Grade 1: R220 614 per annum Grade 2: R262 287 per annum Grade 3: R306 798 per annum
<b><u>CENTRE</u></b>	:	Eerste River Hospital, Khayelitsha/Eastern Sub-structure (Theatre And CSSD) (2 Posts), (Paediatrics And Neonatal) (1 Post)
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Experience: <b>Grade 1:</b> None. <b>Grade 2:</b> A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as Enrolled Nurse. <b>Grade 3:</b> A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Enrolled Nurse. Registration with the Professions Council: Registration with the SANC as Enrolled Nurse. Inherent requirement of the job: Willingness to work night duty, weekends, public holidays as well as overtime. It will be expected of the incumbent to rotate within the hospital. Competencies (knowledge/skills): Ability to interpret basic clinical signs and symptoms. Knowledge of Nursing Practices and IPC, control measures and practices. Ability to lift and turn patients, stand long hours and lift heavy equipment. Good communication skills. Basic Computer Literacy. Self-discipline.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Provide basic clinical nursing care. Development and implementation of basic patient care plans. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Actively participating in in-service training interventions.
<b><u>ENQUIRIES</u></b>	:	Ms MM Luphondo, tel. no. (021) 902-8010/57
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	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 with the SANC (including individuals who must apply for change of registration status). Candidates will be subjected to a written/practical and oral assessment. The pool of applications will be considered for vacancies within Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

<b><u>CLOSING DATE</u></b>	:	24 October 2025
<b><u>POST 37/239</u></b>	:	<b><u>STAFF NURSE GRADE 1 TO 3</u></b> (Chief Directorate: Rural Health Services)
<b><u>SALARY</u></b>	:	Grade 1: R220 614 per annum Grade 2: R262 287 per annum Grade 3: R306 798 per annum
<b><u>CENTRE</u></b>	:	George Regional Hospital (Trauma And Emergency) (1 Post) (Theatre And Day Ward) (1 Post) (Neonatal ICU) (1 Post) (Mixed Surgery) (1 Post)
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualifications: Qualification that allows registration with the SANC as a Staff Nurse. Registration with a professional council: Registration with the SANC as Staff Nurse. Experience: <b>Grade 1:</b> None. <b>Grade 2:</b> A minimum of 10 years' appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse. <b>Grade 3:</b> A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse. Inherent requirements of the job: Will be required to work shifts, night duty, weekends, public holidays as well as overtime. It will be expected of the incumbent to rotate within the hospital. Competencies (knowledge/skills): Knowledge nursing processes & procedures as outlined in Nursing Act and SANC regulations. Training competencies include: Aseptic technique, Wound dressing. Basic pharmacology and mathematical skills to do calculation re dosages in medication. Basic principles of Health education. Knowledge of the nursing Care Process. Knowledge of medical legal hazards. Professionalism, good Interpersonal communication skills. Responsive, pro-active, flexible, assertive and supportive. Leadership skills.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Development and implementation of basic patient care. Provide basic clinical nursing care. Effective utilization of physical and financial resources. Maintain professional growth/ethical standards and self-development.
<b><u>ENQUIRIES</u></b>	:	Ms LK De Goede tel. no. (044) 802-4352
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates may be subject to a practical. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within George Regional Hospital for a period of 3 months from date of advert, provided that that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<b><u>CLOSING DATE</u></b>	:	24 October 2025
<b><u>POST 37/240</u></b>	:	<b><u>SOCIAL AUXILIARY WORKER GRADE 1 TO 3</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R192 972 per annum Grade 2: R227 292 per annum Grade 3: R270 009 per annum
<b><u>CENTRE</u></b>	:	Red Cross War Memorial Children's Hospital

**REQUIREMENTS**

: Minimum educational qualification: Appropriate qualification that allows for the registration with the South African Council for Social Services Professions (SACSSP) as Social Auxiliary Worker. Registration with the Professions Council: Registration with the South African Council for Social Service Profession (SACSSP) as a Social Auxiliary Worker. Experience: **Grade 1:** No experience required. **Grade 2:** A minimum of 10 years' appropriate experience in Social Auxiliary Worker after registration as a Social Auxiliary Worker with the SACSSP or no experience after registration as Social Auxiliary worker with SACSSP and successful completion of 2nd academic year of an appropriate qualification that allows for registration as Social Worker with SACSSP. **-Grade 3:** A minimum of 20 years appropriate experience in Social Auxiliary Work after registration as a Social Auxiliary Worker with the SACSSP or 10 years' experience after registration as Social Auxiliary Worker with SACSSP and successful completion of 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with SACSSP or No experience after registration as Social Auxiliary Worker with SACSSP and successful completion of 3rd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with SACSSP. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Knowledge of the various aspects of social work services in a hospital setting. Skills and knowledge of psychosocial assessments, counselling skills and administration. Sound knowledge of relevant community resources. Good interpersonal skills, written and spoken communication skills. Proven computer literacy. Able to work and communicate in a multidisciplinary team. Information and knowledge management – able to keep precise records and compile accurate reports. Organizing and planning skills. Client orientation and customer focused.

**DUTIES**

: (key result areas/outputs): Effective individual, family and group counselling to patients and family members. Able to understand human behaviour, ability to form professional trusting relationships with clients which enables purposeful problem solving and support. Liaise with the MDT, partnering with stakeholders and linking patients with external service providers. Able to assist and support social workers with rendering social work services across all inpatient and outpatient service areas. Produce and maintain accurate records on the medical file. Support to supervisor and colleagues. Perform all required administrative tasks and statistics. Participate in all required Social Work Department processes and administration as required. Attend relevant training courses for professional development. Assist the social work team in the organization, management and dispensing of any material assistance in accordance with protocols. Assist in language interpretation, group work and social work department / training logistics.

**ENQUIRIES  
APPLICATIONS**

: Ms C Brown, tel. no. (021) 658-5196  
: Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE**

: No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable for health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within Red Cross Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

**CLOSING DATE**

: 24 October 2025

**POST 37/241****FOOD SERVICES AID****SALARY  
CENTRE  
REQUIREMENTS**

: R138 486 per annum  
: Red Cross War Memorial Children's Hospital  
: Minimum educational qualification: Basic reading, writing and numerical skills. Experience: Appropriate experience in meal preparation/cooking of at least 250 meals at one time within a hospital or any industrial kitchen environment where

		a wide variety of meals are being prepared. Inherent requirements of the job: Cooking knowledge and skills. Willingness to work shifts during the day, weekends and public holidays. The physical ability to lift heavy equipment and supplies and stand on feet for most of the day. Dress according to the departmental/food service specifications. Work a 10-hour day shift and weekends and public holidays (1 in 2). Competencies (knowledge/skills): Knowledge of appropriate hygiene and safety procedures in an industrial food service unit. The ability to handle industrial equipment. The ability to communicate effectively. The ability to create tasty meals.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Pre-prepare and prepare meals for normal and special diets. Dish up and distribute meals. Assist with the receipt and storage of food supplies. Maintain general hygiene in the Food Service Unit. Follow hygiene and safety directives for the use of apparatus and equipment. Report broken apparatus and equipment. Maintain safety measures for apparatus and equipment. Assist with the informal in-service training as required.
<b><u>ENQUIRIES</u></b>	:	Ms M Coetzee, tel.no. (021) 658-5217.
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be required to complete a practical test.
<b><u>CLOSING DATE</u></b>	:	24 October 2025
<b><u>POST 37/242</u></b>	:	<b><u>FOOD SERVICES AID</u></b>
<b><u>SALARY</u></b>	:	R138 486 per annum
<b><u>CENTRE</u></b>	:	Groote Schuur Hospital, Observatory
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic Numeracy and Literacy Experience: Appropriate experience. Inherent requirements of the job: Ability to work day/night shifts (weekends and public holidays) Must be willing to enter all types of hospital wards and serve the patients. Ability to do work of a physical nature which includes lifting heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Knowledge of production for normal and therapeutic diets in a foodservice unit. Knowledge of HACCP and safety principles.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Utilise the Cook Chill System which involves pre-preparation, cooking, plating, distributing, regenerating, serving meals and beverages for the patients in accordance with the PGWC Food Service Policy. Follow standardized PGWC Recipes and Menus. Assist in receipt and storage of all provisions in the foodservice unit. Clean and maintain the kitchen area and equipment and adhere to health and safety regulations. Communicate with patients and kitchen staff and feedback problems and recommendations to the Foodservice supervisor/manager. Dress according to Departmental specifications and adhere to Hospital/PGWC Policy.
<b><u>ENQUIRIES</u></b>	:	Ms K .Mapekula, tel.no. (021) 404-4002
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. The pool of applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Shortlisted candidates may be subjected to a practical test as part of the recruitment process.
<b><u>CLOSING DATE</u></b>	:	24 October 2025