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

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 39 OF 2026
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1. **Introduction**

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

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

2. **Directions to candidates**

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

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

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

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

3. **Directions to departments**

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

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

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

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

4 SMS pre-entry certificate

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

AMENDMENT : **INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE**: Kindly note that posts of Director: Security & Facilities Management with Ref No: Q9/2026/54 and Director Risk & Integrity Management with Ref No: Q9/2026/55, advertised on Public Service Vacancy Circular 38 dated 23 October 2026 with a closing date of 06 November 2026, please note that the closing date has been extended to 16 November 2026. Apologies for any inconvenience caused.

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ANNEXURE U

PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF EDUCATION

APPLICATIONS : Applications must be submitted via the provincial e-recruitment system accessible at: https://ecprov.gov.za (under Careers) and/or at https://erecruitment.ecotp.gov.za. The Provincial e-Recruitment System is available 24/7 and closes at 23: 59 on the Closing Date. To report any e-Recruitment System challenges send an email with your (i) ID Number, (ii) profile email address, (iii) details of your issue to: erecruitment@ecdoe.gov.za. Do not send any applications to this email address; should you do so, your applications/ CV will be regarded as lost and will not be considered. Technical support is limited to working hours: (08:00 16:30 Mon-Thursday and 08:00-16:00 on Friday). Direct all enquiries to the specified enquiries person or email Address.

CLOSING DATE : 13 November 2026. Applications received after closing date will not be considered.

NOTE : Applications must be submitted on a duly completed New Z83 form (effective from 01 January 2021), e-Recruitment System automatically generates Z83 immediately you press apply and generate Z83. Applicants are not required to submit copies of qualifications and other relevant documents upon application but must submit a fully completed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on/or before the interview day. View the list of the positions you applied for on “My Job Applications” and do note that the system Z83 does not reflect work experience and qualifications, however, every detail of your information does reflect to the Recruitment team. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents (like a copy of Permanent Resident Permit for Non-RSA Citizens/Permanent Resident Permit Holders to HR on or before the interview date. Failure to submit all the required documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/ study verification and previous employment verification). All shortlisted candidates, including the SMS shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate’s suitability based on the post’s technical and generic requirements, and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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 Assessment. Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/ knowledge test. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of twelve 12/24 months. It is the objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. The EE targets of the recruiting Department will be adhered to although the applications are welcome from all racial groups. The Recruiting 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. (Females and People with Disabilities are also requested to apply and indicate such in their applications). SMS pre-entry certificate (Nyukela) must be submitted prior appointment. Full details can be sourced by following the link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme.

Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. Note: Due to austerity measures, the Department will not carry any related costs (transport, accommodation, and meals) for candidates attending pre-selection assessment/s and interviews. Due to austerity measures, the Department will not carry any related costs (transport, accommodation, and meals) for candidates attending pre-selection assessment/s and interviews.

MANAGEMENT ECHELON

POST 39/192 : **DEPUTY DIRECTOR-GENERAL: DISTRICT COORDINATION & INSTITUTIONAL OPERATIONS MANAGEMENT REF NO: DOE01/10/2026**

SALARY : R1 885 710 – R2 124 237 per annum. (Level 15), (all-inclusive remuneration package). The package includes a basic salary (70% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

CENTRE : Zwelitsha

REQUIREMENTS : An appropriately recognised bachelor's degree (NQF Level 8) in Public Administration, Public Management, Financial Management, Supply Chain Management, Resource Management, Education Management, Infrastructure Management, Governance, Business Administration or a related field. A postgraduate qualification at NQF Level 8 or higher in any of the aforementioned fields will serve as a strong recommendation. Successful completion of the Nyukela Public Service Senior Management Service (SMS) Pre-Entry Programme and possession of a valid driver's license (except for persons with disabilities). A minimum of eight (8) years of experience at a Senior Managerial Level within the public sector, of which substantial experience must have been gained in school resourcing, institutional support services, physical resource management, infrastructure planning, financial management, risk management, educational operations, budget management and service delivery oversight. Competencies: The successful candidate must demonstrate extensive knowledge of public sector governance, education policy, institutional operations and resource management. The incumbent must possess strong strategic leadership capabilities with a proven ability to provide executive oversight of large-scale resource allocation, school resourcing and institutional support systems. A sound understanding of the Public Finance Management Act, Treasury Regulations, Division of Revenue Act, risk management frameworks and corporate governance principles is essential. The candidate must demonstrate advanced capabilities in financial management, strategic planning, policy development, programme oversight, monitoring and evaluation, stakeholder management and organisational performance management. Strong analytical, decision-making, communication, negotiation and change leadership skills are required, together with the ability to drive accountability, compliance and service delivery improvement within a complex public sector environment.

DUTIES : Oversee implementation of policy framework for provisioning of quality teaching and learning in public, Special schools and ECD Centres of Eastern Cape Province. Ensure the coordination of consistent implementation of standard /uniform mode of operation for teaching & learning in public schools of Eastern Cape. Ensure implementation intervention and tools supporting quality curriculum delivery in schools. Ensure implementation of school management and governance legislation, policies and procedures in public and special schools in Eastern Cape. Ensure coordination intergovernmental relation processes to ensure all education district offices are positioned for optimal service delivery. Coordinate the provision of technical support for education district functionality. Oversee provisioning and guidance on implementation of policy framework for Physical Resource Management in Eastern Cape Schooling system in line with the Division of Revenue Act. Ensure coordination of physical resource planning services. Ensure the provisioning of infrastructure delivery services. Provide strategic guidance in development and monitoring of Disaster Recovery Plans impacting Eastern Cape Public and Special Schools. Ensure accountability, monitoring and reporting on Infrastructure Grant Framework in Eastern Cape public, Special

schools and ECD Centres. Oversee implementation of policy framework for school resourcing and administration. Ensure planning and budgeting for school resourcing needs including Learner Teacher Supporting Materials, school furniture etc. Ensure the coordination on the implementation of policy and regulations for the administration of home schooling, public ordinary, independent, special schools and Early Childhood Development Institutions. Ensure coordination and management of policy and regulation for School Management and School Governing Bodies (SGB's). Ensure functionality and viability of public ordinary, special schools and ECD Institutions. Oversee provisioning of leadership and guidance in supporting systems for delivery of quality education system in Eastern Province. Ensure provision of school mapping services, revitalisation of schools and rural education. Ensure management of facilitation of planning for school extension and new school implementation. Ensure provisioning Quality Promotion Standard education research and data analytics. Ensure implementation of Education Management Information system in all public & Special Schools. Ensure management & evaluation interventions, learner attainment improvement strategy (LAIS) and vacation schools. Manage the allocated resources of the Branch in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : Ms. SA Maasdorp Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

OTHER POSTS

POST 39/193 : **DEPUTY DIRECTOR: EVENTS MANAGEMENT REF NO: DOE02/10/2026**

SALARY : R932 292 – R1 098 195 per annum (Level 11), (an all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE : Zwelitsha

REQUIREMENTS : An appropriate recognized (3-year) undergraduate NQF level 6/7 in Events Management, Business Administration/ Management, Communications, Project Management, Public Relations or any related field as recognised by SAQA. 3 - 5 years at Assistant Director level in Event Coordination environment. Experience in Protocol, Communications and Stakeholder Coordination will be an added advantage. A valid driver's license. Skills: Project Management. Applied Strategic Thinking. Applied technology. Budgeting and Financial Management. Communication and Information Management. Citizen Focus and Responsiveness Strategic Management. Develop Others. Financial Management. Diversity Management. Impact and Influence Networking and Building Bonds. Managing Interpersonal Conflicts & Resolving problems. Planning and Organising Team Leadership. Communications Problem Solving and Decision Making. Knowledge: Coordination of events. Legislative frameworks that govern the Public Service SASREA, Security Standards, PFMA and financial compliance expertise, Public Service Regulation, Constitution of South Africa and other relevant acts, policies and regulations. Understanding of service level agreements and contracts. Familiarity with corporate Identity (CI) and branding standards. Knowledge of Education Sector will be added advantage.

DUTIES : Manage the development and maintenance of the event management framework and instruments. Manage the provision of logistical arrangements for departmental events. Manage formal interaction and liaison with other event role players, inclusive of security and protocol personnel. Manage the provisioning of advice on the design of the marketing tools. Coordinate research of venues, suppliers and contractors for events. Manage the

coordination of suppliers and all event logistics. Manage all pre-event planning and drills. Oversee the dismantling and removal of event and clearance of the venue. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeous development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : Mr. ZZ Mnqanqeni Tel No: (040) 608 4200
For e-Recruitment Enquiries, e-mail: erecruitment@ecdoe.gov.za

POST 39/194 : **ADMIN OFFICER: PMDS & IQMS REF NO: DOE03/10/2026 (X3 POSTS)**
Directorate: Human Resource Development

SALARY : R338 106 – R398 277 per annum (Level 07)
CENTRE : Head Office - Zwelitsha
REQUIREMENTS : An appropriate (3-year) undergraduate NQF 6 in Human Resource Management/ Training/ Public Management / Administration as recognised by SAQA. A minimum of 3-5 years' relevant experience in Human Resource Management environment. Computer Literacy. Practical working knowledge of PERSAL or any HRM related system. A Valid Driver's license and willingness to travel is essential. Relevant PERSAL Certificates will be an added advantage. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collect statistics. Computer Literacy Skills. Planning and organisation. Language. Good verbal and written communication skills. Honesty and integrity. Professionalism. Self – driven. Teamwork. A good knowledge and understanding of legal framework governing Human Resources. Knowledge of Education Sector will be added advantage.

DUTIES : Provide human resource and performance management administration. Provide human resource development administration services. Provide performance management administration services. Provide administration of IQMS performance management services. Resolve problems of motivation and control with minimum guidance from manager. Record, organise, 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. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of 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. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Maintain 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. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 39/195 : **ADMIN OFFICER: SKILLS DEVELOPMENT REF NO: DOE04/10/2026 (X3 POSTS)**
Directorate: Human Resource Development

SALARY : R338 106 – R398 277 per annum (Level 07)
CENTRE : Head Office - Zwelitsha
REQUIREMENTS : An appropriate (3-year) undergraduate NQF 6 in Human Resource Management/ Training/ Public Management/ Administration as recognised by SAQA. A minimum of 3-5 years' relevant experience in Human Resource Management environment. Computer Literacy. A Valid Driver's license and willingness to travel is essential. Knowledge of clerical duties, practices as well

as the ability to capture data, operate computer and collect statistics. Computer Literacy Skills. Planning and organisation. Language. Good verbal and written communication skills. Honesty and integrity. Professionalism. Self–driven. Teamwork. A good knowledge and understanding of legal framework governing Human Resources. Knowledge of Education Sector will be added advantage.

DUTIES : Implement all training and development programmes in line with approved plans. Process bursaries in line with the departmental policy. Resolve problems of motivation and control with minimum guidance from manager. Record, organise, 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. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of 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. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Maintain 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. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 39/196 : **ADMIN OFFICER: HUMAN RESOURCE DEVELOPMENT (X5 POSTS)**
Directorate: Education District Office

SALARY : R338 106 – R398 277 per annum (Level 07)

CENTRE : Alfred Nzo West Ref No: DOE05/10/2026
Amathole East Ref No: DOE06/10/2026
Joe Gqabi Ref No: DOE07/10/2026
OR Tambo Coastal Ref No: DOE08/10/2026
Sarah Baartman Ref No: DOE09/10/2026

REQUIREMENTS : An appropriate (3-year) undergraduate NQF 6 in Human Resource Management/ Training/ Public Management/ Administration as recognised by SAQA. A minimum of 3-5 years' relevant experience in Human Resource Management environment. Computer Literacy. A Valid Driver's license and willingness to travel is essential. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collect statistics. Computer Literacy Skills. Planning and organisation. Language. Good verbal and written communication skills. Honesty and integrity. Professionalism. Self–driven. Teamwork. A good knowledge and understanding of legal framework governing Human Resources. Knowledge of Education Sector will be added advantage.

DUTIES : Assist in providing human resource and performance management administration services. Assist to provide human resource development administration services. Assist in providing administration of IQMS performance management services. Implement all training and development programmes in line with approved plans. Process bursaries in line with the departmental policy. Resolve problems of motivation and control with minimum guidance from manager. Record, organise, 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. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of 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. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Maintain 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. Capture and update expenditure in the component. Check correctness of

subsistence and travel claims of officials and submit to manager for approval. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 39/197 : **ADMIN OFFICER: NUTRITION, TRANSPORT AND HOSTELS (X2 POSTS)**
Directorate: Education District Office

SALARY : R338 106 – R398 277 per annum (Level 07)
CENTRE : Buffalo City Metro Ref No: DOE10/10/2026
Chris Hani East Ref No: DOE11/10/2026

REQUIREMENTS : An appropriate (3-year) undergraduate NQF 6 in Public Management/ Administration, Logistics as recognised by SAQA. A minimum of 3-5 years' relevant experience in environment. A Valid Driver's license and willingness to travel is essential. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collect statistics. Computer Literacy Skills. Planning and organisation. Language. Good verbal and written communication skills. Honesty and integrity. Professionalism. Self–driven. Teamwork. A good knowledge and understanding of legal framework governing Human Resources. Knowledge of Education Sector will be added advantage.

DUTIES : Assist in coordinating, monitor and report on the implementation of the school nutrition programme in the district. Assist to coordinate the provisioning of scholar transport services, the designation of qualifying learners and routes. Assist in monitoring, evaluating and reporting on the provisioning of learner transport services by implementing agents. Coordinate the provision of hostel services at the designated schools and the planning of new services. Manage the allocated resources of the sub-directorate, manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure timeously development and implementation of Job Descriptions, Work Plans and Personal Development Plans (PDP's) for all subordinates. Ensure management, maintenance and safekeeping of assets. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities.

ENQUIRIES : Mr. B Zenzile Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 39/198 : **ADMIN OFFICER: SCHOOL HEALTH (X2 POSTS)**
Directorate: Education District Office

SALARY : R338 106 – R398 277 per annum (Level 07)
CENTRE : Buffalo City Metro Ref No: DOE12/10/2026
Chris Hani East Ref No: DOE13/10/2026

REQUIREMENTS : An appropriate (3-year) undergraduate NQF 6 in Public Management/ Administration and any relevant qualification as recognised by SAQA. A minimum of 3-5 years' relevant experience in relevant environment. A Valid Driver's license and willingness to travel is essential. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collect statistics. Computer Literacy Skills. Planning and organisation. Language. Good verbal and written communication skills. Honesty and integrity. Professionalism. Self–driven. Teamwork. A good knowledge and understanding of legal framework governing Human Resources. Knowledge of Education Sector will be added advantage.

DUTIES : Provide guidance on the implementation, monitoring and reporting of integrated strategies, policies and procedures for business process management services. Develop and monitor the implementation of the related plans and programmes. Coordinate the provision of school health services at ordinary, full service, special and independent schools. Liaise with district office of the Health Department, relevant local municipalities, NGO's and other health service providers and partners to secure the appropriate coverage of all schools in the district. Coordinate the provisioning of primary health services to leaners with HIV/AIDS and other chronic diseases in schools. Coordinate screening and support programmes for learners with eyesight, hearing, dental and related health conditions. Coordinate periodic screening of learners for

stunting, nutritional deficiencies and related nutrition-based health challenges. Monitor schools for the outbreaks of contagious diseases, report thereon and coordinate with the Health Department the implementation of containment measures. Coordinate, monitor and report on the implementation of occupational health and safety measures affecting learners in school. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure timeously development and implementation of Job Descriptions, Work Plans and Personal Development Plans (PDP's) for all subordinates. Ensure management, maintenance and safekeeping of assets. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities.

ENQUIRIES : Mr. B Zenzile Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 39/199 : **ADMIN OFFICER: EMIS, GOVERNANCE & SPECIAL PROGRAMMES REF NO: DOE14/10/2026 (X2 POSTS)**
Directorate: NMB Education District Office

SALARY : R338 106 – R398 277 per annum (Level 07)
CENTRE : Nelson Mandela Bay
REQUIREMENTS : An appropriate (3-year) undergraduate NQF 6 in Public Management/ Administration and any relevant qualification as recognised by SAQA. A minimum of 3-5 years' relevant experience in relevant environment. A Valid Driver's license and willingness to travel is essential. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collect statistics. Computer Literacy Skills. Planning and organisation. Language. Good verbal and written communication skills. Honesty and integrity. Professionalism. Self–driven. Teamwork. A good knowledge and understanding of legal framework governing Human Resources. Knowledge of Education Sector will be added advantage.

DUTIES : Assist in providing guidance on the implementation, monitoring and reporting of integrated strategies, policies and procedure for business process management services. Assist in developing and monitoring the implementation of the related plans and programmes. Assist to coordinate EMIS in the district. Assist in coordinating the implementation of youth and special programmes in the district. Assist in coordinating governance, resourcing and rationalisation of schools. Assist to coordinate of stakeholders, learner teacher support material and SGB programs in the district. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure timeously development and implementation of Job Descriptions, Work Plans and Personal Development Plans (PDP's) for all subordinates. Ensure management, maintenance and safekeeping of assets. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities.

ENQUIRIES : Mr. E Gorgonzola Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 39/200 : **ADMIN OFFICER: ICT/ E-LEARNING - EDUCATION DEVELOPMENT CENTRES REF NO: DOE15/10/2026**
Directorate: NMB Education District Office

SALARY : R338 106 – R398 277 per annum (Level 07)
CENTRE : Nelson Mandela Bay
REQUIREMENTS : An appropriate (3-year) undergraduate NQF 6 in Information Technology/ Information Systems/ Computer Science as recognised by SAQA. A minimum of 3-5 years' relevant experience in relevant environment. Computer Literacy. A Valid Driver's license and willingness to travel is essential. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collect statistics. Computer Literacy Skills. Planning and organisation. Language. Good verbal and written communication skills. Honesty and

integrity, self–driven and teamwork. Knowledge of Education Sector will be added advantage.

DUTIES : Assist in providing the training of school and district management teams. Assist in providing support on the provision of continued professional teacher development at district level. Assist in managing the delivery of education development centre programmes at the district level. Assist in the provision of learner and teacher support and resource centres. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure timeously development and implementation of Job Descriptions, Work Plans and Personal Development Plans (PDP's) for all subordinates. Ensure management, maintenance and safekeeping of assets. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities.

ENQUIRIES : Mr. E Gorgonzola (Tel: 040 608 4200)
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 39/201 : **LABOUR RELATIONS OFFICER: EMPLOYEE RELATIONS, COMPLIANCE & LABOUR RELATIONS ADVOCACY (EEA) REF NO: DOE16/10/2026 (X4 POSTS)**

SALARY : R338 106 – R398 277 per annum (Level 07)
CENTRE : Head Office - Zwelitsha
REQUIREMENTS : A qualification at an NQF level 6 in Labour Relations/ Labour Law/ Human Recourses Management or Industrial Relations. Minimum of 2 -3 years' experience in Labour Relations/Labour Law environment. A valid driver's license. Job related knowledge: Experience and knowledge of the following legislations: Labour Relations Act: Employment of Educators' Act; Public Service Act. Public Service Regulations and other key pieces of Employment Legislation and Policies. Job related skills: Communication (verbal and written). Strategic planning and leadership skills. Presentation and facilitation skills. Report writing skills. People management skills. Monitoring and evaluation. Negotiation and conflict resolution. Customer focus. Computer literacy. Knowledge of Education Sector will be added advantage.

DUTIES : Handle misconduct cases. Conduct investigations and compiling reports. Facilitate grievance procedures. Investigate grievances received and identify findings and recommendations on conclusion. Provide advice and development on labour relations matters. Handle dispute cases effectively. Facilitate the resolution of disputes. Draft submissions for mandates and represent the employer in disciplinary hearings.

ENQUIRIES : Mr. S Mnguni Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 39/202 : **LABOUR RELATIONS OFFICER: EEA AND PSA EMPLOYEE RELATIONS (X21 POSTS)**
Directorate: Education District Office

SALARY : R338 106 – R398 277 per annum (Level 07)
CENTRE : Alfred Nzo East Ref No: DOE17/10/2026 (X2 Posts)
Alfred Nzo West Ref No: DOE18/10/2026 (X2 POSTS)
Amathole East Ref No: DOE19/10/2026
Amathole West Ref No: DOE20/10/2026
Buffalo City Metro Ref No: DOE21/10/2026 (X2 Posts)
Chris Hani East Ref No: DOE22/10/2026 (X2 Posts)
Chris Hani West Ref No: DOE23/10/2026 (X2 Posts)
Nelson Mandela Bay Ref No: DOE24/10/2026 (X2 Posts)
Joe Gqabi Ref No: DOE25/10/2026 (X2 Posts)
OR Tambo Coastal Ref No: DOE26/10/2026 (X2 Posts)
OR Tambo Inland Ref No: DOE27/10/2026 (X2 Posts)
Sarah Baartman Ref No: DOE28/10/2026
REQUIREMENTS : A qualification at an NQF level 6 in Labour Relations/ Labour Law/ Human Recourses Management or Industrial Relations. Minimum of 2 -3 years' experience in Labour Relations/ Labour Law environment. A valid driver's license. Job related knowledge: Experience and knowledge of the following legislations: Labour Relations Act, Employment of Educators' Act, Public

Service Act, Public Service Regulations and other key pieces of Employment Legislation and Policies. Job related skills: Communication (verbal and written). Strategic planning and leadership skills. Presentation and facilitation skills. Report writing skills. People management skills. Monitoring and evaluation. Negotiation and conflict resolution. Customer focus. Computer literacy. Knowledge of Education Sector will be added advantage.

DUTIES : Handle misconduct cases. Conduct investigations and compiling reports. Facilitate grievance procedures. Investigate grievances received and identify findings and recommendations on conclusion. Provide advice and development on labour relations matters. Handle dispute cases effectively. Facilitate the resolution of disputes. Draft submissions for mandates and represent the employer in disciplinary hearings.

ENQUIRIES : Mr. S Mnguni Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 39/203 : **WELLNESS OFFICER: EMPLOYEE WELLNESS (X7 POSTS)**
Directorate: Education District Office

SALARY : R338 106 – R398 277 per annum (Level 07)
CENTRE : Alfred Nzo East Ref No: DOE29/10/2026 (X2 Posts)
Amathole East Ref No: DOE30/10/2026
Chris Hani East Ref No: DOE31/10/2026
OR Tambo Inland Ref No: DOE32/10/2026 (X2 Posts)
Sarah Baartman Ref No: DOE33/10/2026

REQUIREMENTS : A qualification at an NQF level 6 in Public Management/ Administration/ Labour Relations/ Labour Law/ Human Recourses Management or Industrial Relations. Minimum of 2 -3 years' experience in the relevant environment. A valid driver's license. Job related knowledge: Experience and knowledge of the following legislation: Labour Relations Act, Employment of Educators' Act, Public Service Act, Public Service Regulations and other key pieces of Employment Legislation and Policies. Job related skills: Communication (verbal and written). Strategic planning and leadership skills. Presentation and facilitation skills. Report writing skills. People management skills. Monitoring and evaluation. Negotiation and conflict resolution. Customer focus. Computer literacy. Knowledge of Education Sector will be added advantage.

DUTIES : Assist to provide and implement employee wellness programs in the district. Assist to overseer the implementation of occupational health and safety measures in the district. Assist to provide HIV/AIDS/ TB prevention coordination services in the district. Assist in coordinating the provision of employee counselling services.

ENQUIRIES : Mr. S Mnguni Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 39/204 : **WELLNESS PRACTITIONER: EMPLOYEE WELLNESS REF NO: DOE34/10/2026**
Directorate: AE Education District Office

SALARY : R338 106 – R398 277 per annum (Level 07)
CENTRE : Amathole East
REQUIREMENTS : A qualification at an NQF level 6 in Occupational Health and Safety/ Social Work/ Human Recourses Management or Industrial Relations. Minimum of 3 years' experience Employee Health and Wellness environment. A valid driver's license. Knowledge of monitoring and evaluation principles. Knowledge of Employee Wellness Programme design, including principles and practices for designing and implementing workplace wellness initiatives. Understanding of health and wellness policies, including regulatory compliance (e.g. OHSA and EHWP guidelines). Knowledge of public health and occupational health principles. Understanding of key health issues (e.g. mental health, chronic illness and substance abuse) in the workplace. Programme coordination and facilitation. Planning and organising. Problem solving skills. Creativity and awareness. Knowledge of the following legislations: Labour Relations Act, Employment of Educators' Act, Public Service Act, Public Service Regulations and other key pieces of Employment Legislation and Policies. Communication (verbal and written). Strategic planning and leadership skills. Presentation and facilitation skills. Report writing skills. People management skills. Monitoring and evaluation. Negotiation and conflict resolution. Customer focus. Computer literacy. Knowledge of Education Sector will be added advantage.

DUTIES : The incumbent will be responsible for coordinating the employee wellness programme. Implement employee wellness programmes, policies and strategies by initiating the day-to-day running of the wellness programme, rolling out health and wellness activities such as wellness days and health screenings, coordinating logistics for wellness events in collaboration with service providers, promoting participation through communication campaigns, and monitoring programme participation and effectiveness. Support the implementation of chronic disease programmes by conducting health education sessions on chronic illness management, distributing educational materials and referring employees to counselling and testing services, and tracking participation in awareness campaigns and outreach initiatives. Coordinate health and wellness awareness activities by organising awareness sessions, distributing educational materials during awareness events, coordinating schedules and venues for campaigns and workshops, and gathering participant feedback to improve future activities. Coordinate the sports and recreational programme by coordinating internal sports events and recreational activities, maintaining schedules, equipment and participation records, communicating upcoming events to employees, and gathering feedback to improve future sporting initiatives. Execute administrative duties related to the wellness programme, including administering the scheduling and execution of mobile clinic services and other wellness activities, creating and maintaining records and databases of wellness programme activities, participants and outcomes, maintaining attendance registers and documentation, maintaining organised filing and record-keeping systems, and compiling monthly wellness statistics for internal reports.

ENQUIRIES : Mr. S Mnguni Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 39/205 : **PRINCIPAL PERSONNEL OFFICER: EMPLOYEE PROVISIONING SERVICES REF NO: DOE35/10/2026 (X2 POSTS)**
Directorate: Human Resource Administration

SALARY : R338 106 – R398 277 per annum (Level 07)
CENTRE : Head Office - Zwelitsha
REQUIREMENTS : An appropriate (3-year) undergraduate NQF 6/7 in Human Resource Management/ Public Management/ Administration as recognised by SAQA. A minimum of 3-5 years' relevant experience in Human Resource Management environment. Computer Literacy. Practical working knowledge of PERSAL or any HRM related system. A good knowledge and understanding of legal framework governing Human Resources. A Valid Driver's license and willingness to travel is essential. Knowledge of Education Sector will be added advantage.

DUTIES : The incumbent will be responsible for handling relating to the receiving of applications. Capturing / scheduling of applications. Maintain registry pertaining to applications. Provide secretarial support to recruitment and selection processes. Updating of recruitment database. Explain service contracts and relevant conditions of service to new appointees. Provide support to Assistant Director and the Deputy Director. Compile submissions for contracts extension, appointments, and terminations. Provide recruitment and selection training to managers and staff. Perform all human resource functions as directed by the supervisor, compile and submit monthly Recruitment and Selection reports. Provide employee recruitment planning and administration services. Assist to provide selection support services. Assist in providing employee appointment administration services. Assist in providing employee and post establishment reconciliation services.

ENQUIRIES : Mr. M Zazela Tel No: (040) 608 4228
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 39/206 : **PRINCIPAL PERSONNEL OFFICER: HUMAN RESOURCE PROVISIONING SERVICES REF NO: DOE36/10/2026**
Directorate: Sb Education District Office

SALARY : R338 106 – R398 277 per annum (Level 07)
CENTRE : Sarah Baartman
REQUIREMENTS : An appropriate (3-year) undergraduate NQF 6/7 in Human Resource Management/Public Management/ Administration as recognised by SAQA. A minimum of 3-5 years' relevant experience in Human Resource Management

environment. Computer Literacy. Practical working knowledge of PERSAL or any HRM related system. A good knowledge and understanding of legal framework governing Human Resources. A Valid Driver's license and willingness to travel is essential. Knowledge of Education Sector will be added advantage.

DUTIES : Provide substitute educator appointment administration services. Provide employee and post establishment reconciliation services. Provide HR management information services. Manage the allocated resources of the Unit in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES : Ms. E Ngemntu Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 39/207 : **PRINCIPAL PERSONNEL OFFICER: CONDITIONS OF SERVICE REF NO: DOE37/10/2026**
Directorate: Human Resource Administration

SALARY : R338 106 – R398 277 per annum (Level 07)
CENTRE : Head Office - Zwelitsha
REQUIREMENTS : An appropriate (3-year) undergraduate NQF 6 in Human Resource Management/ Public Management/ Administration as recognised by SAQA. A minimum of 3-5 years' relevant experience in Human Resource Management environment. Computer Literacy. Practical working knowledge of PERSAL or any HRM related system. A good knowledge and understanding of legal framework governing Human Resources. A Valid Driver's license and willingness to travel is essential. Knowledge of Education Sector will be added advantage.

DUTIES : Supervise the implementation of Conditions of Service benefits e.g. Capped Leave Audit, Long Service Awards. Supervise the implementation of PILIR. Supervise the implementation of transfers and resettlements at exit. Supervise the processes for the initiation of remuneration and allowances on PERSAL. Manage the allocated resources of the Unit in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES : Mr. M Zazela Tel No: (040) 608 4228
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 39/208 : **PRINCIPAL PERSONNEL OFFICER: ESTABLISHMENT SERVICES REF NO: DOE38/10/2026 (X4 POSTS)**
Directorate: Human Resource Planning and Information System

SALARY : R338 106 – R398 277 per annum (Level 07)
CENTRE : Zwelitsha
REQUIREMENTS : An appropriate (3-year) undergraduate NQF 6 in Human Resource Management/ Public Management/ Administration as recognised by SAQA. A minimum of 3-5 years relevant experience in Establishment environment. Computer Literacy. Practical working knowledge of PERSAL or any HRM related system. A good knowledge and understanding of legal framework governing Human Resources. A Valid Driver's license and willingness to travel is essential. Knowledge of Education Sector will be added advantage.

DUTIES : Render support in HR Planning & Provisioning services. Maintain files and records in the office for post provisioning for all districts. Developing HRP related submissions. Creating components, posts and abolishment. Creation of Acting Allowances. Loading of matrix. Render all PERSAL functions in relation to establishment matters. Administer staff establishment on PERSAL. Loading of Organizational structure and Post Provisioning Norms on PERSAL.

ENQUIRIES : Mr. L Komle Tel No: (040) 608 4228
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 39/209	:	**ADMIN OFFICER: RECORDS AND DOCUMENT MANAGEMENT REF NO: DOE39/10/2026** Directorate: NMB Education District Office
SALARY	:	R338 106 – R398 277 per annum (Level 07)
CENTRE	:	Nelson Mandela Bay
REQUIREMENTS	:	An appropriate (3-year) undergraduate NQF 6 in Public Management/ Administration as recognised by SAQA. A minimum of 3-5 years' relevant experience in administration environment. Computer Literacy, Excellent Communication Skills, Administration Skills, People Skills, Organisational Skills, Typing and Writing Skills, Strong Leadership Skills, Basic financial recording, minute taking and report writing skills. Knowledge of Education Sector will be added advantage.
DUTIES	:	Provide district resource centre management services. Monitor and evaluate document management processes. Implement the departmental records management policy, systems and procedures for the district. Provide a central registry service and maintain the electronic records management system including document disposal and archiving services. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure timeously development and implementation of Job Descriptions, Work Plans and Personal Development Plans (PDP's) for all subordinates. Ensure management, maintenance and safekeeping of assets. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities.
ENQUIRIES	:	Mr. W Payi Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za
POST 39/210	:	**ADMIN OFFICER: EXAMINATION AND ASSESSMENT (X4 POSTS)** Directorate: Education District Office
SALARY	:	R338 106 – R398 277 per annum (Level 07)
CENTRE	:	Alfred Nzo West Ref No: DOE40/10/2026 Buffalo City Metro Ref No: DOE41/10/2026 Nelson Mandela Bay Ref No: DOE42/10/2026 (X2 Posts)
REQUIREMENTS	:	An appropriate (3-year) undergraduate NQF 6 in Public Management/ Administration as recognised by SAQA. A minimum of 3-5 years' relevant experience in administration environment. Computer Literacy, Excellent Communication Skills, Administration Skills, People Skills, Organisational Skills, Typing and Writing Skills, Strong Leadership Skills, Basic financial recording, minute taking and report writing skills. Knowledge of Education Sector will be added advantage.
DUTIES	:	Assist in coordinating all Assessment related activities in the District for GET, FET and ABET. Liaise and coordinate with the province and schools on all matters of assessment and examinations. Assist in coordinating all Assessment and Examinations activities within the district. Ensure the implementation of all policies and procedures in respect of Assessment and Examinations in the district. Ensure the implementation of national and provincial assessment and examinations policy requirements as stipulated by National and Provincial Assessment Circulars and UMALUSI. This includes ensuring the implementation of the security norms and standards for examinations within the district in line with provincial and national guidelines and policy prescripts. Assist in coordinating the process of the distribution of all Assessment Instructions to district officials and schools. Forward all district applications for the appointment examination related personnel to district management and provincial head office. Ensure effective and efficient utilisation financial, human and physical resources, including effective asset control within the district. Assist in formulating and managing operational budgets. Assist in overseeing the safety and security (including storage and registry) of all assessment instruments/tools in the district. Ensure the implementation of the PFMA, Supply Chain Management prescripts.
ENQUIRIES	:	Mr. M Mabona Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 39/211	:	**IT TECHNICIAN: INFROMATION COMMUNICATION TECHNOLOGY REF NO: DOE43/10/2026 (X2 POSTS)**
SALARY	:	R338 106 – R398 277 per annum (Level 07))
CENTRE	:	Zwelitsha
REQUIREMENTS	:	National Senior Certificate plus A+, N+ OR National Diploma IT. 3 years' experience working as Technician in the ICT Environment. A valid Driver's License. To ensure that all technological aspects of the department, including schools are functioning effectively and efficiently. To perform an array of tasks related to computer systems, hardware, and software at levels of the ECDoE.
DUTIES	:	Configuration and technical / network support of BAS, PERSAL, EXAMS, EMIS, SASAMS. Microsoft OS, applications and office 365 email setup and configuration. Setup school network for teachers and learners. Installing and configuring hardware and software components to ensure usability. Troubleshooting hardware and software issues. Repairing or replacing damaged hardware. Upgrading the entire system to enable compatible software on all computers. Installing and upgrading anti-virus software to ensure security at the user level. Performing tests and evaluations on new software and hardware. Providing support to users and being the first line support of contact for error reporting. Establishing good relationships with all departments and colleagues. Managing technical documentation. Conducting regular system backups. Ensuring the smooth running of all IT systems, including anti-virus software, print services, and email provision. Providing technical reports for Districts / Head Office
ENQUIRIES	:	Mr. L Ndzube Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za
POST 39/212	:	**IT TECHNICIAN: SUPPLY CHAIN MANAGEMENT & ICT (X5 POSTS)**
SALARY	:	R338 106 – R398 277 per annum (Level 07))
CENTRE	:	Alfred Nzo West Ref No: DOE44/10/2026 Chris Hani East Ref No: DOE45/10/2026 Sarah Baartman Ref No: DOE46/10/2026 Nelson Mandela Bay Ref No: DOE47/10/2026 (X2 Posts)
REQUIREMENTS	:	National Senior Certificate plus A+, N+ OR National Diploma IT. 3 years' experience working as Technician in the ICT Environment. A valid Driver's License. To ensure that all technological aspects of the department, including schools are functioning effectively and efficiently. To perform an array of tasks related to computer systems, hardware, and software at levels of the ECDoE.
DUTIES	:	Configuration and technical / network support of BAS, PERSAL, EXAMS, EMIS, SASAMS. Microsoft OS, applications and office 365 email setup and configuration. Setup school network for teachers and learners. Installing and configuring hardware and software components to ensure usability. Troubleshooting hardware and software issues. Repairing or replacing damaged hardware. Upgrading the entire system to enable compatible software on all computers. Installing and upgrading anti-virus software to ensure security at the user level. Performing tests and evaluations on new software and hardware. Providing support to users and being the first line support of contact for error reporting. Establishing good relationships with all departments and colleagues. Managing technical documentation. Conducting regular system backups. Ensuring the smooth running of all IT systems, including anti-virus software, print services, and email provision. Providing technical reports for Districts.
ENQUIRIES	:	Mr. L Ndzube Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za
POST 39/213	:	**IT TECHNICIAN: TRAINING INSTITUTE (X4 POSTS)** Directorate: Teacher Development and Learning Institutions
SALARY	:	R338 106 – R398 277 per annum (Level 07))
CENTRE	:	Maths & Science Institute Ref No: DOE48/10/2026 Language & Social Science Institute Ref No: DOE49/10/2026 Technical & Vocational Institute Ref No: DOE50/10/2026 Leadership & Management Institute Ref No: DOE51/10/2026
REQUIREMENTS	:	National Senior Certificate plus A+, N+ OR National Diploma IT. 3 years' experience working as Technician in the ICT Environment. A valid Driver's License. To ensure that all technological aspects of the department, including

schools are functioning effectively and efficiently. To perform an array of tasks related to computer systems, hardware, and software at levels of the ECDoE.

DUTIES : Configuration and technical / network support of BAS, PERSAL, EXAMS, EMIS, SASAMS. Microsoft OS, applications and office 365 email setup and configuration. Setup school network for teachers and learners. Installing and configuring hardware and software components to ensure usability. Troubleshooting hardware and software issues. Repairing or replacing damaged hardware. Upgrading the entire system to enable compatible software on all computers. Installing and upgrading anti-virus software to ensure security at the user level. Performing tests and evaluations on new software and hardware. Providing support to users and being the first line support of contact for error reporting. Establishing good relationships with all departments and colleagues. Managing technical documentation. Conducting regular system backups. Ensuring the smooth running of all IT systems, including anti-virus software, print services, and email provision. Providing technical reports for Districts / Head Office

ENQUIRIES : Mr. L Ndzube Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 39/214 : **PRINCIPAL PERSONNEL OFFICER: CONDITIONS OF SERVICE REF NO: DOE52/10/2026**
Directorate: Ae Education District Office

SALARY : R338 106 – R398 277 per annum (Level 07)
CENTRE : Amathole East
REQUIREMENTS : An appropriate (3-year) undergraduate NQF 6/7 in Human Resource Management/Public Management/ Administration as recognised by SAQA. A minimum of 3-5 years' relevant experience in Human Resource Management environment. Computer Literacy. Practical working knowledge of PERSAL or any HRM related system. A good knowledge and understanding of legal framework governing Human Resources. A Valid Driver's license and willingness to travel is essential. Knowledge of Education Sector will be added advantage.

DUTIES : Supervise and control of Compensation of Employees budgets and resources allocated to the district. Supervise and maintain staff records on annual leave, study leave, sick leave and special leave and advises management and staff on latest developments. Administer conditions of service, remuneration and employee benefits. Ensures that the payment of all benefits (fringe and exits) and allowances is done accurately. Supervise and implement conditions of service and service benefits (Leave, housing, Medical, Injury on duty, Long Service Recognition, Overtime, Relocation, Pension, Allowances, PILIR). Provide and monitor termination of services. Provide leave administration services. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES : Mr. M Zazela Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 39/215 : **PRINCIPAL PERSONNEL OFFICER: RECRUITMENT AND SELECTION (X12 POSTS)**
Directorate: Education District Office

SALARY : R338 106 – R398 277 per annum (Level 07)
CENTRE : Amathole East Ref No: DOE53/10/2026 (X2 Posts)
Buffalo City Metro Ref No: DOE54/10/2026
Chris Hani West Ref No: DOE55/10/2026
Chris Hani East Ref No: DOE56/10/2026
Joe Gqabi Ref No: DOE57/10/2026
Nelson Mandela Bay Ref No: DOE58/10/2026
OR Tambo Coastal Ref No: DOE59/10/2026
OR Tambo Inland Ref No DOE60/10/2026
Sarah Baartman Ref No: DOE61/10/2026
REQUIREMENTS : An appropriate (3-year) undergraduate NQF 6/7 in Human Resource Management/ Public Management/ Administration as recognised by SAQA. A minimum of 3-5 years' relevant experience in Human Resource Management environment. Computer Literacy. Practical working knowledge of PERSAL or any HRM related system. A good knowledge and understanding of legal framework governing Human Resources. A Valid Driver's license and

willingness to travel is essential. Knowledge of Education Sector will be added advantage.

DUTIES : The incumbent will be responsible for handling relating to the receiving of applications. Capturing / scheduling of applications. Maintain registry pertaining to applications. Provide secretarial support to recruitment and selection processes. Updating of recruitment database. Explain service contracts and relevant conditions of service to new appointees. Provide support to Assistant Director and the Deputy Director. Compile submissions for contracts extension, appointments, and terminations. Provide recruitment and selection trainings to managers and staff. Perform all human resource functions as directed by the supervisor, compile and submit monthly Recruitment and Selection reports. Provide employee recruitment planning and administration services. Assist to provide selection support services. Assist in providing employee appointment administration services. Assist in providing employee and post establishment reconciliation services.

ENQUIRIES : Mr. M Zazela Tel No: (040) 608 4228
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 39/216 : **PRINCIPAL PERSONNEL OFFICER: HUMAN RESOURCE PLANNING (X10 POSTS)**
Directorate: Education District Office

SALARY : R338 106 – R398 277 per annum (Level 07)
CENTRE : Alfred Nzo West Ref No: DOE62/10/2026
Amathole West Ref No: DOE63/10/2026
Buffalo City Metro Ref No: DOE64/10/2026
Chris Hani West Ref No: DOE65/10/2026
Chris Hani East Ref No: DOE66/10/2026
Joe Gqabi Ref No: DOE67/10/2026
OR Tambo Coastal Ref No: DOE68/10/2026
OR Tambo Inland Ref No: DOE69/10/2026
Nelson Mandela Bay Ref No: DOE70/10/2026
Sarah Baartman Ref No: DOE71/10/2026

REQUIREMENTS : An appropriate (3-year) undergraduate NQF 6/7 in Human Resource Management/Public Management/Administration as recognised by SAQA. A minimum of 3-5 years' relevant experience in Human Resource Management environment. Computer Literacy. Practical working knowledge of PERSAL or any HRM related system. A good knowledge and understanding of legal framework governing Human Resources. A Valid Driver's license and willingness to travel is essential. Knowledge of Education Sector will be added advantage.

DUTIES : Provide human resource management systems administration and compliance services. Coordinate and administer PPN allocations processes within the district. Coordinate person to post matching processes. Provide PERSAL district coordinator support services. Generate PERSAL management reports, initiate corrective action and report thereon. Monitor PERSAL suspense account transactions, imitate corrective action and report thereon. Conduct systems and policy compliance reviews in the district, develop control mechanisms and facilitate corrective action. Render audit support coordination services. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES : Mr. LJ Komle Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 39/217 : **SCM OFFICER: LOGISTICS AND STORES MANAGEMENT REF NO: DOE72/10/2026**
Directorate: Logistics And Disposal Management

SALARY : R338 106 – R398 277 per annum (Level 07)
CENTRE : Head Office - Zwelitsha
REQUIREMENTS : Three-year National Diploma (NQF 6) or undergraduate bachelor's degree (NQF 7) in Financial Management/ Supply Chain Management/ Purchasing / Logistics/ Public Administration / Finance / Accounting / Economics / Internal Audit. Three (3) years' functional experience in Supply Chain Management at a public entity or government institution. A valid driving license. Computer Literacy. Excellent Communication Skills. Administration Skills. Interpersonal Skills. Organisational Skills. Typing and Writing Skills. Strong Leadership Skills.

Basic financial recording, minute taking and report writing skills. Knowledge of Education Sector will be added advantage.

DUTIES : Receive procurement documentation from Internal Control Unit and verify accuracy. Capture and authorize quotations and requisitions including verification of Goods Received Vouchers (GRV). Authorise purchase orders in the system. Analyse and generate LOGIS reports as and when required. Assist with the clearance of commitment and provide commitment analysis reports as and when required. Check submissions attained documentation according to the prescripts. Facilitate completion of log forms. Implement regulation policies and prescripts. Generate submission and procurement memos. Check alignment of requisitions with Logis regulations. Receive submissions from end-users. Check validity of the accompanying documents. View, capture and authorize requisitions on the system. Check relevant codes and procurement numbers. Facilitate procurement on the system. Receive and capture data of approved procurement submissions. Update and correct reflection of information on the system. Print reports and check status of suppliers. Facilitate registration of suppliers on the database (Central and Logis). Check required information on the quotations. When required, register suppliers with active numbers on both systems. Ensure compliance with relevant SCM legislation. Assist in reviewing supply chain management processes, policies and performance and make recommendations to improve the efficiency and effectiveness of the supply chain unit. Supervise junior or production clerks and ensure compliance measures are adhered to.

ENQUIRIES : Ms. L Lupondwana Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 39/218 : **SCM OFFICER: ASSET AND DISPOSAL MANAGEMENT REF NO: DOE73/10/2026**
Directorate: Logistics And Disposal Management

SALARY : R338 106 – R398 277 per annum (Level 07)
CENTRE : Head Office - Zwelitsha
REQUIREMENTS : Three-year National Diploma (NQF 6) or undergraduate bachelor's degree (NQF 7) in Financial Management / Supply Chain Management / Purchasing / Logistics/ Public Administration / Finance/ Accounting / Economics / Internal Audit. Three (3) years' functional experience in Supply Chain Management at a public entity or government institution. A valid driving licence. Computer Literacy. Excellent Communication Skills. Administration Skills. Interpersonal Skills. Organisational Skills. Typing and Writing Skills. Strong Leadership Skills. Basic financial recording, minute taking and report writing skills. Knowledge of Education Sector will be added advantage.

DUTIES : Oversee the compilation and maintenance of records. Verify the issuing of equipment and accessories to components and individuals in need. Identify redundant, non-serviceable and obsolete equipment for disposal. Oversee the verification of the asset register. Update and maintain supplier (including contractors) database. Ensure that suppliers are captured and registered on the system. Request and receive quotations. Capture specification on the electronic purchasing system. Ensure that all orders are placed on time. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusions. Check, place and verify orders for goods. Receive and verify goods from suppliers. Capture and ensure that goods are captured in registers and databases. Receive request for goods from end users. Issue goods to end users. Check and maintain goods registers. Update and ensure the maintenance of the register of suppliers. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES : Ms. L Lupondwana Tel No: (040) 608 4248
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 39/219 : **FLEET OFFICER: FLEET MANAGEMENT SERVICES REF NO: DOE74/10/2026**
Directorate: Logistics And Disposal Management

SALARY : R338 106 – R398 277 per annum (Level 07)
CENTRE : Head Office - Zwelitsha
REQUIREMENTS : Three-year National Diploma (NQF 6) or undergraduate bachelor's degree (NQF 7) as recognised by SAQA in Transportation / Logistics / Public

Administration / Management / Business Management. Three (3) years' functional experience in Fleet Management at a public entity or government institution. A valid driving license. Knowledge: Customer Service (Batho Pele Principles). Fund Values. Minimum Information Security Standards. COIDA. Protection of personal Information Act. Occupational Health and Safety Act (OHS). Knowledge of the city(ies) drive/messenger functions will be performed. Legislative requirements: National Road Transport Act. Public Finance Management Act. National Treasury Regulations. Skills: Communication (Written and verbal). Decision making. Continuous improvement. Customer focus and Responsiveness. People and Performance Management. Managing inter-personal conflict ad resolving problems. Planning and organising. Knowledge of Education Sector will be added advantage.

DUTIES : Implement the departmental fleet management policy, procedures and delegations. Administer provisioning of fleet management services. Monitor, evaluate and report on the utilisation of the department fleet. Maintain sound fleet administrative processes and systems. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES : Ms. L Lupondwana Tel No: (040) 608 4248
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 39/220 : **SCM OFFICER: ACQUISITION MANAGEMENT SERVICES REF NO: DOE75/10/2026**
Directorate: Demand and Acquisition Management

SALARY : R338 106 – R398 277 per annum (Level 07)
CENTRE : Head Office - Zwelitsha
REQUIREMENTS : Three-year National Diploma (NQF 6) or undergraduate bachelor's degree (NQF 7) in Financial Management / Supply Chain Management / Purchasing / Logistics/ Public Administration / Management / Finance / Accounting / Economics / Internal Audit. Three (3) years' functional experience in Supply Chain Management at a public entity or government institution. A valid (Code B or higher) driving license. Knowledge of Education Sector will be added advantage

DUTIES : Assist to coordinate the development of specifications, terms of references and administer quotation/bidding procedures. Assist to provide bid documents, maintain service provide database, analyse procurement request for quotation. Assist in generating orders for the procurement of goods and services in line with approved quotation or bid awards. Implement systems to monitor compliance and control, coordinate improved service delivery. Coordinate, consolidate and compile performance and financial reports for all procurement contracts in the Department. Develop and ensure proper record keeping systems, retention and retrieval of records are implemented in line with departmental policies. Supervise junior staff within the Contracts Management Unit. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES : Ms. L Lupondwana Tel No: (040) 608 4248
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 39/221 : **SCM OFFICER: CONTRACT MANAGEMENT SERVICES (X2 POSTS)**
Directorate: Education District Office

SALARY : R338 106 – R398 277 per annum (Level 07)
CENTRE : Alfred Nzo West Ref No: DOE76/10/2026
Buffalo City Metro Ref No: DOE77/10/2026
REQUIREMENTS : Three-year National Diploma (NQF 6) or undergraduate bachelor's degree (NQF 7) in Financial Management/ Supply Chain Management/ Purchasing/ Logistics/ Public Administration/ Finance/ Accounting/ Economics/ Internal Audit. Three (3) years' functional experience in Supply Chain Management at a public entity or government institution. A valid (Code B or higher) driving license. Knowledge of Education Sector will be added advantage.

DUTIES : Coordinate the development of Service Level Agreements and ensure that all contracts are duly signed by the delegated authorities. Monitor and evaluate contract performance, supplier performance and financial performance of contracts in line with the Contract Agreements or Service Level Agreements. Update, maintain and monitor the Contract Register of the Department. Facilitate and Coordinate Contract Project Steering Committee. Provide secretariate functions for the Contract Project Steering Committees and ensure

proper record keeping. Compile contract performance reports and submit them to management and relevant stakeholders. Develop and implement systems to monitor compliance and control in contract management, coordinate improved service delivery. Coordinate, consolidate and compile performance and financial reports for all procurement contracts in the Department. Develop and ensure proper record keeping systems, retention and retrieval of records are implemented in line with departmental policies. Supervise junior staff within the Contracts Management Unit. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES : Ms. L Lupondwana Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 39/222 : **SCM OFFICER: DEMAND AND ACQUISITION MANAGEMENT SERVICES REF NO: DOE78/10/2026**
Directorate: Ae Education District Office

SALARY : R338 106 – R398 277 per annum (Level 07)
CENTRE : Amathole West
REQUIREMENTS : Three-year National Diploma (NQF 6) or undergraduate Bachelor's Degree (NQF 7) in Financial Management / Supply Chain Management / Purchasing / Logistics/ Public Administration / Management / Finance / Accounting/ Economics / Internal Audit. Three (3) years' functional experience in Supply Chain Management at a public entity or government institution. A valid (Code B or higher) driving license. Knowledge of Education Sector will be added advantage
DUTIES : Assist to coordinate the development of specifications, terms of references and administer quotation/bidding procedures. Assist to provide bid documents, maintain service provide database, analyse procurement request for quotation. Assist in generating orders for the procurement of goods and services in line with approved quotation or bid awards. Implement systems to monitor compliance and control, coordinate improved service delivery. Coordinate, consolidate and compile performance and financial reports for all procurement contracts in the Department. Develop and ensure proper record keeping systems, retention and retrieval of records are implemented in line with departmental policies. Supervise junior staff within the Contracts Management Unit. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.
ENQUIRIES : Ms. L Lupondwana Tel No: (040) 608 4248
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 39/223 : **SCM OFFICER: ASSET AND STORES MANAGEMENT (X2 POSTS)**
Directorate: Education District Office

SALARY : R338 106 – R398 277 per annum (Level 07)
CENTRE : Amathole West Ref No: DOE79/10/2026
Chris Hani East Ref No: DOE80/10/2026
REQUIREMENTS : Three-year National Diploma (NQF 6) or undergraduate bachelor's degree (NQF 7) in Financial Management/ Supply Chain Management/ Purchasing/ Logistics/ Public Administration/ Finance/ Accounting/ Economics/ Internal Audit. Three (3) years' functional experience in Supply Chain Management at a public entity or government institution. A valid driving license. Computer Literacy. Excellent Communication Skills. Administration Skills. Interpersonal Skills. Organisational Skills. Typing and Writing Skills. Strong Leadership Skills. Basic financial recording, minute taking and report writing skills. Knowledge of Education Sector will be added advantage.
DUTIES : Oversee the compilation and maintenance of records. Verify the issuing of equipment and accessories to components and individuals in need. Identify redundant, non-serviceable and obsolete equipment for disposal. Oversee the verification of the asset register. Update and maintain supplier (including contractors) database. Ensure that suppliers are captured and registered on the system. Request and receive quotations. Capture specification on the electronic purchasing system. Ensure that all orders are placed on time. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusions. Check, place and verify orders for goods. Receive and verify goods from suppliers. Capture and ensure that goods are captured in registers and databases. Receive request for goods from end users. Issue goods to end users. Check and maintain goods registers.

Update and ensure the maintenance of the register of suppliers. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES : Ms. L Lupondwana Tel No: (040) 608 4248
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 39/224 : **FLEET OFFICER: FLEET MANAGEMENT SERVICES (X3 POSTS)**
Directorate: Education District Office

SALARY : R338 106 – R398 277 per annum (Level 07)
CENTRE : Alfred Nzo East Ref No: DOE81/10/2026
Joe Gqabi Ref No: DOE82/10/2026
OR Tambo Coastal Ref No: DOE83/10/2026

REQUIREMENTS : Three-year National Diploma (NQF 6) or Undergraduate Bachelor's Degree (NQF 7) as recognised by SAQA in Transportation / Logistics / Public Administration / Management / Business Management. Three (3) years' functional experience in Fleet Management at a public entity or government institution. A valid driving license. Knowledge: Customer Service (Batho Pele Principles). Fund Values. Minimum Information Security Standards. COIDA. Protection of personal Information Act. Occupational Health and Safety Act (OHS). Knowledge of the city(ies) drive/messenger functions will be performed. Legislative requirements: National Road Transport Act. Public Finance Management Act. National Treasury Regulations. Skills: Communication (Written and verbal). Decision making. Continuous improvement. Customer focus and Responsiveness. People and Performance Management. Managing inter-personal conflict and resolving problems. Planning and organising. Knowledge of Education Sector will be added advantage.

DUTIES : Implement the departmental fleet management policy, procedures and delegations. Administer provisioning of fleet management services. Monitor, evaluate and report on the utilisation of the department fleet. Maintain sound fleet administrative processes and systems. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES : Ms. L Lupondwana Tel No: (040) 608 4248
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 39/225 : **STATE ACCOUNTANT: EXPENDITURE MANAGEMENT (X6 POSTS)**

SALARY : R338 106 – R398 277 per annum (Level 07)
CENTRE : Amatole East, Ref No: DOE84/10/2026
Amathole West, Ref No: DOE85/10/2026
Chris Hani West, Ref No: DOE86/10/2026
Joe Gqabi, Ref No: DOE87/10/2026
OR Tambo Coastal, Ref No: DOE88/10/2026
OR Tambo Inland, Ref No: DOE89/10/2026

REQUIREMENTS : An appropriate (3-year) undergraduate NQF 6 in Financial Accounting/ Financial Management as recognised by SAQA. A minimum of 3-5 years in financial or accounting services. Knowledge of the Government Financial System (BAS), Public Finance Management Act and Treasury Regulations. Knowledge of the education sector and financial management at departmental level will be an advantage. Knowledge of financial planning, budgeting, and reporting systems of the state. Skills: Continuous Improvement, Problem Solving and Decision Making, Planning and Organising, Networking and Building Bonds, Impact and Influence, Communication and Information Management, Budgeting and Financial Management. Effective communication skills (written and verbal skills) and a good command of English language. Knowledge of Education Sector will be added advantage.

DUTIES : Facilitate Processing of Creditor payments within 30 days. Check for accuracy of invoice and authenticity of supporting documents attached to the voucher. Prepare and submit paid batches for filing. Respond to queries from Service Providers. Prepare monthly reconciliation creditors' accounts. Follow up on Creditor Queries arising from Creditors Reconciliation. Process payment of salary related issues. Prepare and submit monthly expenditure reports. Maintain payment register to track all forms of payments. Implementation of expenditure patterns of the department. Prepare expenditure report documentation as per responsibility codes of the programmes. Identify misallocations of funds. Provide expenditure administration services for the district office and section 20 public schools. Analyse expenditure trends and

provide technical advisory services. Supervise human resources/staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES : Ms. Qhwesha-Nxafani Tel No: (040) 608 4415
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 39/226 : **STATE ACCOUNTANT: DISTRICT BUDGET COORDINATION REF NO: DOE90/10/2026**
Directorate: ANW District Office

SALARY : R338 106 – R398 277 per annum (Level 07)
CENTRE : Alfred Nzo West
REQUIREMENTS : An appropriate (3-year) undergraduate NQF 6 in Financial Accounting/ Financial Management. A minimum of 3-5 years in financial or accounting services. Knowledge of the Government Financial System (BAS), Public Finance Management Act and Treasury Regulations. Knowledge of the education sector and financial management at departmental level will be an advantage. Knowledge of financial planning, budgeting, and reporting systems of the state. Skills: Continuous Improvement, Problem Solving and Decision Making, Planning and Organising, Networking and Building Bonds, Impact and Influence, Communication and Information Management, Budgeting and Financial Management. Effective communication skills (written and verbal skills) and a good command of English language. Knowledge of Education Sector will be added advantage.
DUTIES : Attend to S & T claims. Attend to invoices for the payment of other claims. Participate in budgeting process and assist in the compilation, consolidation and analysis of monthly, quarterly and annual expenditure reports within the office against the approved budget. Attend to provisioning and procurement matters in the offices which have financial implications. Initiate and place accounting transactions on record. Produce financial reports, assist in the monthly updating of database of the office on financial information and adhere to prescriptions of the Public Finance Management Act and Treasury Regulations as well as departmental financial policies and procedures. Advise staff on correct utilization of financial or budgetary procedures. Attend to invoices for the payment of other claims. Monitor the bar-coded assets and update assets register.
ENQUIRIES : Mr. C Mlomo Tel No: (040) 608 4200)
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 39/227 : **STATE ACCOUNTANT: TRANSFER PAYMENTS REF NO: DOE91/10/2026 (X2 POSTS)**
Directorate: Expenditure Management

SALARY : R338 106 – R398 277 per annum (Level 07)
CENTRE : Head Office - Zwelitsha
REQUIREMENTS : An appropriate (3-year) undergraduate NQF 6 in Accounting/Financial Management as recognised by SAQA. A minimum of 3-5 years in financial or accounting services. Knowledge of the Government Financial System (BAS), Public Finance Management Act and Treasury Regulations. Knowledge of the education sector and financial management at departmental level will be an advantage. Knowledge of financial planning, budgeting, and reporting systems of the state. Skills: Continuous Improvement, Problem Solving and Decision Making, Planning and Organising, Networking and Building Bonds, Impact and Influence, Communication and Information Management, Budgeting and Financial Management. Effective communication skills (written and verbal skills) and a good command of English language. Knowledge of Education Sector will be added advantage.
DUTIES : Facilitate Processing of Creditor payments within 30 days. Check for accuracy of invoice and authenticity of supporting documents attached to the voucher. Prepare and submit paid batches for filing. Respond to queries from Service Providers. Prepare monthly reconciliation creditors' accounts. Follow up on Creditor Queries arising from Creditors Reconciliation. Prepare and submit monthly expenditure reports. Maintain the payment register to track all forms of payments. Implementation of expenditure patterns of the department. Prepare expenditure report documentation as per responsibility codes of the programmes. Identify misallocations of funds. Provide expenditure administration services. Analyse expenditure trends and provide technical

advisory services. Supervise human resources/staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES : Ms. Qhwesha-Nxafani Tel No: (040) 608 4415
For e-Recruitment Enquiries, email: erecruitment@ecdoe.gov.za

POST 39/228 : **STATE ACCOUNTANT: DEBT AND REVENUE SERVICES REF NO: DOE92/10/2026 (X2 POSTS)**
Directorate: Accounting Services and Reporting

SALARY : R338 106 – R398 277 per annum (Level 07)
CENTRE : Head Office - Zwelitsha
REQUIREMENTS : An appropriate (3-year) undergraduate NQF 6 in Accounting/ Financial Management as recognised by SAQA. A minimum of 3-5 years in financial or accounting services. In-depth understanding of legislative framework that governs the Public Service. Understanding and application of the following prescripts: Public Finance Management Act, DORA, Treasury regulations, Treasury / Practice Notes, Treasury & DPSA Circulars, General Accounting Principles, SCM Guidelines and Frameworks, Understanding of Financial Management best practices. Financial Management Systems (PERSAL, BAS). Knowledge Management. Service Delivery Innovation. Problem Solving and analysis. Computer literate. Good communication skills (written and verbal skills) and a good command of English language. Knowledge of Education Sector will be added advantage.

DUTIES : Management of departmental debts and interdepartmental claims. Capture, analyse and review debts, do follow up on non-payments of debts. Compile capture/authorize debt take-on's and journals. Monitoring and mentoring of district debts and revenue officials. Receipt and banking of cash. Capture/ day-end receipts, Clearing of Exception and debt suspense. Compile monthly and quarterly reports. Compliance with departmental prescripts. Mentoring/ supervising of accounting clerks, learners and interns. Personnel management. Ensure management, maintenance and safekeeping of assets. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance to subordinates. Maintain conducive working environment and management of leave of absence.

ENQUIRIES : Mr. MS Baadjies Tel No: (040) 608 4415
For e-Recruitment Enquiries, email: erecruitment@ecdoe.gov.za

POST 39/229 : **STATE ACCOUNTANT: LEDGER AND JOURNALS REF NO: DOE93/10/2026**
Directorate: Accounting Services and Reporting

SALARY : R338 106 – R398 277 per annum (Level 07)
CENTRE : Head Office - Zwelitsha
REQUIREMENTS : An appropriate (3-year) undergraduate NQF 6 in Accounting / Financial Management as recognised by SAQA. A minimum of 3-5 years in financial or accounting services. In-depth understanding of legislative framework that governs the Public Service. Understanding and application of the following prescripts: Public Finance Management Act, DORA, Treasury regulations, Treasury / Practice Notes, Treasury & DPSA Circulars, General Accounting Principles, SCM Guidelines and Frameworks, Understanding of Financial Management best practices. Financial Management Systems (PERSAL, BAS). Knowledge Management. Service Delivery Innovation. Problem Solving and analysis. Computer literate. Good communication skills (written and verbal skills) and a good command of English language. Knowledge of Education Sector will be added advantage.

DUTIES : Management of departmental suspense accounts and follow up with non-cleared transactions. Compile capture/authorize debt take-on's and journals. Monitoring and mentoring of district suspense accounts. Compile monthly and quarterly reports. Compliance with departmental prescripts. Process all Bond and Salary rejections. Compile monthly and quarterly reports. Compliance with departmental prescripts. Mentoring/ supervising of accounting clerks, learners and interns. Personnel management. Ensure management, maintenance and safekeeping of assets. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance to

subordinates. Maintain conducive working environment and management of leave of absence.

ENQUIRIES : Mr. MS Baadjies Tel No: (040) 608 4415
For e-Recruitment Enquiries, email: erecruitment@ecdoe.gov.za

POST 39/230 : **STATE ACCOUNTANT: FINANCIAL MONITORING AND REPORTING REF NO: DOE94/10/2026**
Directorate: Financial Monitoring and Reporting

SALARY : R338 106 – R398 277 per annum (Level 07)
CENTRE : Head Office - Zwelitsha
REQUIREMENTS : An appropriate (3-year) undergraduate NQF 6 in Accounting/ Economics/ Financial Management as recognised by SAQA. A minimum of 3-5 years in financial or accounting services. In-depth understanding of legislative framework that governs the Public Service. Understanding and application of the following prescripts: Public Finance Management Act, DORA, Treasury regulations, Treasury / Practice Notes, Treasury & DPSA Circulars, General Accounting Principles, SCM Guidelines and Frameworks, Understanding of Financial Management best practices. Financial Management Systems (PERSAL, BAS). Knowledge Management. Service Delivery Innovation. Problem Solving and analysis. Computer literate. Good communication skills (written and verbal skills) and a good command of English language. Knowledge of Education Sector will be added advantage.

DUTIES : Provide in-year monitoring services. Assist in provide interim and annual reporting support services. Provide interim and annual reporting support service. Administration of Departmental debts and liabilities. Assist in the compilation of Interim and Annual Financial Statements. Assist in safeguarding and storage of financial records. Assist in the monitoring, controlling, and reporting of the departmental cash flow. Monitor and report on the wasteful expenditure, irregular and unauthorized expenditure when detected. Assist with the compilation of IYM reports for the department. Provide advice and guidance on budget to programmes. Compile monthly and quarterly reports. Compliance with departmental prescripts. Process all Bond and Salary rejections. Compile monthly and quarterly reports. Compliance with departmental prescripts. Mentoring/ supervising of accounting clerks, learners and interns. Personnel management. Ensure management, maintenance and safekeeping of assets. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance to subordinates. Maintain conducive working environment and management of leave of absence.

ENQUIRIES : Ms. X Kese Tel No: (040) 608 4200
For e-Recruitment Enquiries, email: erecruitment@ecdoe.gov.za

POST 39/231 : **STATE ACCOUNTANT: BUDGETING SERVICES REF NO: DOE95/10/2026**
Directorate: Budgeting Services

SALARY : R338 106 – R398 277 per annum (Level 07)
CENTRE : Head Office - Zwelitsha
REQUIREMENTS : An appropriate (3-year) undergraduate NQF 6 in Accounting/ Economics / Financial Management as recognised by SAQA. A minimum of 3-5 years in financial or accounting services. In-depth understanding of legislative framework that governs the Public Service. Understanding and application of the following prescripts: Public Finance Management Act, DORA, Treasury regulations, Treasury / Practice Notes, Treasury & DPSA Circulars, General Accounting Principles, SCM Guidelines and Frameworks, Understanding of Financial Management best practices. Financial Management Systems (PERSAL, BAS). Knowledge Management. Service Delivery Innovation. Problem Solving and analysis. Computer literate. Good communication skills (written and verbal skills) and a good command of English language. Knowledge of Education Sector will be added advantage.

DUTIES : Provide budget compliance support to management. Capturing of budget records, transfers and virements. Prepare budget reports. Compile monthly and quarterly reports. Compliance with departmental prescripts. Compile monthly and quarterly reports. Compliance with departmental prescripts. Mentoring/ supervising of accounting clerks, learners and interns. Personnel management. Ensure management, maintenance and safekeeping of assets.

Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance to subordinates. Maintain conducive working environment and management of leave of absence.

ENQUIRIES : Mr. N Skalk Tel No: (040) 608 4200
For e-Recruitment Enquiries, e-mail: erecruitment@ecdoe.gov.za

POST 39/232 : **ADMIN OFFICER: PROJECT COORDINATION REF NO: DOE96/10/2026 (X4 POSTS)**
Directorate: Executive Support

SALARY : R338 106 – R398 277 per annum (Level 07)
CENTRE : Head Office - Zwelitsha
REQUIREMENTS : An appropriate (3-year) undergraduate NQF 6 in Public Management/ Administration or any other relevant qualification as recognised by SAQA. A minimum of 3-5 years' relevant experience in administration environment. Computer Literacy, Excellent Communication Skills, Administration Skills, People Skills, Organisational Skills, Typing and Writing Skills, Strong Leadership Skills, Basic financial recording, minute taking and report writing skills. Knowledge of Education Sector will be added advantage.

DUTIES : Assist in the development and maintenance of an organisational dashboard for all projects. Assist in providing technical advisory services on Project Management principles and procedures. Assist providing support on development of a standard framework for DEO's project management framework. Assist in providing support on the implementation of strategic initiative programmes and projects such as EPWP, School Rationalisation, ICT Roll-out and E-learning, Promotion of African languages in school etc. Ensure effective and efficient utilisation financial, human and physical resources, including effective asset control. Assist in formulating and managing operational budgets. Ensure the implementation of the PFMA, Supply Chain Management prescripts.

ENQUIRIES : Mr. P Mtshotane Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 39/233 : **SECRETARY: LEARNER DEVELOPMENT AND SOCIAL SUPPORT SERVICES REF NO: DOE97/10/2026**
Chief Directorate: Learner Development and Social Support Services

SALARY : R237 453 - R279 708 per annum (Level 05)
CENTRE : Head Office - Zwelitsha
REQUIREMENTS : A grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language. Knowledge of the Public Service Legislative Framework. Proven competent knowledge of basic office administration practice. Knowledge of procurement systems Competencies: Computer Literacy, Excellent Communication Skills, Administration Skills, People Skills, Organisational Skills, Typing and Writing Skills, Strong Leadership Skills, Basic financial recording, minute taking and report writing skills. Knowledge of Education Sector will be added advantage.

DUTIES : Provides a secretarial /receptionist support service to the Director as follows: Receives telephone calls and refers the calls to the correct role players if not meant for the relevant manager. Records appointments and events in the diary of the manager. Types documents for the manager and the other staff within the unit on a word processor. Operate office equipment like fax machines and photocopiers. Provides clerical support services to the manager. This will entail the following: Liaises with agencies to make travel documents arrangements, Checks the arrangements when the relevant documents are received. Arrange meetings and events for the manager and the staff in the unit. Identifies venues, invites role players, organizes refreshments and set up schedules for meetings and events. Processes the travel and subsistence claims for unit. Process all invoices that emanate from the activities of the work of the manager. Records basic minutes of the meetings of the manager where required. Drafts routine correspondence and reports. Does filing of documents for the manager. Administers matters like the leave register and telephone accounts. Handles the procurement of standard. Receives records and distributes all incoming and outgoing documents. Collects all relevant documents to enable the manager to prepare for meetings. Remains up to date about prescript / policies

and procedures applicable to her / his work terrain to ensure efficient and effective support to the Director.

ENQUIRIES : Mr. B Zenzile Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 39/234 : **ADMINISTRATION CLERK: EDUCATION SERVICES OPERATIONS COORDINATION REF NO: DOE98/10/2026**
Directorate: Operations Management and Coordination

SALARY : R237 453 - R279 708 per annum (Level 05)
CENTRE : Cluster A - Mthatha
REQUIREMENTS : A grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language Knowledge and understanding of PFMA, Treasury Regulations, Public Service Act and Employment of Educator Act. Effective verbal and written communication skills. Well-developed reasoning mathematical, innovative thinking as well as problem solving ability, ability to execute variety of tasks and be able to work under pressure. Knowledge of Education Sector will be added advantage.
DUTIES : Record, organise, 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. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of 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. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Maintain 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. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.
ENQUIRIES : Ms. B Madonsela Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 39/235 : **ADMINISTRATION CLERK: EMIS, GOVERNANCE & SPECIAL PROGRAMMES REF NO: DOE99/10/2026**
Directorate: NMB Education District Office

SALARY : R237 453 - R279 708 per annum (Level 05)
CENTRE : Nelson Mandela Bay
REQUIREMENTS : A Grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language Knowledge and understanding of PFMA, Treasury Regulations, Public Service Act and Employment of Educator Act. Effective verbal and written communication skills. Well-developed reasoning mathematical, innovative thinking as well as problem solving ability, ability to execute variety of tasks and be able to work under pressure. Knowledge of Education Sector will be added advantage.
DUTIES : Record, organise, 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. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of 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. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Maintain 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. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.
ENQUIRIES : Ms. N Mgijima Tel No: (040) 608 4200

For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 39/236 : **ADMINISTRATION CLERK: CIRCUIT ADMIN SUPPORT UNIT (X7 POSTS)**
Directorate: Education District Office

SALARY : R237 453 - R279 708 per annum (Level 05)
CENTRE : Mbizana Coastal (ANE) Ref No: DOE100/10/2026 (X3 Posts)
Mbizana Inland (ANE) Ref No: DOE101/10/2026 (X3 Posts)
Ntenetyana Circuit (ANW) Ref No: DOE102/10/2026
REQUIREMENTS : A Grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language Knowledge and understanding of PFMA, Treasury Regulations, Public Service Act and Employment of Educator Act. Effective verbal and written communication skills. Well-developed reasoning mathematical, innovative thinking as well as problem solving ability, ability to execute variety of tasks and be able to work under pressure. Knowledge of Education Sector will be added advantage.
DUTIES : Record, organise, 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. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of 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. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Maintain 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. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.
ENQUIRIES : Mr. M Zazela Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 39/237 : **ADMINISTRATION CLERK: CONDITIONS OF SERVICE (X2 POSTS)**
Directorate: Education District Office

SALARY : R237 453 - R279 708 per annum (Level 05)
CENTRE : OR Tambo Inland Ref No: DOE103/10/2026
Nelson Mandela Bay Ref No: DOE104/10/2026
REQUIREMENTS : A Grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language Knowledge and understanding of PFMA, Treasury Regulations, Public Service Act and Employment of Educator Act. Effective verbal and written communication skills. Well-developed reasoning mathematical, innovative thinking as well as problem solving ability, ability to execute variety of tasks and be able to work under pressure. Knowledge of Education Sector will be added advantage.
DUTIES : Record, organise, 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. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of 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. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Maintain 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. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.
ENQUIRIES : Mr. M Zazela Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 39/238 : **REGISTRY CLERK: CONDITIONS OF SERVICE (X2 POSTS)**
Directorate: Education District Office

SALARY : R237 453 - R279 708 per annum (Level 05)
CENTRE : Alfred Nzo East Ref No: DOE105/10/2026
Nelson Mandela Bay Ref No: DOE106/10/2026

REQUIREMENTS : A Grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Knowledge and understanding of PFMA, Treasury Regulations, Public Service Act and Employment of Educator Act. Effective verbal and written communication skills. Well-developed reasoning mathematical, innovative thinking as well as problem solving ability, ability to execute variety of tasks and be able to work under pressure. Knowledge of Education Sector will be added advantage.

DUTIES : Attend to clients. Handle telephone and other enquiries received. Receive and register hand delivered mail/files. Handle incoming and outgoing correspondence. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Opening and closing files according to the record classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Open and maintain franking machine register. Frank post, record money and update register on a daily basis. Do spot checks on posts to ensure that no private posts are included. Lock post in postbag for messengers to deliver to Post Office. Open & maintain remittance register. Record all valuable articles as prescribed in remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep record daily of amount of letters franked. Supervise the processing and process documents for archiving and/disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.

ENQUIRIES : Mr. M Zazela Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 39/239 : **REGISTRY CLERK: RECORDS AND DOCUMENT MANAGEMENT (X2 POSTS)**
Directorate: Education District Office

SALARY : R237 453 - R279 708 per annum (Level 05)
CENTRE : Nelson Mandela Bay Ref No: DOE107/10/2026
Sarah Baartman Ref No: DOE108/10/2026

REQUIREMENTS : A Grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Knowledge and understanding of PFMA, Treasury Regulations, Public Service Act and Employment of Educator Act. Effective verbal and written communication skills. Well-developed reasoning mathematical, innovative thinking as well as problem solving ability, ability to execute variety of tasks and be able to work under pressure. Knowledge of Education Sector will be added advantage.

DUTIES : Attend to clients. Handle telephone and other enquiries received. Receive and register hand delivered mail/files. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Opening and closing files according to the record classification system. Filing / storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Open and maintain franking machine register. Frank post, record money and update register on a daily basis. Do spot checks on posts to ensure that no private posts are included. Lock post in postbag for messengers to deliver to Post Office. Open & maintain remittance register. Record all valuable articles as prescribed in remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via

registered post and record reference number in register. Keep record daily of amount of letters received. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.

ENQUIRIES : Mr. W Payi Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 39/240 : **ADMINISTRATION CLERK: DEMAND AND ACQUISITION MANAGEMENT SERVICES (X2 POSTS)**
Directorate: Education District Office

SALARY : R237 453 - R279 708 per annum (Level 05)
CENTRE : Nelson Mandela Bay Ref No: DOE109/10/2026
Sarah Baartman Ref No: DOE110/10/2026

REQUIREMENTS : A Grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language Knowledge and understanding of PFMA, Treasury Regulations, Public Service Act and Employment of Educator Act. Effective verbal and written communication skills. Well-developed reasoning mathematical, innovative thinking as well as problem solving ability, ability to execute variety of tasks and be able to work under pressure. Knowledge of Education Sector will be added advantage.

DUTIES : Record, organise, 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. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of 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. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Maintain 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. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.

ENQUIRIES : Ms. L Lupondwana Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 39/241 : **ADMINISTRATION CLERK: ASSET & STORES MANAGEMENT (X2 POSTS)**
Directorate: Education District Office

SALARY : R237 453 - R279 708 per annum (Level 05)
CENTRE : Amathole West Ref No: DOE111/10/2026
Sarah Baartman Ref No: DOE112/10/2026

REQUIREMENTS : A Grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language Knowledge and understanding of PFMA, Treasury Regulations, Public Service Act and Employment of Educator Act. Effective verbal and written communication skills. Well-developed reasoning mathematical, innovative thinking as well as problem solving ability, ability to execute variety of tasks and be able to work under pressure. Knowledge of Education Sector will be added advantage.

DUTIES : Record, organise, 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. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of 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. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Maintain 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. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.

ENQUIRIES : Ms. Z Mkondweni Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 39/242 : **ACCOUNTING CLERK: EXPENDITURE MANAGEMENT (X6 POSTS)**
Directorate: Education District Office

SALARY : R237 453 - R279 708 per annum (Level 05)
CENTRE : Alfred Nzo East Ref No: DOE113/10/2026
Amathole East Ref No: DOE114/10/2026 (X2 Posts)
Amathole West Ref No: DOE115/10/2026 (X2 Posts)
Joe Gqabi Ref No: DOE116/10/2026

REQUIREMENTS : A Grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language Knowledge and understanding of PFMA, Treasury Regulations, Public Service Act and Employment of Educator Act. Effective verbal and written communication skills. Well-developed reasoning mathematical, innovative thinking as well as problem solving ability, ability to execute variety of tasks and be able to work under pressure. Knowledge of Education Sector will be added advantage.

DUTIES : Record, organise, 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. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of 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. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Maintain 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. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.

ENQUIRIES : Ms. Qhwesha-Nxafani Tel No: (040) 608 4415
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 39/243 : **ADMINISTRATION CLERK: HUMAN RESOURCE DEVELOPMENT (X7 POSTS)**
Directorate: Education District Office

SALARY : R237 453 - R279 708 per annum (Level 05)
CENTRE : Alfred Nzo East Ref No: DOE117/10/2026
Chris Hani East Ref No: DOE118/10/2026 (X2 Posts)
Nelson Mandela Bay Ref No: DOE119/10/2026 (X2 Posts)
OR Tambo Inland Ref No: DOE120/10/2026
Sarah Baartman Ref No: DOE121/10/2026

REQUIREMENTS : A Grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language Knowledge and understanding of PFMA, Treasury Regulations, Public Service Act and Employment of Educator Act. Effective verbal and written communication skills. Well-developed reasoning mathematical, innovative thinking as well as problem solving ability, ability to execute variety of tasks and be able to work under pressure. Knowledge of Education Sector will be added advantage.

DUTIES : Record, organise, 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. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of 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. Stock control of office stationery. Keep and maintain the

asset register of the component (district offices). Maintain 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. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.

ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 39/244 : **DATA CAPTURER: HIV & AIDS LIFE SKILLS CONDITIONAL GRANT REF NO: DOE122/10/2026 (X2 POSTS)**
Contract: from Assumption of Duty Date-31 March 2027
Directorate: School Health and Life Skills

SALARY : R201 093 - R236 877 per annum (Level 04), plus 37% in lieu of service benefits
CENTRE : Head Office - Zwelitsha
REQUIREMENTS : A Grade 12 certificate with no experience required. Practical experience in MS Office Package e.g. Excel, Word etc. will be used as added advantage. Effective communication skills (written and verbal skills) and a good command of English language. Knowledge of the Public Service Legislative Framework. Proven competent knowledge of basic office administration practice. Knowledge of procurement systems Competencies: Computer Literacy, Excellent Communication Skills, Administration Skills, People Skills, Organisational Skills, Typing and Writing Skills, Strong Leadership Skills, Basic financial recording, minute taking and report writing skills. Knowledge of Education Sector will be added advantage.

DUTIES : Capture data for processing recruitment and payment for School Health and Life skills beneficiaries contracted in schools and Circuit Management Centres using the spreadsheets, Liaise with Districts for monthly reports from the LSAs, LSA Supervisors and Social Work Graduates, ensure that the information is captured correctly, verified, and validated. Check accuracy of data captured and deal with queries, Ensure safekeeping of necessary documents to process payment of stipends e.g. reports and signed confirmation lists in line with the standard archive procedures, Capture all School Health and Safety information on applicable data base and produce reports when required to do so, Keep database of Peer Education Clubs and Soul Buddyz Clubs in schools, Partners and other stakeholders that render school health and safety services to schools, Liaise with School Admin Clerks to verify uploaded school health and safety data on SASAMS, Audit school health and safety LTSM, Policies and Circulars provided to schools and keep distribution lists, Conduct quarterly impact assessments of programmes rendered by LSAs, LSA Supervisors and Social Work Graduates and consolidate performance reports when required to do so, Write and submit monthly, quarterly, and annual reports to the Province.

ENQUIRIES : Mr. B Zenzile Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 39/245 : **DATA CAPTURER: BASIC EDUCATION EMPLOYMENT INITIATIVE REF NO: DOE123/10/2026**
(1 Year Contract)
Directorate: Human Resource Development

SALARY : R201 093 - R236 877 per annum (Level 04), plus 37% in lieu of service benefits
CENTRE : Head Office - Zwelitsha
REQUIREMENTS : A Grade 12 certificate or equivalent and no experience needed. Knowledge: Departments, Provincial Directives, DPSA Polices, Circulars and Directives, DBE Circulars and Directives, National and Provincial Circulars and Directives. Skills: Operational Management, Financial Management, Project management Skills, Communications Skills, Negotiations, People Management, Research, Analytical thinking, Computer literacy, Problem solving, Presentation, Conflict resolution, Language Skills, Sound organisational skills, good people skills, Basic written communication skills. Honesty and integrity. Professionalism. Self – driven. Teamwork.

DUTIES : Capture data from available records into the required formats e.g. databases, table, spreadsheet. Verify query missing data and errors observed during data entry. Review and validate all data from the records. Submit data. Make regular backups of data. Update registers and statistics. Keep and maintain records

and files. Ensure records and files are properly sorted and secured. Provide information to components.

ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200
For e-Recruitment Enquiries, eMail: erecruitment@ecdoe.gov.za

DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS : Applicants must strictly apply using only the provincial e-Recruitment system which is available on www.ecprov.gov.za, or https://www.ecprov.gov.za or https://erecruitment.ecotp.gov.za/. The system is available 24/7 and closes at 23:59 on the closing date. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email with your ID Number, your profile email address, details of the issue to recruitment@ecdsd.gov.za. (NB: For technical glitches only – No CVs). Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Should you submit your applications/ CV to: recruitment@ecdsd.gov.za and not as specified, your application will be regarded as lost and not be considered. Refer all application related enquiries to the specified contact person.
Applications must be submitted via the provincial e-recruitment system accessible at: https://ecprov.gov.za (under Careers) and/or at https://erecruitment.ecotp.gov.za. The Provincial e-Recruitment System is available 24/7 and closes at 23: 59 on the Closing Date. To report any e-Recruitment System challenges send an email with your (i) ID Number, (ii) profile email address, (iii) details of your issue to: recruitment@ecdsd.gov.za. Do not send any applications to this email address; should you do so, your applications/ CV will be regarded as lost and will not be considered. Technical support is limited to working hours: (08:00 16:30 Mon-Thursday and 08:00-16:00 on Friday). Direct all enquiries to the specified enquiries person or email Address.

CLOSING DATE : 13 November 2026. Applications received after closing date will not be considered.

NOTE : Applications must be submitted on a duly completed New Z83 form (effective from 01 January 2021), e-Recruitment System automatically generates Z83 immediately you press apply and generate Z83. Applicants are not required to submit copies of qualifications and other relevant documents upon application but must submit a fully completed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on/or before the interview day. View the list of the positions you applied for on “My Job Applications” and do note that the system Z83 does not reflect work experience and qualifications, however, every detail of your information does reflect to the Recruitment team. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents (like a copy of Permanent Resident Permit for Non-RSA Citizens/Permanent Resident Permit Holders to HR on or before the interview date. Failure to submit all the required documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/ study verification and previous employment verification). All shortlisted candidates, including the SMS shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate’s suitability based on the post’s technical and generic requirements, and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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 Assessment. Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be

subjected to a skills/ knowledge test. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of twelve 12/24 months. It is the objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. The EE targets of the recruiting Department will be adhered to although the applications are welcome from all racial groups. The Recruiting 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. (Females and People with Disabilities are also requested to apply and indicate such in their applications). SMS pre-entry certificate (Nyukela) must be submitted prior appointment. Full details can be sourced by following the link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme.
Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. Note: Due to austerity measures, the Department will not carry any related costs (transport, accommodation, and meals) for candidates attending pre-selection assessment/s and interviews. Due to austerity measures, the Department will not carry any related costs (transport, accommodation, and meals) for candidates attending pre-selection assessment/s and interviews.

OTHER POSTS

POST 39/246	:	**DEPUTY DIRECTOR: FINANCIAL PLANNING REF NO: DSD 01/11/2026**
SALARY	:	R932 292 – R1 098 195 per annum (Level 11), all-inclusive remuneration package.
CENTRE	:	Provincial Office, Bisho
REQUIREMENTS	:	A Senior Certificate plus a relevant Financial Information Systems (FIS) qualification, Bachelor's degree or equivalent qualification in Financial Management/Accounting at NQF Level 7, as recognised by SAQA. A minimum of 3–5 years' experience in a finance environment at Assistant Director level. Knowledge of Microsoft Office, especially advanced Excel, graphs and pivot table interpretation. Knowledge of budgeting, preparation and analysis. Knowledge of BAS and PERSAL. A driver's licence is a prerequisite. Competencies: Communication skills, both oral and written. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Knowledge management. Financial management. Problem-solving and analysis. Strategic capability and leadership. Programme and project management. People management and empowerment. Change management. Knowledge of the Public Service Regulatory Framework and policy formulation processes within government. Understanding business and management principles relating to strategic planning, resource allocation, human resource modelling and leadership techniques. Knowledge of monitoring and evaluation methods, tools and techniques. Statistical and data analysis. Policy analysis and research. Analytical thinking, report writing and presentation skills. An understanding of financial statements will be an advantage.
DUTIES	:	Coordinate and consolidate inputs for the compilation of the Medium-Term Expenditure Framework (MTEF). Coordinate and consolidate inputs for the compilation of the Estimates of National Expenditure (ENE). Compile Adjusted Estimates of National Expenditure (AENE), including reprioritisation, requests for additional funds and movement of funds, for the branches. Allocate funds to the various responsibilities within the branches. Coordinate inputs for in-year monitoring reports for the branches. Compile expenditure forecasts for the branches. Compile monthly management reports. Advise budget managers on budget-related matters. Cost the establishment. Assist with the preparation and review of the financial statements.
ENQUIRIES	:	Mr Y Singqandu Tel No: (043) 605 5042/59 e-Recruitment Technical Support: Recruitment@ecdsd.gov.za
NOTE	:	EE Target: African/White Male
POST 39/247	:	**DEPUTY DIRECTOR: EMPLOYEE RELATIONS REF NO: DSD 02/11/2026**
SALARY	:	R932 292 – R1 098 195 per annum (Level 11), all-inclusive remuneration package.

CENTRE	:	Provincial Office, Bisho
REQUIREMENTS	:	National Senior Certificate Plus a National Diploma or Bachelor's Degree (NQF Level 6/7) in Law, Labour Relations, Human Resource Management or any relevant/equivalent qualification. 3-5 to five years' relevant experience at Assistant Director level in Labour Relations. A driver's licence is a prerequisite. Competencies: Sound knowledge of Labour relations legislation and prescripts, including the Labour Relations Act, Basic Conditions of Employment Act, Public Service Act, Public Service Regulations, disciplinary procedures, grievance management and collective bargaining processes. Knowledge of PSCBC and sectoral council resolutions and policies. Strong leadership, conflict management, negotiation, dispute resolution, analytical, report-writing and problem-solving skills. Good communication, stakeholder management, planning and organisational skills. Ability to interpret and apply labour legislation and policies. Computer literacy in MS Office packages. Strong supervisory and people-management skills.
DUTIES	:	Manage and coordinate labour relations and collective bargaining functions within the Department. Provide advice and support to management on labour relations matters, disciplinary processes, grievances, misconduct, incapacity and dispute resolution. Coordinate and monitor the implementation of labour relations policies, procedures and collective agreements. Represent the Department in disciplinary hearings, conciliations, arbitrations and negotiations at relevant bargaining council structures, including the Public Service Coordinating Bargaining Council. Facilitate sound employer–employee relations and promote labour peace within the Department. Monitor compliance with labour legislation, collective agreements and departmental policies. Analyse labour relations trends and case law, and develop intervention strategies to address workplace conflict and misconduct. Compile reports, submissions and statistics on labour relations matters. Liaise with organised labour, management and relevant stakeholders on labour relations and collective bargaining matters. Supervise staff and ensure effective management of resources within the component.
ENQUIRIES	:	Mr Y Singqandu Tel No: (043) 605 5042 or Ms Q Blayi Tel No: (043) 605 5048. e-Recruitment Technical Support: Recruitment@ecdsd.gov.za
NOTE	:	EE Target: Africans/White Male
POST 39/248	:	**DEPUTY DIRECTOR: LOCAL SERVICE OFFICE REF NO: DSD 03/11/2026**
SALARY	:	R932 292 – R1 098 195 per annum (Level 11), all-inclusive remuneration package.
CENTRE	:	Joe Gqabi: Maletswai Local Service Office
REQUIREMENTS	:	National Senior Certificate plus a Bachelor's degree/National Diploma (NQF Level 6/7) in Public Administration, Social Work, Social Sciences, Development Studies or an equivalent qualification. 3-5 years' relevant experience at Assistant Director level. A driver's licence is a prerequisite. Competencies: Extensive knowledge of the Social Development Sector. Understanding of the legislative framework relevant to the Social Development Sector. Sound knowledge of financial, human resource and supply chain management. Good planning, organisational and decision-making skills. Strategic capability and leadership skills. Excellent management and empowerment skills. Service delivery innovation. Client and customer orientation. Understanding of the Batho Pele principles. Excellent problem-solving skills. Ability to communicate at all levels. A developmental approach and a clear understanding of South African policies on social transformation and community development.
DUTIES	:	Be responsible for the overall management and control of the area. Manage developmental social welfare and community development services. Manage financial, human resource and supply chain functions. Provide support to the community to promote self-sustainability and integrated development. Develop, monitor and evaluate the area. Consolidate Programme reports. Analyse and report on emerging trends. Develop, monitor and evaluate area annual and operational plans.
ENQUIRIES	:	Joe Gqabi enquiries may be directed to Ms P. Tsuputse Tel No: (051) 633 9715 e-Recruitment Technical Support: Recruitment@ecdsd.gov.za
NOTE	:	EE Target: Coloured Male
POST 39/249	:	**SOCIAL WORKER GRADE 1 (X21 POSTS)**
SALARY	:	R338 208 – R397 668 per annum, (OSD).

CENTRE	:	(Ref No: DSD 04/11/2026) Amathole: Mnquma LSO (Ref No: DSD 05/11/2026) Amahlati LSO (Ref No: DSD 06/11/2026) Great Kie LSO (Ref No: DSD 07/11/2026) Alfred Nzo: Mount Ayliff SDC (Ref No: DSD 08/11/2026) Ntabankulu LSO (Ref No: DSD 09/11/2026) OR Tambo: KSD LSO (Ref No: DSD 10/11/2026) Ingquza Hill LSO (Ref No: DSD 11/11/2026) Mhlontlo LSO (Ref No: DSD 12/11/2026) Joe Gqabi: Burgersdorp SDC (Ref No: DSD 13/11/2026) Lady Grey SDC (Ref No: DSD 14/11/2026) NMM: Ebhayi SDC (Ref No: DSD 15/11/2026) Zwide SDC (Ref No: DSD 16/11/2026) Walmer SDC (Ref No: DSD 17/11/2026) Sarah Baartman: Sunday's River Valley (Ref No: DSD 18/11/2026) Graaff-Reinet SDC (Ref No: DSD 19/11/2026) BCM: East London (Ref No: DSD 20/11/2026) KWT Thuthuzela Centre (Ref No: DSD 21/11/2026) Mdantsane Thuthuzela Centre (Ref No: DSD 22/11/2026) Chris Hani: Emalahleni LSO (Ref No: DSD 23/11/2026) Inxuba Yethemba LSO (Ref No: DSD 24/11/2026) Sakhisizwe LSO
REQUIREMENTS	:	Standard 10/Grade 12 plus a Bachelor of Social Work degree. Latest proof of registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker. Successful candidates who are not in possession of a driver's licence will be required to submit proof within six (6) months from the date of assumption of duty. Appropriate/recognisable Social Work experience after registration with the SACSSP as Social Worker will be considered for appointment. Competencies: Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Knowledge and understanding of human behaviour and social systems, and the skills to intervene at the points where people interact with their environments to promote social well-being. Ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations and communities to enhance their social functioning and problem-solving capabilities. Ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress, and use resources effectively. Understanding and ability to provide social work services to protect people who are vulnerable, at risk and unable to protect themselves. Ability to mentor and coach Social Auxiliary Workers.
DUTIES	:	Render social work services relating to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes. Support Social Auxiliary Workers and volunteers. Keep up to date with new developments in the Social Work and Social Welfare fields. Perform all required administrative functions.
ENQUIRIES	:	Alfred Nzo: Mr S Shweni at (064) 606 9465 Amathole: Ms Z Habe Tel No: (043) 711 6626 BCM: Ms P. Gqabantshi Tel No: (043) 705 5675/73 Chris Hani: Ms N Mzinjana Tel No: (045) 808 3709 Joe Gqabi: Ms P. Tsuputse Tel No: (051) 633 9715 NMM: Ms L Lukwe Tel No: (041) 406 5811 Sarah Baartman: Mr M Rwexana Tel No: (046) 602 1408/1407 OR Tambo: Ms Z Dlanjwa at 064 607 1200 e-Recruitment Technical Support: Recruitment@ecdsd.gov.za
NOTE	:	Amathole: Mnquma LSO, (EE Target: African/ Coloured Male) Amahlati LSO, (EE Target: African/ Coloured Male) Great Kie LSO, (EE Target: African/ Coloured Male) Alfred Nzo: Mount Ayliff SDC, (EE Target: African Male) Ntabankulu LSO, (EE Target: African Male and persons with disabilities) OR Tambo: KSD LSO, (EE Target: African Male) Ingquza Hill LSO, (EE Target: African Male and persons with disabilities) Mhlontlo LSO, (EE Target: African Male) Joe Gqabi: Burgersdorp SDC, (EE Target: African Male) Lady Grey SDC, (EE Target: African Male) NMM: Ebhayi SDC, (EE Target: African Male and persons with disabilities) Zwide SDC, (EE Target: Coloured Female) Walmer SDC, (EE Target: White Male)

Sarah Baartman: Sunday's River Valley, (EE Target: Coloured Female)
Graaff-Reinet SDC, (EE Target: Coloured Female and persons with disabilities)
BCM: East London, (EE Target: African Male)
KWT Thuthuzela Centre, (EE Target: African Male)
Mdantsane Thuthuzela Centre, (EE Target: African Male)
Chris Hani: Emalahleni LSO, (EE Target: African Male and persons with disabilities)
Inxuba Yethemba LSO, (EE Target: African Male)
Sakhisizwe LSO, (EE Target: African Male)

POST 39/250 : **COMMUNITY DEVELOPMENT PRACTITIONER GRADE 1 (X8 POSTS)**

SALARY : R289 296 – R337 959 per annum, (OSD)
CENTRE : (Ref No: DSD 25/11/2026) Amathole: Ngqamakwe SDC
(Ref No: DSD 26/11/2026) Alfred Nzo: Mount Frere SDC
(Ref No: DSD 27/11/2026) BCM: Mdantsane 1 SDC
(Ref No: DSD 28/11/2026) OR Tambo: Ngqeleni SDC
(Ref No: DSD 29/11/2026) Joe Gqabi: Ugie SDC
(Ref No: DSD 30/11/2026) NMM: Motherwell SDC
(Ref No: DSD 31/11/2026) Sarah Baartman: Alexandria LSO
(Ref No: DSD 32/11/2026) Sunday's River Valley LSO
REQUIREMENTS : National Senior Certificate plus a Bachelor's Degree/National Diploma in Social Sciences, Developmental Economics, Development Studies or Community Development. Successful candidates who are not in possession of a driver's licence will be required to submit proof within six (6) months from the date of assumption of duty. Computer literacy will be an added advantage. Appropriate/recognizable experience after complying with the required educational qualification will be considered for appointment. Competencies: Theoretical understanding and practical experience/exposure to community development issues. Ability to use a facilitative approach to motivate constructive participation in programme development and implementation. Ability to document and report on programmes and projects in the required format. Communication and interpersonal skills, Organising and planning skills.
DUTIES : Facilitate awareness campaigns on community development programmes. Mobilise local communities into integrated development structures. Facilitate community development initiatives in each local municipality. Facilitate the development of community profiles using contextualised participatory development methodologies. Facilitate the development, alignment and utilisation of resources from various departments towards the implementation of Integrated Development Plans in each local municipality. Assess applications for departmental funding by community organisations. Monitor, evaluate and provide support services to funded programmes/projects.
ENQUIRIES : Alfred Nzo: Mr S Shweni at (064) 606 9465
Amathole: Ms Z Habe Tel No: (043) 711 6626
BCM: Ms P. Gqabantshi Tel No: (043) 705 5675/73
Joe Gqabi: Ms P. Tsuputse Tel No: (051) 633 9715
NMM: Ms L Lukwe Tel No: (041) 406 5811
Sarah Baartman: Mr M Rwexana Tel No: (046) 602 1408/1407
OR Tambo: Ms Z Dlanjwa at 064 607 1200.
e-Recruitment Technical Support: Recruitment@ecdsd.gov.za
NOTE : Amathole: Ngqamakwe SDC, (EE Target: African Male)
Alfred Nzo: Mount Frere SDC, (EE Target: African Male and persons with disabilities)
BCM: Mdantsane 1 SDC, (EE Target: Coloured Female)
OR Tambo: Ngqeleni SDC, (EE Target: African Male and persons with disabilities)
Joe Gqabi: Ugie SDC, (EE Target: African Female/Male)
NMM: Motherwell SDC, (EE Target: Coloured Male)
Sarah Baartman: Alexandria LSO, (EE Target: African Male and persons with disabilities)
Sunday's River Valley LSO, (EE Target: White Male)

POST 39/251 : **CHILD & YOUTH CARE WORKER GRADE 1 (X3 POSTS)**

SALARY : R191 694 – R215 073 per annum, (OSD).
CENTRE : (Ref No: DSD 33/11/2026) Alfred Nzo: Maluti Place of Safety
(Ref No: DSD 34/11/2026) Alfred Nzo: Maluti Place of Safety

(Ref No: DSD 35/11/2026) NMM: Erica Place of Safety

REQUIREMENTS : National Senior Certificate. Appropriate/recognisable Child and Youth Care experience gained after obtaining the required qualification will be considered for appointment. Successful candidates who are not in possession of a driver's licence will be required to submit proof within six (6) months from the date of assumption of duty. Competencies: Communication: Ability to convey clear, simple and easy-to-understand messages/information to children and youth. Empathy: Ability to respect and build positive relationships with children and youth. Trustworthiness: Ability to build relationships of trust with children and youth. Honesty: Being principled and truthful to oneself and others. Teamwork and collaboration: Ability to work cooperatively with others and as part of a team. Understanding principles: Ability to understand and apply child and youth care principles. Computer literacy.

DUTIES : Care and development: Understand and provide for the care and development of children and youth. Understanding basic needs: Understand the physical, emotional, spiritual, cognitive and social needs of children and youth. Administration: Perform administrative activities relating to logbooks, incident reports and other records. Role modelling: Identify, allocate and participate in practical activities to transfer skills to children and youth. Programme implementation: Assist with implementing planned programmes and activities based on the identified developmental needs of children and youth. Children's rights: Promote and uphold the rights of children and youth. Rules and procedures: Know and apply the rules and procedures of the care centre.

ENQUIRIES : Alfred Nzo: Mr S Shweni at (064) 606 9465; NMM: Ms L Lukwe Tel No: (041) 406 5811
e-Recruitment Technical Support: Recruitment@ecdsd.gov.za

NOTE : Alfred Nzo: Maluti Place of Safety, (EE Target: African Male)
Alfred Nzo: Maluti Place of Safety, (EE Target: African Male)
NMM: Erica Place of Safety, (EE Target: White Male)

POST 39/252 : **ASSISTANT COMMUNITY DEVELOPMENT PRACTITIONER GRADE 1 REF NO: DSD 36/11/2026**

SALARY : R191 694 – R215 073 per annum, (OSD)

CENTRE : BCM: Dimbaza SDC

REQUIREMENTS : A Senior Certificate or equivalent qualification. Appropriate/recognisable experience gained after obtaining the required educational qualification will be considered for appointment. Successful candidates who are not in possession of a driver's licence will be required to submit proof within six (6) months from the date of assumption of duty. Competencies: Interpersonal skills and the ability to interact with people and community structures. Compassion for people in need and vulnerable groups. Understanding of social dynamics and basic knowledge of community development. Passion for community development. Willingness to learn. Communication skills. Knowledge of the local language and culture. Computer literacy and inventory management skills would be an added advantage.

DUTIES : Conduct community and household profiling. Assist communities in accessing services offered by government departments. Attend community meetings and imbizos to collect information on community needs and provide support for integrated planning. Assist with the maintenance and support of funded community projects.

ENQUIRIES : Amathole: Ms Z Habe Tel No: (043) 711 6626
Sarah Baartman: Mr M Rwexana Tel No: (046) 602 1408/1407
OR Tambo: Ms Z Dlanjwa at 064 607 1200.
e-Recruitment Technical Support: Recruitment@ecdsd.gov.za

NOTE : BCM: Dimbaza SDC, (EE Target: African Male)

ANNEXURE V

PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF EDUCATION

APPLICATIONS : Please go to the website as indicated below to apply for this post. https://www.erecruitment.fs.gov.za

CLOSING DATE : 19 November 2026

NOTE : It is the intention to promote representativity in the Department through the filling of these posts. The candidature of applicants from designated groups especially in respect of people with disabilities, women and youth will receive preference. 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. (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. Failure to comply with the procedure outlined above, will lead to an application being rejected. Applicants who terminated their services with voluntary severance packages may not apply; salary progression on the salary scales is subject to performance assessment; The FSDoE reserves the right not to fill advertised positions. It is expected of candidates to be available for selection interviews on a date, time and place determined by the Free State Department of Education. It is the applicants' responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Non-RSA residents/permanent residents will submit proof only when shortlisted. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application has been unsuccessful. 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 Nyukela (Compulsory Pre-Entry Certificate for entry into the SMS) 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/.According to the Explanatory Guide on SMS Competency-Based Assessment, paragraph 5.1, All shortlisted candidates for SMS posts will be subjected to technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioral preferences, emotional intelligence, and integrity. According to the Directive on Human Resource Management and Development on Public Service Professionalisation Volume 1, paragraph 1.32.1, all shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.

MANAGEMENT ECHELON

POST 39/253 : **DIRECTOR: EARLY CHILDHOOD CARE & EDUCATION DIRECTORATE REF NO: PS16/2026/01**

SALARY : R1 317 384 – R1 551 807 per annum (Level 13), an all-inclusive salary package. 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.

CENTRE : Bloemfontein, Head Office

REQUIREMENTS : An applicable qualification at NQF level 7 as recognized by South African Qualifications Authority (SAQA). 5 Years of experience at a middle/senior managerial level. Valid Code B/EB Driver's license. Preference will be given to candidates with 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.

DUTIES : Ensure effective and efficient coordination and overall management of the Early Childhood Care & Education (ECCE) 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 ECCE sector. Ensure proper financial management and coordination in the ECCE sector in line with the PFMA and related policies. Monitor and ensure timely transfer payments to ECDs. Ensure proper planning and coordination of professional development of Social Workers and ECCE practitioners in the ECD sector. To ensure that Partial care database/registers are in place and monitored. Ensure that all ECCE service is uploaded on the agreed upon Learner Management System. Ensure that capacity building support programs and training are conducted and monitored for ECCE 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 ECCE service within the province by providing the necessary support across the districts. Facilitate Inter-Sectoral Coordination to improve and better the ECCE service. Manage the provision of partial care facilities and programmes in the Free State. Manage the provision of Early Childhood Care and Education programmes. Develop and manage the implementation of norms and standards for Early Childhood Care & Education Centre's. Manage a comprehensive electronic information Management system. Manage funding of partial care and Early Childhood Care & Education facilities and programmes.

ENQUIRIES : Mr. ET Montso Tel No: (051) 404 8426

DEPARTMENT OF HEALTH

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

CLOSING DATE : 16 November 2026

NOTE : All applicants must login/register to apply for positions. The applicant's profile on the eRecruitment is equivalent to the newly approved Z83, and it is the responsibility of applicants to ensure their profiles are fully completed or their applications will not be considered, as per the DPSA Practice Note. Applicants should upload their curriculum vitae (CV) on the e-Recruitment system. (Please ensure is in PDF format & maximum size 3MB). The Curriculum Vitae should be specific regarding previous positions occupied and the start date and end date of the position(s) should be indicated. Accompanying relevant documentation required to be uploaded on the system such as copies of all qualifications including National Senior Certificate/Matric certificate, Driver's license, ID, etc., such documents need not be certified at point of application, however, certification will be required prior to attending the interview. Only short-listed candidates will be required to submit certified copies of qualifications and other related documents on, or before the day of the interview following an invitation from the Department to attend an interview, and such qualification(s) and other related document(s) should be in line with

the requirements of the advertisement. Successful completion of the Senior Management Pre-Entry Programme (Nyukela) is required for being considered for this SMS post prior to appointment. Enrolment for the course should be made on the NSG's website at https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other will be an integrity (ethical conduct) assessment. criterion in the interview process. Selection panels shall score both technical exercises as an additional criterion in the interview process. Selection panels shall score both technical exercises as an additional criterion in the interview process. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are submitted online timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA). The highest relevant qualification should be captured/listed as the first qualification on the e-recruitment profile. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their applications were unsuccessful. Communication will be limited to short-listed candidates only. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial assets check, qualification verification and reference checks). Applications must declare any pending criminal, disciplinary or any other allegations or investigations and/or record. The Department reserves the right not to make appointments on the advertised post(s). Free State Provincial Department of Health is compliant with the requirements of POPIA. The Department of Health is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan.

OTHER POSTS

POST 39/254 : **MEDICAL OFFICER GRADE 1-3 REF NO: H/M/36/2026**

SALARY : Grade 1: R1 041 402 – R1 121 241 per annum
Grade 2: R1 188 255 – R1 297 089 per annum
Grade 3: R1 375 245 – R1 713 534 per annum
all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements

CENTRE : Katleho District Hospital

REQUIREMENTS : Matric. Appropriate qualification that allows for registration with the HPCSA as Medical Practitioner (Independent Practice). Current annual registration with HPCSA. **Grade 1:** None after registration with HPCSA as Medical Practitioner in respect of South African 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 it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years appropriate experience after registration with HPCSA as Medical Practitioner in respect of South African qualified employees. 6 years relevant experience after registration as Medical Practitioner with recognised foreign Health Professional Council in respect of Foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years appropriate experience after registration with HPCSA as Medical Practitioner in respect of South African qualified employees. 11 years relevant experience after registration as Medical Practitioner with 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. Knowledge and Skills: Extensive knowledge on Public Service legislation, policies and procedures. Excellent communication skills (verbal, written, report writing, medico-legal reports).

Good interpersonal skills as well as display of honesty, integrity and excellent work ethics.

DUTIES : Management of all medical conditions to ensure that a competent service is provided to all patients. Candidates will have to perform commuted overtime duties (compulsory & non-negotiable). Supervise junior staff in order to provide adequate medical care and to train them to be able to do key medical interventions. Consult patients on an outpatient basis to have optimal chronic disease management and good long term follow up. Briefing, informing and counselling patients and where appropriate relatives regarding prevention, treatment operative, complications and rehabilitation. Endeavour to become skilled in resuscitative measures and intensive care treatment to assure survival of critically ill-patients.

ENQUIRIES : Me. NPL Sithebe Tel No: (057) 212 9454

POST 39/255 : **DENTIST GRADE 1-3 REF NO: H/D/17/2026**

SALARY : Grade 1: R1 011 516 - R1 121 241 per annum
Grade 2: R1 188 255 - R1 297 089 per annum
Grade 3: R1 375 245 - R1 713 534 per annum
all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements.

CENTRE : Itemoheng District Hospital

REQUIREMENTS : Matric plus Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Dentist. Registration with a Health Professional Council of South Africa (HPCSA) as a Dentist. Experience: **Grade 1:** None after registration as a Dentist with the HPCSA in respect of SA qualified employee. **Grade 2:** Minimum of 7 years appropriate experience as Dentist after registration with the PHCSA as a Dentist. **Grade 3:** Minimum of 12 years appropriate experience as Dentist after registration with the HPCSA as a Dentist. Current registration 2026/2027). Valid driver's license (Code B/EB). Knowledge and Skills: Adhere to all departmental requirements and protocols. Excellent report writing, Clinical documents, record keeping and referral writing skills. Sound verbal and writing skills. Sound verbal and written communication skills. Good computer skills (MS Word, Excel and PowerPoint). Comply with National Core Standards and or ideal facility/clinic requirements as applicable and good time management. Clinical planning and follow up as needed. Ability to be flexible and innovative in response to differing client needs.

DUTIES : Provide leadership, governance and management in dental unit. Provide primary and secondary dental services to adults and secondary dental services to adults and children in PHC clinics delivering basic packages of oral care at outreach visit provision of effective control and management. Provision of effective stock control and management. Ensure quality health services as required by Ideal Clinic Standards, Infection Prevention Control, Occupational Health and Safety compliance standards.

ENQUIRIES : Me. N Pule at 083 233 8217

POST 39/256 : **DENTIST GRADE 1-3 REF NO: H/D/18/2026**

SALARY : Grade 1: R1 011 516 - R1 121 241 per annum
Grade 2: R1 188 255 - R1 297 089 per annum
Grade 3: R1 375 245 - R1 713 534 per annum
all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements.

CENTRE : Lejweleputswa District

REQUIREMENTS : Matric plus Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Dentist. Registration with a Health Professional Council of South Africa (HPCSA) as a Dentist. Current registration 2026/2027. Experience: **Grade 1:** None after registration as a Dentist with the HPCSA in respect of SA qualified employee. **Grade 2:** Minimum of 7 years appropriate experience as Dentist after registration with the PHCSA as a Dentist. **Grade 3:** Minimum of 12 years appropriate experience as Dentist after registration with the HPCSA as a Dentist. Valid driver's license (Code B/EB). Knowledge and Skills: Adhere to all departmental requirements and protocols. Excellent report writing, Clinical documents,

record keeping and referral writing skills. Sound verbal and writing skills. Sound verbal and written communication skills. Good computer skills (MS Word, Excel and PowerPoint). Comply with National Core Standards and or ideal facility/clinic requirements as applicable and good time management. Clinical planning and follow up as needed. Ability to be flexible and innovative in response to differing client needs.

DUTIES : Provide leadership, governance and management in dental unit. Provide primary and secondary dental services to adults and secondary dental services to adults and children in PHC clinics delivering basic packages of oral care at outreach visit provision of effective control and management. Provision of effective stock control and management. Ensure quality health services as required by Ideal Clinic Standards, Infection Prevention Control, Occupational Health and Safety compliance standards.

ENQUIRIES : Me. NF Gigi Tel No: (057) 352 2706

POST 39/257 : **DEPURT DIRECTOR: ADMINISTRATION SUPPORTAND COORDINATION: REF NO: H/D/19/2026**

SALARY : R932 292 - R1 098 195 per annum, all -inclusive package consists of 75% basic salary and 25% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements

CENTRE : Corporate Office: Bloemfontein

REQUIREMENTS : Matric plus Diploma in Management/Public Administration or equivalent at NQF level 6 as recognised by SAQA. A minimum of 3 years' experience at management level (ASD). 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. Public service regulations (PSR)2016 as amended, Public service act (PSA), Public Finance Management Act, Labour Relations Act. Presentation, Planning and organizing, Time management, Communication, Computer literate, Financial management, Problem solving skills.

DUTIES : Develop, implement and maintain systems, registers and databases to monitor and manage the flow of documents to, from and within the office of the executive authority. Compile correspondence, submissions and cabinet memoranda as required. Study, edit and comment on submissions to be submitted to the executive authority for consideration. Manage the procurement and maintenance of equipment and administer the budget in the office of the executive authority. Manage logistical support in the office of the executive authority. Develop, implement and maintain a filing system for the office of the executive authority. Manage the registry of the office of the executive authority. Ensure that documents are classified in accordance with the MIS prescripts and are handled in accordance with their classification. Brief the Chief of Staff on matters with regard to the executive authority's portfolio on the agenda of Cabinet/executive council. Liaise with senior managers in the institutions within the executive authority's portfolio. Co-ordinate the activities of the executive authority's office. Manage the distribution of memoranda to Cabinet/executive council members. Manage the distribution of documents and submissions to the relevant legislature and standing/portfolio committees. Keep record of decisions of Cabinet/executive council and alert the Chief of Staff and executive authority of actions to be taken and due dates. General supervision of the employees in the office of the executive authority. Quality control of the work delivered by supervisees. Advise supervisees with regard to all aspects of the work. Serve as the formal disciplinary authority with regard to supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.

ENQUIRIES : Mr. M Mokhachane at 083 386 8333

POST 39/258 : **DEPURT DIRECTOR: MANAGERIAL ACCOUNTING REF NO: H/D/20/2026**

SALARY : R932 292 - R1 098 195 per annum, all -inclusive package consists of 75% basic salary and 25% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements

CENTRE : Thabo Mofutsanyana District

REQUIREMENTS : Senior Certificate plus, Bachelor's Degree/ Advanced Diploma in Financial Management /Accounting or equivalent qualification at NQF level 7 as

recognized by SAQA. A minimum of 3 years related experience in management accounting at supervisory/management level (ASD). Knowledge and Skills: Knowledge of Labour Relations Act, Basic Conditions of Employment Act, Treasury Regulations issued in terms of the PFMA, Free State Provincial Revenue Act and Performance Management System. Public Finance Management Act (PFMA). Public Service Regulations (PSR). Policy analysis and development. People management, financial management, problem solving, planning and organising and time management. Team player, strategic planning, good communication, computer literacy, report writing skills. Facilitation, coordination, leadership, change and knowledge skills.

DUTIES : Monitor the policy and legislative framework to ensure that cognizance is taken of new developments. Develop and maintain policies and processes. Monitor cash flow and submit cash flow reports and plans as required. Monitor compliance with financial prescripts. Provide advice and guidance to role players on the use of forecasting. Planning – Ensure that information for planning purposes are collected and analysed properly. Budgeting – Manage, review, analyse and quality assure the budget preparation process. Reporting – Coordinate, review, analyse and quality assure the management accounting reporting processes. Ensure that information on the requirement for role-over requests are disseminated to responsibility and program managers. Ensure that all roll-over requests are considered, proposal developed submitted to the CFO for consideration. Ensure that the approved roll-overs are incorporated in the adjustments budgets. Assess the need for additional funds required from the adjustment estimates process trough monitoring of expenditure trends. Ensure the assessment of expenditure trends and the development of proposals on the virement or shifting of funds. Maintenance of discipline. Management of performance and development. Undertake Human Resource and other related administrative functions. Establish implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Develop implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Serve on transverse task teams as required. Procurement and asset management. Planning and allocate work. Quality control of work delivered by employees. Functional technical advice and guidance.

ENQUIRIES : Me. Mr Motaung at 083 3489 635

POST 39/259 : **OPERATIONAL MANAGER PNB3: ADVANCED MIDWIFERY AND NEONATAL NURSING SCIENCE REF NO: H/O/12/2026**

SALARY : R720 819 – R821 454 per annum, plus, 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.

CENTRE : Lejweleputswa District

REQUIREMENTS : Senior Certificate, Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Registered Nurse in General Nursing. OR - A 4-year Bachelor Degree in Nursing (R174) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year, accredited with SANC in Advanced Midwifery and Neonatal Nursing Science. Current registration with the South African Nursing Council as a Professional Nurse (2026/2027). 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 the above must be appropriate / recognisable experience in the Advanced Midwifery and Neonatal Nursing Science after obtaining 1-year post-basic qualification in the Advanced Midwifery and Neonatal Nursing Science specialty. Skills and Knowledge: Computer literacy. Knowledge of Public Service Legislation, policies and procedures. Thorough 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, etc. Knowledge of HR policies such as: Skills Development Act, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure.

DUTIES : Coordination of optimal, holistic specialized nursing care provided within set standards and a professional/legal framework. Manage effectively the utilization and supervision of resources. Coordination of the provision of

effective training and research. Provision of Effective Support to Nursing Services. Effective utilization of resources (Human and Material) participation with training and research. Maintain professional growth/ethical standards and self-development. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how to impact on service delivery. Ensure clinical nursing practices by the nursing team (unit) in accordance with the scope of practice and nursing standards as determine 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 and basic understanding HR and financial policies and practices. Demonstrate effective communication with patients, supervisor, other health professionals and junior colleagues, including more complex report writing when required. Work as part of multi-disciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicable, at supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing services in the unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principle of Batho Pele. Able to develop contact, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery.

ENQUIRIES : Me. NF Gigi Tel No: (057) 352 2706

POST 39/260 : **ASSISTANT MANAGER NURSING REF NO: H/A/43/2026**

SALARY : R693 096 - R778 185 per annum, plus, Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.

CENTRE : Katleho District Hospital

REQUIREMENTS : Matric, basic R425 (i.e. Diploma/Degree in Nursing) or 4 year Bachelor of Nursing (R174) or equivalent qualification that allows registration with South African Nursing Council as a Registered Nurse in General Nursing. Current registration with the South African Nursing Council (SANC) (2026/2027) Professional Nursing. A minimum of 8 years 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/ recognizable experience at Management Level. Knowledge and Skills: Ability to work under pressure. Good communication skills. Computer Literacy. Knowledge of nursing care processes and procedures, nursing statutes and other relevant frameworks.

DUTIES : Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive working relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage Human Resources. Monitor and ensure proper utilization of financial and physical resources.

ENQUIRIES : Me. NPL Sithebe Tel No: (057) 212 9454

POST 39/261 : **OPERATIONAL MANAGER PNA5 REF NO: H/O/13/2026**

SALARY : Grade 1: R571 161 – R 654 285 per annum
Grade 2: R661 572 – R752 913 per annum
plus, 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.

CENTRE : Bongani Regional Hospital

REQUIREMENTS : Senior Certificate, Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Registered Nurse in General Nursing. OR - A 4-year Bachelor Degree in Nursing (R174) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Current registration with SANC (2026/2027). Knowledge And Skills: Knowledge, Skills training and competencies required: thorough knowledge of nursing care processes and

procedures, nursing statutes, and other relevant legal frameworks, such as: - Nursing Act, Health Act, Patient Right Charter, Batho Pele principles, Public Service Regulations, Disciplinary Code and Procedures in the Public Service. Ability to interact with diverse stakeholders and health care users and givers. Good communication, report writing, facilitation, coordination, liaison, Information, planning and organizing and computer literacy skills.

DUTIES : Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practises and how this impact on service delivery. Ensure clinical nursing practice by the nursing team (unit) 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 a basic understanding of HR and financial policies and demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of a multidisciplinary team at unit level to ensure good rising care by the nursing team. Work effectively and amicably, at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the adheres to the principles of Batho Pele. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery.

ENQUIRIES : Mr. T Tsoho Tel No: (057) 916 8285

POST 39/262 : **CLINICAL PROGRAMME COORDINATOR PNA5 CLINICAL EDUCATION AND TRAINING UNIT (CETU) REF NO: H/C/27/2026**

SALARY : Grade 1: R571 161 – R654 285 per annum
Grade 2: R661 572 – R752 9130 per annum
plus, 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.

CENTRE : Bongani Regional Hospital

REQUIREMENTS : Senior Certificate, Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Registered Nurse in General Nursing. OR - A 4-year Bachelor Degree in Nursing (R174) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A maximum of 7 years appropriate or recognizable experience in nursing after registration with South African Nursing Council (SANC) as a Professional Nurse in general nursing. An accredited post basic qualification (at least 1 year) in Nursing Education. Current registration with the South African Nursing Council (2026/2027). Knowledge and Skills: Computer literacy and statistics. Knowledge of the relevant Health Legislation and policies, ability to collect and analyse data, leadership in planning, organising, coordination, and communication skills, ability to take charge and make appropriate independent decisions. Research skills to advise hospital management, responsiveness, pro-activeness and professionalism, accuracy, flexibility, initiative, co-operation, team-player, supportive and assertive.

DUTIES : Coordinates the clinical orientation, teaching, learning, assessment, mentoring, and support of student nurses and staff development. Clinical teaching and learning: coordinate work-integrated learning (WIL), day-to-day bedside accompaniment, clinical supervision, and simulation preparation for student nurses. Student and staff orientation: manage onboarding, orientation, and induction programs for newly placed student nurses, graduate nurses, and clinical staff. Skills audits and gap analysis: identify learning and competency gaps among nursing staff and students, and design relevant in-service training plans. Preceptorship and mentorship: support and coordinate clinical preceptors and mentors across hospital wards to ensure proper student-to-staff guidance ratios. Assessments and competency evaluation: conduct continuous clinical competence assessments, review professional practice files, and track student learning contracts. Compliance and quality assurance: ensure adherence to SANC (South African Nursing Council) standards, accreditation requirements, and Office of Health Standards Compliance (OHSC) protocols. Reporting and administration: compile monthly, quarterly, and annual

operational reports on CETU activities, training records, and student progress for hospital and nursing college management.

ENQUIRIES : Mr. T Tsoho Tel No: (057) 916 8285

POST 39/263 : **CLINICAL PROGRAMME COORDINATOR PNA5: (HAST) REF NO: H/C/28/2026**

SALARY : Grade 1: R571 161 – R654 285 per annum
Grade 2: R661 572 – R752 913 per annum
plus, 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.

CENTRE : Bongani Regional Hospital

REQUIREMENTS : Senior Certificate, Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Registered Nurse in General Nursing. OR - A 4-year Bachelor Degree in Nursing (R174) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of 7 years of appropriate or recognisable experience in nursing after registration with SANC as a Professional Nurse in general nursing. Training in HIV/AIDS management; NIMART & wide experience in HIV, AIDS, STI's and TB programme. Current registration with SANC (2026/2027). Knowledge and Skills: Computer literacy and statistics. Knowledge of the relevant health legislation and policies. Ability to collect and analyse data. Leadership in planning, organising, coordination, and communication skills. Ability to take charge and make appropriate independent decisions. Research skills to advise hospital management. Strong ability to build and work as a team member. Good communication skills and intersectoral collaborations. Strong management and leadership skills. Ability to analyse data and quality assessment.

DUTIES : Provide operational direction for the HIV, AIDS, STI's and TB (HAST) programme in the hospital. Implementation of strategies aimed at behavioural change in reducing infections and retention of patients to care. Implement HAST programme according to the strategic plans. Provide programme technical and clinical support to the health care facilities and stakeholders. Implementation of all HAST programs in the hospital and monitoring thereof. Management of HAST multidisciplinary team and stakeholder coordination. Analyse and manage HIV/AIDS, STI's and TB (HAST) to strengthen programme implementation. Undertake ward rounds and or hospital support visits and audits to ensure programme compliance. Lead health and wellness events that seek to influence behavioural change.

ENQUIRIES : Mr. T Tsoho Tel No: (057) 916 8285

POST 39/264 : **PROFESSIONAL NURSE SPECIALTY: ADVANCED MIDWIFERY AND NEONATAL NURSING SERVICE, PEDIATRIC NURSING SERVICE, INTENSIVE CARE NURSING SERVICE, OPERATING THEATRE NURSING, TRAUMA AND EMERGENCY NURSING SERVICE, ORTHOPEDIC NURSING SCIENCE. (PNB1–2) REF NO: H/P/35/2026 (X3 POSTS)**

SALARY : Grade 1: R495 423 – R581 931 per annum
Grade 2: R607 350 – R752 913 per annum
plus, 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.

CENTRE : Bongani Regional Hospital

REQUIREMENTS : Senior Certificate, Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Registered Nurse in General Nursing. OR - A 4-year Bachelor Degree in Nursing (R174) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Current registration with the South African Nursing Council (SANC) (2026/2027). A post-basic nursing qualification, with a duration of at least 1 year accredited with the South African Nursing Council (SANC) in any one of the following specialties: Advanced Midwifery and Neonatal Nursing Service, Pediatric Nursing Service, Intensive Care Nursing Service, Operating Theatre Nursing, Trauma and Emergency Nursing Service, Orthopedic Nursing Science. Knowledge and Skills: Good

communication skills and interpersonal relations. Ability to work under pressure. Computer Literacy.

DUTIES : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practises. 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 of diverse intellectual, cultural, racial or religious differences. Able top 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 to patients needs, requirements and expectations (Batho Pele). Work as part of the multidisciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of 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 to patient's needs, requirements and expectations (Batho Pele).

ENQUIRIES : Mr. T Tsoho Tel No: (057) 916 8285

POST 39/265 : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: H/A/43/2026**

SALARY : R487 197 - R573 897 per annum, plus, 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.

CENTRE : Thabo Mofutsanyana District

REQUIREMENTS : Senior Certificate plus, recognised Degree (NQF 7) in Labour Law/ Labour Relations or equivalent qualification as recognised by SAQA. A minimum of 3 years' experience in conducting misconduct investigations; handling of grievances & conciliation and arbitration on supervisory level. Knowledge and Skills: 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 and interpretation of Polices 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 and interpersonal relationship skills

DUTIES : Assist with the development of labour relation policies. Coordinate/ conduct investigation on misconduct and grievance cases to advise appropriately thereon. Advise management on all labour relations matters in order to minimise unfair labour practices. Represent the Department in bilateral discussions with organised labour unions. Perform and manage administrative and related functions. Manage resources to ensure that the objectives of the component are achieved.

ENQUIRIES : Me. Mr Motaung at 083 3489 635

POST 39/266 : **PHYSIOTHERAPIST GRADE 1-3 REF NO: H/P/36/2026 (X1 POST)**

SALARY : Grade 1: R413 121 – R472 359 per annum
Grade 2: R482 499 – R550 389 per annum
Grade 3: R564 822 – R683 808 per annum
plus, 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.

CENTRE : Bongani Regional Hospital

REQUIREMENTS : Grade 12 and BCS in Physiotherapy or appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Physiotherapy. **Grade 1:** Requires No experience after registration with HPCSA. **Grade 2:** Requires ten (10) years minimum experience with HPCSA in a relevant profession. **Grade 3:** Requires twenty (20) years minimum experience after registration with the HPCSA (2026/2027). Knowledge and Skills: Sound interpersonal and communication skills. Ability to work in a multidisciplinary environment. Ability to work under pressure. Good communication and interpersonal relation skills. Ability to work under pressure. Computer literacy will be an added advantage.

DUTIES	:	Assessment and treatment of in-patient and out-patient and external stakeholders in adherence to scope of practice. Assist in the department administrative activities, quality assurance and evidence based programs. Contribute positively towards the development and growth of the physiotherapy department. Perform clinical supervision of physiotherapy students. Participate in professional departments programs. The candidate should be willing to rotate and be involved in various area related to physiotherapy and perform overtime duties over the weekends.
ENQUIRIES	:	Mr. T Tsoho Tel No: (057) 916 8285
POST 39/267	:	**LABOUR RELATIONS OFFICER REF NO: H/L/3/2026**
SALARY	:	R338 106 - R398 277 per annum, plus 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.
CENTRE	:	Thabo Mofutsanyana District
REQUIREMENTS	:	Senior Certificate plus, recognized Diploma (NQF 6) in Labour Law/ Labour Relations or equivalent qualification as recognised by SAQA. No experience is required. Knowledge and Skills: Labour Relations Legislation. Processes of labour relation matters. Computer literacy, good communication skills, facilitation skills, conflict resolution skills, analytical skills, presentation skills, negotiation skills, organising skills and interpersonal relationship skills. Knowledge of the Public Service Processes of the CCMA, PSCBC and GPSSBC.
DUTIES	:	Preliminary investigate misconduct cases, grievances and disputes. Report on outcome of preliminary investigations of labour relation matters. Implement misconduct procedures. Implement grievance procedures. Implement dispute procedures. Advise on disciplinary procedures. Advise on grievance procedures. Advise on dispute procedures. Update labour relation information on the system. Report progress on a monthly basis. Maintain the disciplinary filing system. Report on strike actions. Compile and distribute the agenda to the relevant members. Distribute the minutes of the previous meeting. Draft minutes of the meeting in line with discussions and decisions.
ENQUIRIES	:	Me. Mr Motaung at 083 3489 635
POST 39/268	:	**SENIOR HUMAN RESOURCE OFFICER REF NO: H/S/11/2026**
SALARY	:	R338 106 - R398 277 per annum, plus 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.
CENTRE	:	Thabo Mofutsanyana District Office
REQUIREMENTS	:	Senior Certificate, plus Diploma in Human Resource Management or related areas qualification at NQF 6 as recognised by SAQA. A minimum 3 years' experience in HR environment. Relevant PERSAL Certificates. Knowledge and Skills: Working knowledge and understanding of the legislative framework governing the Public Service. Public Service Regulation 2016, as amended and Public Finance Management Act. Computer literacy, planning and organisation. Good communication (verbal and written). Team work, flexibility and responsibility.
DUTIES	:	Supervise and undertake the more complex implementation and maintenance of human resource administration practices: HR Provisioning (Recruitment and Selection, appointments, transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods etc.). Implement conditions of service and service benefits (Leave, Housing, Medical, Injury on Duty, Long Service Recognition, overtime, relocation, Pension, allowances etc.). Termination of service. Recommend (approve) transactions on PERSAL according to delegations. Performance Management. Prepare reports on human resource administration issues and statistics. Handle human resource administration enquiries. Allocate and ensure quality of work Personnel development.
ENQUIRIES	:	Me. Mr Motaung at 083 3489 635
POST 39/269	:	**PROFESSIONAL NURSE (PNA2) REF NO: H/P/37/2026 (X1 POST)**
SALARY	:	Grade 1: R324 384 - R382 107 per annum Grade 2: R396 132 - R466 623 per annum Grade 3: R476 367 - R610 662 per annum plus, Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.

CENTRE	:	Katleho District Hospital
REQUIREMENTS	:	Senior Certificate, Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Registered Nurse in General Nursing. OR - A 4-year Bachelor Degree in Nursing (R174) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse **Grade 1:** Experience: None after registration with the SANC as Professional Nurse. **Grade 2:** A minimum of 10 years after registration with the SANC as Professional Nurse. **Grade 3:** A minimum of 20 years after registration with the SANC as Professional Nurse. Knowledge and Skills: Ability to work under pressure; Good communication (Written and Verbal); Good interpersonal relations; Professionalism; Confidentiality and basic computer literacy.
DUTIES	:	Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Implement a comprehensive nursing care plan/program for the promotion of health, self-care, treatment and rehabilitation of patients. Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Maintain a plan to improve the quality of nursing and health care. Actively engage in the educational and training of students in the health care system. Practice nursing and health care in accordance with the laws and regulations relevant to nursing health care. Protect and advocate rights of patients regarding health care. Implement patient care standards, policies and procedures. Maintain a constructive working relationship with nursing and other stakeholders. Disseminate information on epidemics, nutritional disease, maternal and infant morbidity and mortality and other common diseases. Communicate with the multi-disciplinary health teams, organisations and special interest groups when dealing with community health issues and needs. Utilise human, material and physical resources efficiently and effectively
ENQUIRIES	:	Me. NPL Sithebe Tel No: (057) 212 9454
POST 39/270	:	**ARTISAN PRODUCTION: WELDING AND ELECTRICITY REF NO: H/A/44/2026 (X2 POSTS)**
SALARY	:	Grade A: R253 341 - R281 172 per annum Grade B: R297 249 - R301 707 per annum Grade C: R345 342 - R424 371 per annum plus 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.
CENTRE	:	Thabo Mofutsanyana District Office
REQUIREMENTS	:	Grade 12 or equivalent qualification with no experience. Appropriate Trade Test Certificate (Fitter). A complete apprentice and proof of passing a trade test in terms of the Section 13(2)(h) of 1981, of the Manpower Act, 1981 as amended or a certificate issued under provisions of Section 28 or 30 of the Manpower Act, 1981, as amended or issued under the provisions of the repealed Section 27 of the Act referred to. Valid drivers licence. Knowledge And Skills: Knowledge of the Occupational Health & Safety Act, 1993 (Act No. 85 of 1993) (OHS Act). Computer Literacy. Excellent time management, Communication (written and verbal), good interpersonal skills with colleagues and other departments and report writing skills.
DUTIES	:	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 assure 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.
ENQUIRIES	:	Me. Mr Motaung at 083 3489 635
POST 39/271	:	**REGISTRY CLERK**
SALARY	:	R237 453 - R279 708 per annum, plus 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.
CENTRE	:	Thabo Mofutsanyana District Office

REQUIREMENTS : A grade 12 certificate or equivalent as recognised by SAQA. No experience required. Knowledge and Skills: Computer, Planning and organising, Language, Computer literate, Good verbal and written communication skills. Communication, Interpersonal Relations. Flexibility, Teamwork. Public service regulations (PSR)

DUTIES : Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. Receive all mail. Sort, register and dispatch mail · Distribute notices on registry issues. Opening and close files according to record classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Open and maintain Franking machine register. Frank post, record money and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to Post Office. Open & maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of amount of letters franked. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents

ENQUIRIES : Me. Mr Motaung 083 3489 635

POST 39/272 : **STAFF NURSE GRADE 1-3 REF NO: H/S/9/2026 (X15 POSTS)**

SALARY : Grade 1: R229 440 – R260 520 per annum
Grade 2: R272 778 – R310 890 per annum
Grade 3: R319 071 – R397 392 per annum
plus, 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.

CENTRE : Bongani Regional Hospital

REQUIREMENTS : Senior certificate/ Grade 12 or equivalent qualification. A qualification that allows registration with SANC as a Staff Nurse. Registration with SANC as an Enrolled Nurse. **Grade 1:** No experience required. **Grade 2:** A minimum of 10 years appropriate/recognizable experience in nursing after registration with SANC as an Staff Nurse. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse. Knowledge and Skills: Candidate must have basic communication and writing skills. Be able to function as part of the multi-disciplinary team. Good communication and interpersonal relation skills. Knowledge of nursing care standards, Nursing Act and Public Service Regulation 2016, as amended Ability to work under pressure. Computer literacy will be an added advantage.

DUTIES : Measure, interpret and record vital signs. Assist professional nurses with clinical procedures (i.e administering of intramuscular injections). 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. Display a concern for patients, Ensure maintenance of patient hygiene. Sustain nutritional status of patient. Facilitate the mobility of patients. Facilitate the elimination processes. Preparation of patients for diagnostic and surgical procedures. Order stock and equipment in a cost effective manner. Operate all relevant apparatus and equipment.

ENQUIRIES : Mr. T Tsoho Tel No: (057) 916 8285

POST 39/273 : **STAFF NURSE REF NO: H/S/10/2026 (X2 POSTS)**

SALARY : Grade 1: R229 440 - R2556 671 per annum
Grade 2: R272 778 - R306 294 per annum
Grade 3: R319 071 - R391 515 per annum
plus, Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.

CENTRE : Katleho District Hospital

REQUIREMENTS : Senior certificate/ Grade 12 or equivalent qualification. A qualification that allows registration with SANC as a Staff Nurse. Registration with SANC as an Enrolled Nurse. **Grade 1:** No experience required. **Grade 2:** A minimum of 10 years appropriate/recognizable experience in nursing after registration with SANC as an Staff Nurse. **Grade 3:** A minimum of 20 years

appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse. Knowledge And Skills: Candidate must have basic communication and writing skills. Be able to function as part of the multi-disciplinary team. Good communication and interpersonal relation skills. Knowledge of nursing care standards, Nursing Act and Public Service Regulation 2016, as amended Ability to work under pressure. Computer literacy will be an added advantage.

DUTIES : Measure, interpret and record vital signs. Assist professional nurses with clinical procedures (i.e administering of intramuscular injections). 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. Display a concern for patients, Ensure maintenance of patient hygiene. Sustain nutritional status of patient. Facilitate the mobility of patients. Facilitate the elimination processes. Preparation of patients for diagnostic and surgical procedures. Order stock and equipment in a cost effective manner. Operate all relevant apparatus and equipment.

ENQUIRIES : Me. NPL Sithebe Tel No: (057) 212 9454

POST 39/274 : **NURSING ASSISTANT REF NO: H/N/3/2026 (X6 POSTS)**

SALARY : Grade 1: R181 230 - R207 225 per annum
Grade 2: R211 401 – R239 922 per annum
Grade 3: R249 141 – R310 890 per annum
plus, 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.

CENTRE : Katleho District Hospital

REQUIREMENTS : Basic qualification that allows registration with the SANC as Nursing Assistant. Experience: **Grade 1:** Non after registration with SANC. **Grade 2:** A minimum of 10 years appropriate/recognisable experience after registration with the SANC as Nursing Assistant. **Grade 3:** A minimum of 20 years appropriate/recognisable experience after registration with the SANC as Nursing Assistant. Current registration with SANC (2026/2027). Knowledge and Skills: Demonstrate elementary communication with patients. Knowledge of nursing care standards, Nursing Act and Public Service Regulation 2016, as amended.

DUTIES : Assist patients with activities of daily living (physical care). Maintain hygiene of patients. 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.

ENQUIRIES : Me. NPL Sithebe Tel No: (057) 212 9454

POST 39/275 : **DRIVER**

SALARY : R170 226 - R200 523 per annum, plus 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.

CENTRE : Thabo Mofutsanyana District Office

REQUIREMENTS : A grade 10 or equivalent qualification as recognised SAQA. Valid motor vehicle license as well as valid public driving permit. A minimum of 7 months driving experience. Knowledge and Skills: Knowledge of public service ethics and departmental transport. Ability to comply with driver's responsibility according to Treasury and PFMA. Good interpersonal relations, loyal, commitment, time management and accountability.

DUTIES : Drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents). Do routine maintenance on the allocated vehicle and reports defects timely. Complete all the required and prescribed records and log books with regard to the vehicle and the goods handled. Render a clerical support/messenger service in the relevant office.

ENQUIRIES : Me. Mr Motaung at 083 3489 635

POST 39/276 : **SECURITY OFFICER REF NO: H/S/12/2026**

SALARY : R170 226 - R200 523 per annum, plus 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.

CENTRE : Thabo Mofutsanyana District Office

REQUIREMENTS : Basic Education and Training (NQF level 3). Basic security officer's course. Grade D registration with PSIRA. No experience required. Knowledge and Skills: Knowledge and skills: Knowledge of access control procedure. Knowledge of measure of control and movement of equipment & stores. Prescribes security procedures. e.g. MIS, NISA, Protection of Information Act, Emergency Procedures. Communication skills, Read and write. Batho Pele Principles.

DUTIES : Perform access control functions. Determine appointments/ or services that the visitors require. Contract relevant employee to confirm appointment or refer visitor to the relevant service delivery point. Complete or ensure that the admission control register is completed. Issue admission control documents/cards as required. Escort visitors to relevant employees/ venues where lock and unlock entrances. Ensure that unauthorised persons and dangerous objects do not enter the building/ premises. Follow-up on incidence. Undertake building/premises patrols. Identify and check doors are locked or unlocked as required. Check water leaks and that taps are closed. 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 procedures. Ensure safe keeping of equipment, documents and stores of the department complete registers to control the movement of equipment, stores and documents. Confirm that no equipment, stores and assets of the department leave the building/premises unauthorised. Inspect vehicles entering and leaving the premises. Gather information and report on missing and stolen equipment and stores. Handle documents at points of entry according to classification and the prescript.

ENQUIRIES : Me. Mr Motaung at 083 3489 635

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

APPLICATIONS : To apply visit: (https://systems.fshealth.gov.za/e-Recruitment/Login)

CLOSING DATE : 13 November 2026

NOTE : Effective from 01 April 2026, the Department of Public Works and Infrastructure now utilises an e-Recruitment System which means all applicants must login/register (https://systems.fshealth.gov.za/e-Recruitment/Login) to apply for positions, we only accept hand delivered/posted/emailed applications should an applicant prove that he/she tried to apply via e-Recruitment with no success and the Department of Public Works and Infrastructure 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, and however certification will be required prior to attending the interview. Please note: All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. It should be noted that the Department of Public Works and Infrastructure does not support the use of Artificial Intelligence (AI) in any of its recruitment and selection processes and will disqualify an application if it picks up the use of AI when completing assessments without acknowledging the source of information. Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government, available as an online course on https://www.thensg.gov.za/training-course/sms-pre-entry-programme/, prior to finalisation of appointment, is a requirement for all SMS positions. For SMS positions certain candidates may be required to undergo additional Competency 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 Department of Public Works and Infrastructure 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. The status of your application will be visible on the e-Recruitment system. However, 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 39/277 : **SENIOR ADMINISTRATION CLERK: MUNICIPAL SERVICES – UTILITIES DIVISION REF NO: PWI15/26 (X3 POSTS)**
Operational Property and Housekeeping Directorate

SALARY : R237 453 per annum (Level 05)
CENTRE : Bloemfontein
REQUIREMENTS : NQF 4 (Grade 12). Knowledge of BAS and LOGIS. Computer Knowledge and be able to use Microsoft Word, Excel and PowerPoint. Driver's License.
DUTIES : Handling Accounts of Eskom, Water Boards, Municipalities and Land Lords. Advise a report to management regarding the state of services accounts. Monitor expenditure. Check payment documents with spreadsheet we have developed internally. Request outstanding invoices from the suppliers at least 10 working days before due date. Ensure monthly reconciliation of municipal accounts in respect of service accounts. Prepare payment batches for processing on BAS and LOGIS. Capture approved payment batches on BAS and LOGIS. Ensure sound management and control of the services accounts. Accruals and Payables for disclosure of financial statements. Ensure the allocation of budgets to correct items, request allocation for the following year and adjustment budget.
ENQUIRIES : Mr G Du Plessis Tel No: (051) 410 7517/37 or 066 3072 532

POST 39/278 : **SENIOR ADMINISTRATION CLERK: CONTRACT ADMINISTRATION REF NO: PWI16/26 (X1 POST)**
Operational Property and Housekeeping Directorate

SALARY : R237 453 per annum (Level 05)
CENTRE : Bloemfontein
REQUIREMENTS : NQF 4 (Grade 12). Knowledge of PASTEL and BAS systems. Computer Knowledge and be able to use Microsoft Word, Excel and PowerPoint. Driver's License.
DUTIES : Render general clerical support. Monitor and reconcile debtors register and PASTEL to ensure correct monthly rental invoicing. Capturing monthly rental invoices on the system in line with the signed lease agreements. Request BAS report on a weekly basis to confirm payments received. Allocation of Cash Receipts on Pastel system as reflected on BAS report. Compiling debtor's reconciliations between Pastel and BAS based on payments received. Follow up on outstanding debt in terms of the approved Debtors Management and Write Off of Debt Policy. Liaising with the relevant salary sections to ensure that all PERSAL deductions are correctly implemented in line with signed stop orders.
ENQUIRIES : Ms Z Ndenze Tel No: (051) 410 7541

DEPARTMENT OF SOCIAL DEVELOPMENT



APPLICATIONS : Free State Provincial Department of Social Development utilises an e-Recruitment System (applicants must submit their applications via the online link https://systems.fshealth.gov.za/e-Recruitment/
CLOSING DATE : 13 November 2026
NOTE : All applicants must login/ register to apply for positions. The applicant's profile on the e-Recruitment is equivalent to the newly approved Z83, and it is the responsibility of applicant to ensure the profiles are fully completed or their applications will not be considered, as per the DPSA Practice Note. Applicants

should upload their Curriculum Vitae (CV) on the e-Recruitment system. (Please ensure is in PDF format & maximum size 3MB). The Curriculum Vitae should be specific regarding previous positions occupied and the start date and the end date of the position(s) should be indicated. Accompanying relevant documentation required to be uploaded on the system such as copies of all qualifications including National Senior Certificate/ Matric Certificate, Drivers Licence, ID, etc., such documents need not be certified at point of application, however, certification will be required prior to attending the interview. 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 an invitation from the Department to attend the interview, and such qualification(s) and other related documents should be in line with the requirements of the advertisement. Successful completion of the Senior Management Pre- Entry Programme (Nyukela) is required for being considered for the SMS post prior to appointment. Enrolment for this course should be made on the NSG website at https://www.thensg.gov.za/training course/smspre-entry-programme. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other will be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are submitted online timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA). The highest relevant qualification should be captured/listed as the first qualifications on e-recruitment profile. Applications are respectfully informed that if no notification of appointment i.e., received within four months of the closing date, they must accept that their applications. Communication will be limited to the shortlisted candidates only. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial asset check, qualification verification and reference checks). Applications must declare any pending criminal, disciplinary or any other allegations or investigations and/or record. The department reserves the right not to make appointments on the advertised post(s). Free Department of Social Development is compliant with the requirements of POPIA. The Department of Social Development is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the departments to promote equity (race, gender, and disability) through the filling of this post(s) with a candidate whose transfer/-promotion/ appointment will promote representativity in line with numerical targets as contained in our Employment Equity Plan.

OTHER POST

POST 39/279 : **SECURITY OFFICER (X50 POSTS)**

SALARY : R170 226 per annum (Level 03)

CENTRE : Thabo Mofutsanyana District Office Ref No: DSDFS 103/26 (X6 Posts)
Vrede Sub-Office Ref No: DSDFS 104/26 (X6 Posts)
Senekal Office Ref No: DSDFS 105/26 (X1 Post)
Bethlehem Office Ref No: DSDFS 106/26 (X2 Posts)
Leratong Child & Youth Care Centre Ref No: DSDFS 107/26 (X6 Posts)
Thekolohelong Welfare Centre Ref No: DSDFS 108/26 (X5 Posts)
Dr Beyers Naude Halfway House Ref No: DSDFS 109/26 (X7 Posts)
Trompsburg Office Ref No: DSDFS 110/26 (X1 Post)
Matete Matches Secure Care Centre Ref No: DSDFS 111/26 (X5 Posts)
Kroonstad Office KGI Ref No: DSDFS 112/26 (X2 Posts)
Botshabelo Haven Old Age Home Ref No: DSDFS 113/26 (X6 Posts)
Winkie Direko Secure Care Centre Ref No: DSDFS 114/26 (X3 Posts)

REQUIREMENTS : Basic Security Officer's course. Basic Education and Training (NQF level 3). Registration with PSIRA Grade C. Knowledge of access control procedures. Knowledge of measures for the control and movement of equipment and store. Knowledge of prescribed security procedures (e.g. MISS, NISA, Protection of Information Act, etc) and the authority on security officers under these

documents. Knowledge on the relevant emergency procedures. Successful candidate will be expected to undergo a security clearance. Experience in security will be an added advantage

DUTIES : Perform access control functions. Ensure safety within the premises. Ensure that equipment, documents and stores do not leave or enter the building or premises unauthorized. Ensure that all incidents regarding security breaches are recorded in the occurrence book/registers. Operate control room security equipment.

ENQUIRIES : Mr. MW Molahloe at 083 2915468

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF ECONOMIC DEVELOPMENT

APPLICATIONS : Apply online to the http:jobs.gauteng.gpg.gov.za website only.
CLOSING DATE : 20 November 2026
NOTE : Application form (Z83) should be accompanied by a recently updated CV. Only shortlisted candidates will be required to bring their originally certifies copies of their qualifications, ID and drivers licence. Failure to submit all the requested documents will result in the application not being considered. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Kindly note that: successful candidates will be subjected to a security clearance in terms of a criminal record check, verifications of qualifications. All short-listed candidates may be subjected to a technical exercise that intends to test relevant technical elements of the job, for which the logistics will be communicated by the department. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.

MANAGEMENT ECHELON

POST 39/280 : **CHIEF DIRECTOR: ECONOMIC EMPOWERMENT AND TRANSFORMATION REF NO: REFS/057142**
Branch: Chief Directorate: Economic Empowerment and Transformation

SALARY : R1 554 696 per annum (Level 14), all-inclusive package
CENTRE : Umnotho House Johannesburg
REQUIREMENTS : NQF level 7 qualification in Economics/Development Studies / Public Policy / Public Administration/ Business Administration. A postgraduate qualification will be an added advantage Nyukela Certificate for entry into SMS (Senior Management Service) from the National School of Government submitted prior to appointment. A minimum of 5 years' experience at senior management level in Economic Empowerment and Transformation environment. Code 8/10.
DUTIES : Lead the development and implementation of strategic plans for economic empowerment and transformation. Oversee the formulation of policies that support inclusive economic growth and monitor their effectiveness. Evaluate and identify barriers to economic empowerment faced by historically disadvantaged groups. Support the implementation of policies and initiatives to promote entrepreneurship and economic inclusion among groups. Guide the development of partnerships with private enterprises and NGOs to create opportunities for skills development and capacity-building. Assess the impact of empowerment programmes on improving socio-economic conditions. Advocate for policies and regulations that support the economic upliftment of marginalised communities. Collaborate with educational institutions to create pathways for education and training for underrepresented groups. Engage with government officials, community leaders and stakeholders to ensure programmes are culturally sensitive and inclusive. Develop a strategic roadmap for targeted programmes aimed at industry development and economic transformation. Allocate resources and funding to support the implementation of the programs across key sectors. Collaborate with industry leaders to identify growth opportunities and address bottlenecks hindering transformation. Monitor program implementation to ensure alignment with transformation objectives and desired outcomes. Evaluate the effectiveness of industry-focused initiatives in driving economic transformation. Facilitate access to markets and investment opportunities for emerging businesses from historically marginalised backgrounds. Conduct regular assessments to measure the impact of the programs on industry growth and transformation. Guide the implementation of programmes to promote industrial development, transformation of industries and to enhance competitiveness. Manage the

development and implementation of mechanisms to monitor equity ownership by previously disadvantaged groups as well as compliance and enforcement of BBBEE codes. Assess the implementation of BBBEE and local production and content compliance. Provide advisory services regarding various transformation charters. Lead the development of strategies to bridge the gap between job seekers and employment opportunities, especially for marginalised groups. Establish partnerships with public and private entities to create job placement programs. Manage and guide the designing of initiatives to support entrepreneurship as a means of job creation and economic participation. Monitor labour market trends and analyse data to identify areas with high potential for job creation. Collaborate with educational institutions to align curricula with market demands and promote skills development for employability. Oversee mentorship and coaching programs to prepare individuals for employment or entrepreneurship. Advocate for inclusive hiring practices within businesses and organisations. Build and maintain partnerships with public and private sector entities. Facilitate dialogue and cooperation among stakeholders to advance inclusive economic growth, transformation and empowerment. Provide expert advice to government and relevant stakeholders on inclusive economic growth, transformation and empowerment. Represent the department in forums and committees related to inclusive economic growth, transformation and empowerment. Perform strategic and operational planning. Oversee the administrative support functions. Perform people management functions. Perform financial management functions. Perform asset management functions.

ENQUIRIES : Siphiwe Nhlapho/Lebohang Molefe at 066 196 6890/079 803 5373

POST 39/281 : **DIRECTOR: SMME & COOPERATIVE SUPPORT REF NO: REFS/057143**
Branch: Chief Directorate: Enterprise and Supplier Development

SALARY : R1 317 384 per annum (Level 13), all-inclusive package
CENTRE : Umnotho House Johannesburg
REQUIREMENTS : NQF Level 7 in Economics/Development Studies / Business Management / Public Administration / Public Management qualifications Nyukela Certificate for entry into SMS (Senior Management Service) from the National School of Government submitted prior to appointment. A minimum of 5 years' experience at middle/ senior management level in SMMEs and Co-operatives environment. Code 8/10.
DUTIES : Develop the SMME development strategy for the GCR economy. Lead and report on the implementation of the SMME development strategy across the province. Align SMME and Co-operative policies with broader economic development strategies. Champion the implementation of the Township Economic Development Act. Identify priority sectors for targeted support and investment. Develop incentive schemes to stimulate entrepreneurship and co-operative formation. Integrate policies with local economic development (LED) initiatives. Foster linkages between SMMEs, Co-operatives, and value chains. Measure economic impact through job creation, income generation, and productivity. Use data analytics to refine strategies and scale successful interventions. Conduct needs assessment to identify the specific non-financial support services required by SMMEs and Co-operatives. Develop strategic partnerships with government agencies, private sector entities, and non-profit services for SMMEs and Co-operatives organizations to deliver a diverse range of support services. Create a centralised platform that provides easy access to information and resources related to non-financial support services. Implement targeted training programs and workshops focusing on business management, marketing, legal compliance, and other relevant areas. Establish a robust monitoring and evaluation system to assess the impact of support services and refine them based on feedback and performance data. Launch outreach and awareness campaigns using multiple communication channels to ensure SMMEs and Co-operatives are informed about available support services. Leverage government grants, private sector investment, and donor funding to ensure sustainable financial support for incubators. Engage industry professionals and successful entrepreneurs to mentor and advise incubated SMMEs and Co-operatives. Offer targeted training, workshops, and seminars on business planning, marketing, compliance, and financial literacy. Track performance and growth of incubated enterprises to tailor support and improve incubator effectiveness. Facilitate networks among incubators to exchange best practices, share resources, and replicate successful models. Lead

outreach programmes to identify and support emerging community enterprises. Provide localised training tailored to rural and underserved areas. Establish community enterprise hubs for shared resources and collaboration. Promote youth and women participation in enterprise development. Facilitate partnerships with local municipalities and development agencies. Support community-led sustainability initiatives. Track social impact metrics to guide future interventions. Strengthen evidence-based decision-making and innovation. Partner with universities and think tanks to conduct sector studies, impact assessments, and policy research. Create platforms for SMMEs and Co-operatives to connect with investors, suppliers, and customers. Use surveys, interviews, or focus groups to understand stakeholder needs and improve engagement strategies. Partner with government departments, NGOs, and private sector entities to pool resources and align efforts. Perform strategic and operational planning. Oversee the administrative support functions. Perform people management functions. Perform financial management functions. Perform asset management functions.

ENQUIRIES : Siphiwe Nhlapho/Lebohang Molefe at 066 196 6890/079 803 5373

POST 39/282 : **DIRECTOR: EXECUTIVE SUPPORT REF NO: REFS/057144**
Branch: Directorate: Executive Support

SALARY : R1 317 384 per annum (Level 13), all-inclusive package
CENTRE : Umnotho House Johannesburg
REQUIREMENTS : NQF Level 7 in Public Administration / Public Management / Political Science / Business Administration qualifications. Nyukela Certificate for entry into SMS (Senior Management Service) from the National School of Government submitted prior to appointment. A minimum of 5 years of experience at a middle / senior managerial level in executive support / governance / administration. Demonstrable experience in PFMA/Treasury Regulations compliance, secretariat services, and intergovernmental coordination. Code 8/10.

DUTIES : Coordinate and quality-assure HOD briefings, submissions, memos and related correspondences. Manage end-to-end meeting logistics, that is, scheduling, agenda setting, document packs, minute-taking, and resolutions tracking. Operate a decision-tracking system, log directives, allocate actions, monitor progress and produce weekly exception reports. Standardise templates and procedures for executive documents (Cabinet/MEC submissions, minutes, reports). Provide research and synthesis on policy, legislation and programme issues to support HOD decisions. Maintain secure, organised records and a central repository for executive correspondence and decisions. Embed PFMA, Treasury Regulations, DPSA directives, POPIA, MISS/MPSS, and applicable provincial frameworks in office processes. Run quarterly compliance reviews on submissions, delegations, records and decision logs, remediate gaps and report assurances. Coordinate responses to audit findings (GAS/AGSA), track management action plans, and verify closure evidence. Maintain the HOD Delegations of Authority register, ensure alignment to financial and administrative delegations. Identify executive office risks, keep a risk register and implement control measures including confidentiality and information security. Facilitate policy/procedure updates and compliance training for executive office staff and document custodians. Maintain an integrated HOD calendar linking strategic priorities, statutory deadlines and stakeholder engagements. Operate an executive workflow dashboard-incoming/outgoing items, due dates, dependencies and bottleneck alerts. Coordinate quarterly performance reviews with Strategy/M&E, compile executive performance packs and insights. Synchronise HOD directives with programme plans and operational cycles, escalate slippage and propose recovery actions. Implement service standards for turnaround times on submissions, queries and approvals and monitor compliance. Produce monthly performance and workload analytics for the Office of the HOD (volumes, turnaround, quality scores). Manage protocols and channels between the HOD and MEC/EXCO, Office of the Premier, Treasury, DPSA, and sector departments. Coordinate executive meeting packs (MEC briefings, clusters, FORUMs), ensuring completeness and strategic alignment. Track undertakings from intergovernmental forums, drive inter-departmental cooperation to close actions on time. Prepare stakeholder engagement plans, briefs, and follow-up matrices and ensure issues are resolved and feedback loops closed. Maintain a stakeholder risk and issues log, advise the HOD on emerging sensitivities and mitigation options. Produce concise, outcome-

focused communiqués and post-engagement reports for executive audiences. Implement and monitor a secure records management system for executive documents, aligned to POPIA and MISS/MPSS. Establish classification, retention, and disposal schedules, audit compliance and correct deviations. Oversee the drafting, formatting, and clearance of executive correspondence to ensure consistency with corporate identity. Operate version control and approvals workflow for briefs, speeches, media responses and communiqués. Maintain an executive knowledge base: policies, cabinet decisions, provincial priorities, sector insights, and precedents. Introduce digital tools/workflows (e.g., document trackers) and train staff to improve accuracy and turnaround. Perform strategic and operational planning. Manage stakeholder relationships. Oversee the administrative support functions Perform people management functions. Perform financial management functions. Perform asset management functions.

ENQUIRIES : Siphiwe Nhlapho/Lebohang Molefe at 066 196 6890/079 803 5373

POST 39/283 : **DIRECTOR: CONSUMER PROTECTION REF NO: REFS/057148**
Branch: Chief Directorate: Consumer Affairs

SALARY : R1 317 384 per annum (Level 13), all-inclusive package
CENTRE : Umnotho House Johannesburg
REQUIREMENTS : University Degree in Law (NQF 7) Admission as an Attorney or Advocate in terms of the laws governing the legal profession in the Republic. Nyukela Certificate for entry into SMS (Senior Management Service) from the National School of Government submitted prior to appointment. 5 years of experience at a middle/senior managerial level in legal environment, preferably in areas or matters relevant to civil litigation, consumer protection/regulatory enforcement, complaints & investigations, compliance inspections, and stakeholder relations at middle management level. Code 08.

DUTIES : Develop or review the departmental consumer protection strategies, policies, procedures and implementation frameworks aligned with provincial and national legislative requirements. Monitor compliance with applicable National and Provincial Consumer Protection legislation. Give advice on legislative related matters, including the development or review of consumer protection legislation and regulatory frameworks. Monitor compliance of businesses and trade with applicable National and Provincial Consumer Protection legislation. Oversee the implementation of new or amended consumer protection legislation and related transitional and operational arrangements within the Directorate. Manage complaints lodged and advise on appropriate action to be taken should a complaint fall outside the mandate of the office Report on the status of consumer complaints per business sector and/or industry including perceived consumer impacts and risks that may be harmful to the consumer and how these can be mitigated within the Province. Monitor and oversee the assessment, allocation, investigation, compliance monitoring and resolution of complaints against applicable turnaround times and performance standards. Analyse complaint and compliance monitoring outcomes to identify trends, including emerging trends and systemic consumer protection risks to inform corrective interventions. Oversee the referral of complaints to relevant regulatory bodies, tribunals, or enforcement authorities, where appropriate. Oversee the appropriate resolution, conciliation, settlement, referral and escalation of consumer matters. Manage the referral of unresolved consumer complaints to the Consumer Affairs Court. Assume statutory, delegated and other functions as may be assigned to the Consumer Protector. Oversee the issuing of prescribed pleadings, notices or other applications or document s .to persons responsible for unfair business practices / prohibited conduct or business conduct prejudicial to consumers. Ensure representation of the Consumer in unresolved consumer complaints before the Consumer Court. Facilitate, where appropriate, the enforcement of Consumer Court orders. Review and facilitate the handling of reviews, appeals or other statutory remedies on administrative decisions taken. Engage with cluster Departments in the Province to leverage on Consumer Protection initiatives being implemented by various Departments with the intention to create an investor-friendly province through cohesive and structured consumer participation efforts. Represent consumers who may have been aggrieved by unfair business practices in the Consumer Affairs Court .Collaborate with the Communication Unit on Consumer Protection initiatives Engage with Provincial Consumer Protection and other Regulatory Authorities on Consumer

Protection related issues. Facilitate appropriate referrals, coordination and joint interventions where consumer protection matters fall within or overlap with the mandates of other competent authorities. Perform strategic and operational planning. Manage stakeholder relationships. Oversee the administrative support functions. Perform people management functions. Perform financial management functions. Perform asset management functions.

ENQUIRIES : Siphiwe Nhlapho/Lebohang Molefe at 066 196 6890/079 803 5373

POST 39/284 : **DIRECTOR: ORGANISATION EFFICIENCY REF NO: REFS/057149**
Branch: Organisational Efficiency

SALARY : R1 317 384 per annum (Level 13), all-inclusive package
CENTRE : Umnotho House Johannesburg
REQUIREMENTS : An NQF level 7 qualification in Industrial Psychology, Management Services, Operations / Production Management, Human Resources, Public Administration or equivalent as recognized by SAQA. 5 years of experience at a middle/senior managerial level in an Organisational Development Successful completion of the certificate for entry into Senior Management Service (SMS) endorsed by the National School of Government available as an online course on www.thensg.gov.za. Submitted prior to appointment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity.
DUTIES : Oversee the development, implementation and continuous review of policies, plans and methodologies relating to Organisation Efficiency. Oversee the development of guidelines for non-discriminatory employment practices and monitor their implementation and impact. Oversee the implementation of the DPSA Operation Management Framework in the GDED. Provide leadership and guidance in the development and implementation of all strategies and procedures, focusing on Organisation Efficiency programmes. Determine research to be conducted in Organisation Efficiency and analyse against best practice. Oversee the research on drafting of speeches and briefing notes for the MEC and Executive management of the department on Employment Equity, Disability management and Gender mainstreaming in the GDED. Benchmark against international and national best practices. Oversee projects that are aligned with the operational plan for Organisation Efficiency to address the needs of the GDED. Monitor project deadlines and devise appropriate measures to address challenges with projects. Oversee the development and submission of compliance reports with DPSA. Facilitate the development of monthly reports and consolidate inputs from the Sub directorates. Oversee the submission and consolidation of inputs into the departmental annual, quarterly, and or related reports. Manage collaborative relationships with other components within GDED. Oversee the facilitation of Organisation Efficiency workshops and information sessions. Provide guidance to internal components through liaising, consulting, and providing relevant Organisation Efficiency interventions. Participate in all forums of the province and focus on addressing Organisation Efficiency challenges. Build and maintain relations with internal and external stakeholders, including other Government departments, organisations for people with disabilities, Women organisations within the three tiers of government, organized business and Higher Learning Institutions. Present to management and GDED components on Organisation Efficiency issues and other related matters. Manage responses to Audit findings. Manage the flow of work. Manage the development, performance of, and discipline staff. Manage the financial resources of the Unit

ENQUIRIES : Siphiwe Nhlapho/Lebohang Molefe at 066 196 6890/079 803 5373

OTHER POSTS

POST 39/285 : **DEPUTY DIRECTOR: MANUFACTURING REF NO: REFS/057150**
Branch: Manufacturing

SALARY : R932 292 per annum (Level 11), all-inclusive package
CENTRE : Umnotho House Johannesburg
REQUIREMENTS : Grade 12. NQF Level 7 in Economics/Development Studies/Development Economics qualification as recognised by SAQA. A minimum of three (3) years'

experience at Assistant Director level or equivalent supervisory management experience in economic development, policy development, strategy development, project management, industrial development or manufacturing sector development. Code 8/10 driver's license is essential.

DUTIES : Develop, review, and promote policy frameworks and strategies to ensure the development and maintenance of a comprehensive and tailor-made ecosystem for the manufacturing sector. Develop and review growth enhancing strategies for the manufacturing sector. Develop and review sector strategies/plans that align the development of the manufacturing sector to changes in the industry. Develop and review policies and strategies/plans that advance coordination and cooperation amongst the different spheres of government. Develop implementation guidelines for reviewed policies and sector-specific strategies/plans. Determine if current policies and strategies/plans are still relevant or if they should be reviewed. Benchmark against best practice manufacturing sector strategies, policies, and common practices. Benchmark against new initiatives within the manufacturing sector. Display a clear understanding of industrial policy and its implementation. Display a clear understanding of manufacturing and its role in industrial development. Possess the ability to identify key interventions to ensure industrialisation, inclusive growth and township development. Review existing programmes to accelerate growth and job creation within the manufacturing sector. Design new programmes and mechanisms to accelerate growth, sustainability, and job creation within the 10 high-growth sectors and other key manufacturing sectors. Identify potential partners to implement provincial objectives on industrialisation. Develop a business case and terms of reference to appoint key industry players for the development of the sector for industrialisation purposes. Collaborate with key business units to develop business cases and terms of reference to meet provincial objectives of job creation, SMME development and industrialisation. Develop a business case and terms of reference with the intention of identifying and appointing a potential partner. Develop an implementation plan with the service provider to achieve economic development aspirations. Develop an MOU/MOA to guide the relationship with the service provider. Develop an SLA for the particular financial year to implement the identified programme. Monitor and evaluate the implementation of the programme. Manage outsourced projects. Possess the ability to design and plan mitigation strategies to ensure successful implementation of identified programmes. Consult with stakeholders in the national, provincial and local governments, private sector, international organisations and entrepreneurs. Communicate new projects and improved sector policies and strategies. Collaborate with staff within the department, other departments, and the private sector in the development of sector plans and the implementation of projects for the manufacturing sector. Prepare speeches and briefing notes for the political office bearers on the development of policies and strategies for the manufacturing sector. Correspond with research and educational institutions on the policies and strategies on manufacturing. Engage with implementing partners and assess progress of the project, identify challenges and intervene. Report monthly, quarterly, and annually on project implementation. Collect and verify proof of evidence based on targets stated in the implementation plan and Service Level Agreements. Manage responses to audit queries.

ENQUIRIES : Siphiwe Nhlapho/Lebohang Molefe at 066 196 6890/079 803 5373

POST 39/286 : **DEPUTY DIRECTOR: FRAUD AND ANTI-CORRUPTION REF NO: REFS/057151**
Branch: Risk, Anti-Corruption and Integrity Management

SALARY : R932 292 per annum (Level 11), all-inclusive package
CENTRE : Umnotho House Johannesburg
REQUIREMENTS : Grade 12. NQF Level 7 in Economics/Development Studies/Development Economics qualification as recognised by SAQA. A minimum of three (3) years' experience at Assistant Director level or equivalent supervisory management experience in economic development, policy development, strategy development, project management, industrial development or manufacturing sector development. Code 8/10 driver's license is essential.
DUTIES : Develop, review, and promote policy frameworks and strategies to ensure the development and maintenance of a comprehensive and tailor-made ecosystem for the manufacturing sector. Develop and review growth enhancing

strategies for the manufacturing sector. Develop and review sector strategies/plans that align the development of the manufacturing sector to changes in the industry. Develop and review policies and strategies/plans that advance coordination and cooperation amongst the different spheres of government. Develop implementation guidelines for reviewed policies and sector-specific strategies/plans. Determine if current policies and strategies/plans are still relevant or if they should be reviewed. Benchmark against best practice manufacturing sector strategies, policies, and common practices. Benchmark against new initiatives within the manufacturing sector. Display a clear understanding of industrial policy and its implementation. Display a clear understanding of manufacturing and its role in industrial development. Possess the ability to identify key interventions to ensure industrialisation, inclusive growth and township development. Review existing programmes to accelerate growth and job creation within the manufacturing sector. Design new programmes and mechanisms to accelerate growth, sustainability, and job creation within the 10 high-growth sectors and other key manufacturing sectors. Identify potential partners to implement provincial objectives on industrialisation. Develop a business case and terms of reference to appoint key industry players for the development of the sector for industrialisation purposes. Collaborate with key business units to develop business cases and terms of reference to meet provincial objectives of job creation, SMME development and industrialisation. Develop a business case and terms of reference with the intention of identifying and appointing a potential partner. Develop an implementation plan with the service provider to achieve economic development aspirations. Develop an MOU/MOA to guide the relationship with the service provider. Develop an SLA for the particular financial year to implement the identified programme. Monitor and evaluate the implementation of the programme. Manage outsourced projects. Possess the ability to design and plan mitigation strategies to ensure successful implementation of identified programmes. Consult with stakeholders in the national, provincial and local governments, private sector, international organisations and entrepreneurs. Communicate new projects and improved sector policies and strategies. Collaborate with staff within the department, other departments, and the private sector in the development of sector plans and the implementation of projects for the manufacturing sector. Prepare speeches and briefing notes for the political office bearers on the development of policies and strategies for the manufacturing sector. Correspond with research and educational institutions on the policies and strategies on manufacturing. Engage with implementing partners and assess progress of the project, identify challenges and intervene. Report monthly, quarterly, and annually on project implementation. Collect and verify proof of evidence based on targets stated in the implementation plan and Service Level Agreements. Manage responses to audit queries.

ENQUIRIES : Siphiwe Nhlapho/Lebohang Molefe at 066 196 6890/079 803 5373

POST 39/287 : **DEPUTY DIRECTOR: CONSUMER PROTECTION REF NO: REFS/057152 (X2 POSTS)**
Directorate: Consumer Affairs

SALARY : R932 292 per annum (Level 11), all-inclusive package
CENTRE : Umnotho House Johannesburg
REQUIREMENTS : Degree (NQF Level 7) in Law qualification as recognised by SAQA. 4-5 years' experience in litigation, investigation, and court work. Driver's license is essential.
DUTIES : Manage the development and implementation plans, policies, legislative frameworks, procedures, and systems to institutionalise Consumer Protection matters at GDED. Give advice on legislative related matters. Conduct research and analysis on Consumer Protection issues. Provide trend analysis on unfair business practices commonly applied in identified industries for investigations initiated by the office. Determine the causes of delays on investigated complaints. Evaluate investigation reports and implement appropriate action to be taken. Manage the handling of consumer complaints by investigators and confirm or re-assess the decisions taken. Manage Investigate and dispose of cases of alleged unfair business practices. Attend to escalated cases referred to the office. Draft and facilitate the issuing of summons and subpoenas to persons responsible for unfair business practices / prohibited conduct or business conduct prejudicial to consumers. Present cases in the Consumer

Court. Write monthly reports (Statistical and narratives on cases and evaluation thereof, status and monetary value. Engage with cluster Departments in the Province to leverage on Consumer Protection initiatives being implemented by various Departments with the intention to create an investor friendly province through cohesive and structured consumer participation efforts. Represent consumers who may have been aggrieved by unfair business practices in the Consumer Affairs Court. Collaborate with the Communication Unit on Consumer Protection initiatives. Engage with. Provincial Consumer Protection and other Regulatory Authorities on Consumer. Protection related issues. Allocate work. Manage staff performance. Develop and motivate staff. Provide budgetary inputs for the Sub directorate. Advise management on risk factors and mitigating strategies.

ENQUIRIES : Siphiwe Nhlapho/Lebohang Molefe at 066 196 6890/079 803 5373

POST 39/288 : **DEPUTY DIRECTOR: ADMINISTRATIVE SUPPORT AND PORTFOLIO MANAGEMENT REF NO: REFS/057168**
Directorate: Executive Support

SALARY : R932 292 per annum (Level 11), all-inclusive package
CENTRE : Umnotho House Johannesburg
REQUIREMENTS : Grade 12 plus an appropriate Degree NQF (Level 07) in Office Administration / Public Management & Governance / Public Administration / Business Management / Administration as recognized by SAQA. 3 years' experience below middle management at Assistant Director /middle management level. Valid driver's license (code B). Competencies: Working knowledge of the political and parliamentary processes in South Africa. Computer literacy. Communication, Workflow coordination, Strategic capability and leadership, Programme and project management, Financial Management, Problem solving and analysis, People management and Empowerment, Governance, Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio.
DUTIES : Manage the administrative and coordination activities within the office of the executive authority and the accounting officer. Liaise with internal and external role players with regard to matters relating to the portfolio of the executive authority and the accounting officer. Render a Cabinet/executive council support service to the executive authority and accounting officer. Supervise employees.
ENQUIRIES : Siphiwe Nhlapho/Lebohang Molefe at 066 196 6890/079 803 5373

POST 39/289 : **DEPUTY DIRECTOR: DIVERSITY MANAGEMENT REF NO: REFS/057169**
Directorate: Directorate: Organisational Efficiency

SALARY : R932 292 per annum (Level 11), all-inclusive package
CENTRE : Umnotho House Johannesburg
REQUIREMENTS : NQF 7 qualification in Public Administration/Management, Human Resource Management, Industrial and Organisational Psychology. A minimum of 5 years' experience at Assistant Director or Middle Management level in diversity management/transformation environment. Extensive knowledge and understanding of Public Service Act, Public Service Regulations, Relevant DPSA Prescripts. Computer literacy (MS Office package). Management skills. Negotiating skills. Analytical and Innovative thinking. Written and verbal communication skills. Decision making. Strong leadership and team building skills. Policy development skills. Planning and organising skills.
DUTIES : Coordinate the development of diversity management policies, strategies, processes and procedures and ensure implementation thereof. Manage the development and implementation of the Employment Equity plan. Manage the implementation of Harassment programmes. Manage and monitor the implementation of Gender and Disability programmes. Manage Resources.
ENQUIRIES : Siphiwe Nhlapho/Lebohang Molefe at 066 196 6890/079 803 5373

POST 39/290 : **ASSISTANT DIRECTOR: FRAUD, ANTI- CORRUPTION AND INTEGRITY MANAGEMENT REF NO: REFS/057153**
Branch: Fraud, Anti- Corruption and Integrity Management

SALARY : R487 197 per annum (Level 09), plus benefits
CENTRE : Umnotho House Johannesburg

REQUIREMENTS : NQF Level 7 in Forensic Auditing/ Auditing /Compliance as recognized by SAQA. Certified Fraud Examiner (CFE) would be an added advantage A minimum of 3 years' experience in Investigation/Forensic audit environment. Code 8/10 driver's license.

DUTIES : Coordinate periodic/regular identification and assessment of fraud risks. Gather information and provide inputs on the development of fraud Prevention Policy and Plan. Assist with the Facilitation of the development of an Anti-corruption Policy and Plan. Report all incidents of unethical/fraud and corruption the DD and CRO. Assist with the implementation of ethics management strategies. Liaise with relevant stakeholders (e.g., other investigative units, Departments etc). Evaluate mitigating measures and monitor their implementation. Manage the fraud/ethics risk register on an on-going basis. Facilitate training to management and employees of the Department on risk management and its components, including internal controls. Provide ongoing awareness of Legislative Framework regulating anti-corruption and fraud prevention to management and staff through workshops and other medium of communication. Keep abreast of national and international developments in fraud prevention and anticorruption. Conduct investigations into allegations of fraud and corruption reported to the department. Identify & request supporting documents. Compile Planning document. Identify personnel to interview. Conduct interviews with relevant stakeholders to establish facts. Draft investigation reports with detailed findings and clear recommendations for review and approval. Communicate recommendations to management for implementation. Follow-up on the implementation of recommended actions by management. Submit monthly reports to management on investigations conducted. Ensure implementation of ethics, fraud and corruption investigation procedures. Investigate all allegations of unethical, fraud and corruption in accordance with policy. Collaborate with law enforcement agencies in the investigation of corruption cases. Record all unethical and corruption cases in the information systems Provide information to all stakeholders (HoD, Executing Authority, GAS, Office of the Premier, law enforcement agencies) on corruption incidents and cases. Assist managers and staff in reporting risk information. Assist in ensuring 100% financial disclosure by SMS, MMS, and Other Designated categories Provide support to employees with the completion of e-Disclosure/ Conduct verification of financial disclosures and investigate anomalies. Assist employees with the process of Remunerative Work Outside Employee's Employment (RWOEEs) application from beginning to end AND declaration of gifts Update and monitor the Remunerative Work Outside Employee's Employment (RWOEEs) register, Gift Register. Engagements with auditors during the audit of ethics management programme i.e biannual/ Quarterly data analysis audit Co-ordinate the implementation of life-style audit. Conduct the audits where necessary. Manage the performance of supervised staff. Develop staff. Motivate staff and cultivate a culture of service delivery.

ENQUIRIES : Siphiwe Nhlapho/Lebohang Molefe at 066 196 6890/079 803 5373

POST 39/291 : **LIQUOR TRADE INSPECTOR REF NO: REFS/057158**
Branch: Directorate: Law Enforcement and Compliance

SALARY : R413 001 per annum (Level 08), plus benefits
CENTRE : Umnotho House Johannesburg
REQUIREMENTS : Bachelor's degree in law, Forensic Investigation qualification as recognised by SAQA. LLB qualifications will be an added advantage. 3-5 years' experience in Liquor Affairs / Investigation Officer or relevant work experience. Code 08/10.

DUTIES : Visit and conduct inspection at the new applicants 'premises Compare the actual site/ structure of the premises with the application to ensure compliance to the Liquor Act. Confirm the file is up to date. Compile site visit reports and make recommendations to the Licensing Board. Receive complaints from members of the public/interested parties. Conduct investigations and gather evidence to verify allegations. Compile a report on the findings. Escalate and provide evidence (of non-compliance) to the Licensing Board as and when required. Establish whether the outlet/premises are trading in compliance with the granted license conditions/ Gauteng liquor Act. Gather evidence of non-compliance (if premises are not trading in compliance to license conditions/Gauteng liquor Act). Issue a non-compliance notice (section 116 of the Gauteng liquor act. Conduct follow up site inspection to establish whether the terms of the non-compliance notice has been complied with. Compile

reports on findings and escalate to the board (if the non-compliance notice has not been complied with). Compile and update inventories and lists of records earmarked for archiving or disposal. Arrange the transfer of records approved for archiving to the designated archival storage facility. Facilitate the disposal of records upon approval by the authorised officials.

ENQUIRIES : Siphiwe Nhlapho/Lebohang Molefe at 066 196 6890/079 803 5373

POST 39/292 : **REGISTRY CLERK: EXECUTIVE SUPPORT**
Branch: Directorate: Executive Support

SALARY : R237 453 per annum (Level 07), plus benefits
CENTRE : Umnotho House Johannesburg
REQUIREMENTS : Grade 12. 1-2 years' experience in the Office of an Executive.
DUTIES : Provide registry counter services. Attend to registry clients and respond to telephonic and other registry-related enquiries. Receive and register hand-delivered mail, files and documents in the appropriate registry registers or electronic systems. Date-stamp, sort and categorise incoming documents in accordance with established registry procedures. Verify and acknowledge receipt of documents submitted at the registry counter, ensuring completeness and providing confirmation of receipt where required. Distribute and route documents and files to the relevant officials or offices for further processing. Process Incoming and Outgoing Correspondence. Prepare outgoing correspondence for dispatch in accordance with departmental procedures. Verify recipients' details, addresses and supporting documents before dispatch. Dispatch official correspondence through approved channels, including courier, postal services, email or hand delivery. Monitor the delivery of outgoing correspondence and follow up on delayed or undelivered items. Maintain proof of dispatch and delivery for accountability and audit purposes. Track outstanding correspondence and report delays or discrepancies to the relevant supervisor. Maintain an Effective Filing and Records Management Service. Operate office equipment, including photocopiers, scanners, printers and binding machines, to support registry operations. Reproduce and scan official documents as required for departmental recordkeeping and administrative purposes. Monitor the availability of paper, toner and other consumables required for the effective operation of office equipment. Perform basic routine maintenance and troubleshooting of office equipment in accordance with operating instructions. Operate and Maintain Office Equipment for Registry Functions. Report equipment faults and arrange for repairs or servicing through the appropriate departmental channels. Coordinate the Processing of Documents for Archiving and Disposal. Identify records due for archiving or disposal in accordance with approved records retention schedules. Assess and prepare records for archiving or disposal in line with departmental records management procedures. Compile and update inventories and lists of records earmarked for archiving or disposal. Arrange the transfer of records approved for archiving to the designated archival storage facility. Facilitate the disposal of records upon approval by the authorised officials and in accordance with applicable legislation and departmental policies.
ENQUIRIES : Siphiwe Nhlapho/Lebohang Molefe at 066 196 6890/079 803 5373

DEPARTMENT OF ENVIRONMENT

Department of Environment is an equal opportunity employer and intends to promote equity through filling of these posts. Candidates whose appointment / promotion will promote the achievement of employment equity within the department will receive preference, in particular persons from designated groups, Coloureds, Indians, Whites, and persons with disabilities, are encouraged to apply.

APPLICATIONS : To apply for the below positions, please submit your application online at http://professionaljobcentre.gpg.gov.za send an email at: GDENVrecruitment@gauteng.gov.za. quoting the relevant reference number.
CLOSING DATE : 13 November 2026
NOTE : Applications must be submitted on the New Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents. Applications with the Old Z83 form will not be considered. A New Z83 form must be fully completed, duly signed and initialed by the applicant. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates must accompany the application form. Applicants are not

required to submit copies of qualifications and other relevant documents on application. No duplicate applications.

FOR ATTENTION : Ms. Iris Thanjekwayo at 072 788 23'64 – Recruitment

NOTE : Applications received after the closing date will not be considered. Only shortlisted candidates will be required to submit certified copies of qualifications obtained and other related documents on or before the day of the interview, following communication from Human Resources and will be subjected to verification by the South African Qualifications Authority. Candidates in possession of a foreign qualification must also provide an evaluation certificate issued by the South African Qualifications Authority (SAQA), at own expense. Failure to submit the requested documents will result in the application not being considered further. Due to the anticipated large volume of responses, correspondence will be limited to shortlisted candidates only. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other will be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. After the pre-entry assessments, an oral interview will be conducted. Suitable candidates will be subjected to personnel suitability checks (criminal record, citizenship, credit record checks, qualification verification and employment verification). By responding to the advertisement, applicants consent to the collection, processing and storing of their Personal Information in accordance with the Protection of Personal Information Act (POPIA) Act No. 4 of 2013. Candidates will therefore be required to give consent in terms of the POPI Act in order for the Department to conduct the verifications. Information will be used for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for and will not be shared with third parties without prior consent, unless required by law. All applicants must declare any conflict or perceived conflict of interest and must disclose membership on Boards and directorships associated with. If you have not been contacted within six (6) months of the closing date, please accept that your application was unsuccessful. The submitted CVs will be destroyed as legislated in the National Archives Act. In the event that your application is unsuccessful, the Department will retain your personal information only for audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide the requested information will result in your application not being considered further. The Department reserves the right not to make an appointment to the advertised post(s). The successful candidate must disclose particulars of all registrable financial interests and sign an employment contract within one month from the date of assumption of duty. A Performance Agreement must be concluded and signed within three months from the date of assumption of duty. Notes for applicants of SMS posts: Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government, available as an online course on https://thensg.gov.za/trainingcourse/sms-pre-entry-programme/, prior to the finalisation of the appointment, is a requirement for all SMS positions. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity.

MANAGEMENT ECHELON

POST 39/293 : **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: REFS/057060**

SALARY : R1 317 384 per annum, (all-inclusive salary package which can be structured according to an individual's needs)

CENTRE : Johannesburg (Head Office)

REQUIREMENTS : Grade 12 plus an undergraduate qualification (NQF level 7) in Supply Chain Management/ Finance or other related qualifications as recognised by SAQA. A minimum of 5 years' relevant experience at middle or senior management level in Supply Chain Management. A valid driver's license. Competencies:

Strategic Capacity and Leadership skills, People Management, Empowerment and Intergrity, Financial Management, Change Management, Programme and project Management. Technical Competencies: Departmental policies and procedures, Government Priorities, Reporting procedures and Information system. Strong managerial and communication skills (written and verbal). Thorough knowledge of the Financial Prescripts of Public Service and Supply Chain Management. Attributes: Good interpersonal relations. Ability to work under pressure and meet deadlines. Ability to work in a team and independently. Strong Management skills. Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

DUTIES : Manage procurement for goods and services. Lead the identification of Supply Chain Management needs. Identify procurement priorities and finalisation. Ensure the finalization of procurement plans. To develop and maintain an inventory management system. Development and implement movable assets management strategy. Lead the rendering of services with regard to requisition, ordering, receipt and distribution of goods. Make input into the Strategic and Annual Performance Plans to support the achievement of the construction procurement policy in the Institution. Finalize procurement plans. Finalize Bid Specification Documentation, Advertisement processes and Tender Clarification Meetings. Manage the process related to the receipt and opening of Tender Proposals and/or Expressions of Interest. Manage implementation of responsiveness testing. Manage implementation of Tender Evaluation. Provide inputs to the development of a Supply Chain Management policy framework that deals with the whole spectrum of procurement. Provide inputs to the determination of delegations for procurement. Design and establish procurement processes and procedures [Standard Operating Procedures] that are fair, competitive, equitable, transparent and cost effective. Design and implement a system to monitor the performance of suppliers and the performance of the Contracting Institution. Develop risk mitigation strategies to evaluate the performance of suppliers. Development of Standard Procurement Templates. Provide inputs to the appointment of Tender Committee Members. Manage the design and implementation of controls to comply with contract requirements. Manage and review all cancellations, amendments, expansions, variations, extensions or transfer of contracts awarded through the Bid Committee. Manage implementation of penalties where required. Manage expansions of contracts above the amounts provided in terms of contingencies. Manage motivations to authorise increases in the total prices excluding price adjustment for inflation in excess of the amount stated in the contract and make recommendations. Manage motivation for events which in terms of the contract increase and make recommendations. Manage the preparation of performance reports for the service provider based on input received from the relevant units. Monitor communication between SCM and other units in order for various branches to meet all contractual timelines and related obligations. Sign performance agreements for the Directorate based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage human resources in the Directorate and maintain discipline. Manage training and development of personnel according to agreed training interventions. Manage the provision of equipment required by personnel for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to personnel on performance. Mentor and coach personnel. Determine the human resources needs of the Directorate in consultation with Corporate Services. Develop and update the delivery service and work plan for the Directorate. Provide sufficient guidance to personnel in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly personnel meetings. Manage skills transfer between personnel in the Directorate and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance. Manage funds in the Directorate in compliance with the Public Finance. Management Act and the Treasury Regulations. Limit under spending or overspending by the Directorate in terms of the departmental budget allocations. Manage the effective spending of infrastructure grant funding. Align the strategic priorities and the work plans of the Directorate with the Chief Directorate. Develop operational plans for the Directorate and work plans for each staff member in the Directorate. Provide written contributions to departmental quarterly progress reports, Annual Report, SCOPA, Budget speeches, Annual Performance Plan etc.

ENQUIRIES : Ms. Iris Thanjekwayo at 072 788 2364

OTHER POSTS

POST 39/294 : **BIODIVERSITY OFFICER SPECIALISED PRODUCTION: ENFORCEMENT REF NO: REFS/057061**

SALARY : R518 769 per annum, (plus benefits)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : Grade 12 plus Honours Degree (NQF Level 8) in Nature Conservation as recognised by SAQA. Minimum of 6 years relevant experience in Nature conservation. Experience in implementation of investigations (covert and overt) and detective work. Valid drivers' license. Competencies: Computer Literacy; Good communication, writing and networking skills with stakeholders both in government and outside of government spheres; Ability and competency in interpreting and implementing policy, legislation and guidelines. Must have a strong personality and conflict management skills. Successfully completed Environmental Management Inspector training is an added advantage.
DUTIES : Investigate complaints received and complete investigations thereof. In-depth knowledge of Nature Conservation Ordinance, National Environmental Management: Biodiversity Act 10 of 2004 and TOPS regulations, CITES and Criminal Procedure Act 51 of 1977. Write detailed investigation reports, file and maintain all records while maintaining strict confidentiality. Coordinate search and seizure warrants for biodiversity related investigations. Attend court cases during trail days to ensure that the NPA can prove the guiltiness of the transgressor beyond reasonable doubt and to ensure that the sentence reflects the seriousness of the crime. Collect, analyse and preserve evidence for court. Work with other law enforcement agencies to solve biodiversity crimes. Good organizational and time-management skills. Excellent interviewing and interrogation skills. Undertake site inspections to ascertain compliance and submit reports thereof to Biodiversity Control. Assist other Biodiversity Officers and SAPS on various endangered and rare species of wild fauna and flora species identification. Assist Biodiversity Control in ensuring that the unit project are undertaken timeously and appropriately. Ensure that reports are written according to the Departmental standards.
ENQUIRIES : Ms. Iris Thanjekwayo at 072 788 2364

POST 39/295 : **ADMIN CLERK REF NO: REFS/057062 (X4 POSTS)**
Directorate: Biodiversity management

SALARY : R237 453 per annum, (plus benefits)
CENTRE : Placement across Gauteng Provincial Nature Reserves and regional offices
REQUIREMENTS : Grade 12 certificate or relevant qualification as recognized by SAQA. No experience required. Competencies: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collect statistics. Skills: Computer literacy, Good verbal and written communication skill.
DUTIES : Render administrative support to departmental functions, the processing and capturing of applications for services and activities from the department including permitting and clients bookings/reservations systems; receiving and managing correspondence; maintaining accurate records and electronic databases; tracking processes and related documentation and contributing to improved efficiency through the use of digital systems and electronic administrative processes. Take and distribute meeting minutes. Deal with correspondence, filing and administrative records. Provide clerical support in the unit, handle communications and enquiries from clients and monitor the use of telecommunication facilities. Maintain high standard of customer service and provide professional service to the public. Render financial management support. Collect revenue/payments from clients for services rendered.
ENQUIRIES : Ms. Sophia Letsoalo Tel No: (011) 240 3095

POST 39/296 : **NATURE CONSERVATION ASSISTANT REF NO: REFS/057069 (X19 POSTS)**
Directorate: Biodiversity Management

SALARY : R170 226 per annum, (plus benefits)
CENTRE : Placement of Employees Across Gauteng Provincial Nature Reserves

REQUIREMENTS : NQF level 1 or 2 (Abet level 2/3 certificate or equivalent). Skills: Firefighting, Mechanical, Welding, Thatching, Electrification, and Communication skills. A valid driver's licence and relevant knowledge of nature reserve operations will serve as an added advantage.

DUTIES : Support the resource management staff, Driving of official vehicles, Maintenance of infrastructure, vehicles and equipment, Burning of firebreaks, Assistance with natural resources management that includes the management of invasive plants, Erection of fences and repairs, Soil erosion control, Game census and Patrols. Resource Management weekend duties as per schedule, basic understanding of the nature reserve terrain.

ENQUIRIES : Mr. Nkosikhona Masangane Tel No: (011) 240 3094

DEPARTMENT OF HEALTH

ERRATUM: Leratong Hospital: Kindly note that the post of Medical Specialist: Ophthalmology with Ref No: REFS/056951 was advertised with the incorrect package in Public Service Vacancy Circular 38 dated 23 October 2026, the correct package is Grade 1: R 1 395 528 per annum (all-inclusive package), Grade 2: R1 592 274 per annum (all-inclusive package), Grade 3: R1 844 151 per annum, (all-inclusive package)

OTHER POSTS

POST 39/297 : **MEDICAL OFFICER REF NO: REFS/057194**
Directorate: Anaesthesia

SALARY : Grade 1: R1 041 402 per annum, (all-inclusive package)
Grade 2: R1 188 255 per annum, (all-inclusive package)
Grade 3: R1 375 245 per annum, (all-inclusive package)

CENTRE : Leratong Hospital

REQUIREMENTS : Appropriate medical degree that allows registration with the HPCSA as a medical practitioner. **Grade 1:** No experience required. **Grade 2:** A minimum of 5 years appropriate experience as Medical Officer after registration with the HPCSA as a Medical Officer. **Grade 3:** A minimum of 10 years appropriate experience as medical officer after registration with the HPCSA as a medical officer. Practitioners completing community service on 31 December 2026 are eligible to apply. Possession of up to date ACLS, PALS, ATLS/EMATT/ITLS will be an advantage. Cost-containment measures in service delivery is important. Proper clinical record keeping and ethical practice in line with HPCSA Booklet 1 and Booklet 9. Teaching of medical interns and other junior staff. Commitment to highest level of care, ethics, professionalism and punctuality. Expected ability to work within a multi-disciplinary team and to report all conflict of interest and mismanagement. Perform commuted overtime. Good knowledge of prevention and management of Patient Safety Incidents (PSI). Comply with Performance Management and Development System (PMDS) assessments.

DUTIES : Clinical assessment of patients, formulation, development and execution of evidence based and compassionate patient care plans. Daily ward wounds and attendance at OPD, preparation of patients for theatre and performance of surgical procedures as indicated concordant with a medical officer position. Assessment and management emergencies. After- hours calls and execution of urgent procedures. Counselling and education of patients and families. Proper clinical record keeping and participation in ward/ departmental administrative duties. Commitment to the highest level of care, ethics, professionalism and punctuality. Work responsibility within a multi- disciplinary team. Work at, and participate in outreach, at any of the Gauteng Health cluster facilities. Academically: will participate in the teaching programme with the aim of passing the CMSA related exams. The incumbent will and supervise medical interns and medical students.

ENQUIRIES : Ms N Serobatse (011) 411-3563 / Ms M Moeketsi Tel No: (011) 411-3766

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

NOTE : 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 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. 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 B, 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". Application without proof of a new Z83 application form and detailed CV will be disqualified. Applicants must indicate the post reference number on their applications. Shortlisted candidates will receive communication from 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 appointment. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). Preference will be given to South African citizens. The performance of normal and commuted overtime is not mandatory, however it will be based on the operational needs of the hospitals. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.

CLOSING DATE : 13 November 2026

POST 39/298 : **MEDICAL SPECIALIST REF NO: REFS/057196**
Directorate: Internal Medicine

SALARY : Grade 1: R1 1 341 85 per annum, (all-inclusive package)
Grade 2: R1 531 032 per annum, (all-inclusive package)
Grade 3: R1 773 222 per annum, (all-inclusive package)

CENTRE : Leratong Hospital

REQUIREMENTS : A Medical Degree (MBChB/MBBCh) or equivalent thereof, FCP(SA) or equivalent, MMed in Internal Medicine, Registration with HPCSA as a Specialist Physician. Current registration with HPCSA (2025/2026) as a Specialist Physician. Essential skills: patient first mentality: general management skills; excellent communication skills; good professional judgement; integrity and professional dependability; leadership experience; conflict management; cost containment; management training and experience; technology and computer skills; problem solving experience; coaching and mentoring experience.

DUTIES : As a consultant, the candidate will be responsible for clinical management of general medical patients. The incumbent will be required to lead operational and academic ward rounds including post-intake, follow up and ward rounds. As the most senior doctor in the unit, the incumbent will be required to supervise medical officers, intern doctors and students in patient care and the performance of diagnostic and therapeutic procedures. Other clinical duties will include managing patients at OPD, managing patients attending Subspecialty OPD or Specialty ward consultations within a relevant Sub-specialty. The desired candidate will be required to set an appropriate example of an exemplary medical practitioner and serve as a role and clinical mentor to junior doctors and associated clinical staff. Co-ordination of services at Leratong hospitals for both inpatient and outpatient services. Supervision of clinical technology services as required. Overseeing the development of appropriate referral pathways and development of services at referral hospitals. Invited candidates will be subjected to employment vetting process and medical surveillance. Academic: performance of research within the department. Supervision of research within the department.

ENQUIRIES : Ms N Serobatse Tel No: (011) 411-3563 / Ms M Moeketsi Tel No: (011) 411-3766

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.

NOTE : 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 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. 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 B, 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". Application without proof of a new Z83 application form and detailed CV will be disqualified. Applicants must indicate the post reference number on their applications. Shortlisted candidates will receive communication from 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 appointment. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). Registrars will be required to rotate between the different institutions. Preference will be given to South African citizens. The performance of normal and commuted overtime is not mandatory, however it will be based on the operational needs of the hospitals. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.

CLOSING DATE : 13 November 2026

ANNEXURE X

PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DEPARTMENT OF HEALTH

ERRATUM: Kindly note that the following below posts were advertised in Public Service Vacancy Circular 37 dated 16 October 2026, Chief Executive Officer: Level 12: Greytown Hospital with Ref no: G56/2026: District Health Services: Chief Executive Officer: Level 12: Osindisweni Hospital with Ref no: G58/2026: District Health Services: Chief Executive Officer: Level 12: Mahatma Gandhi Memorial Hospital with Ref no: G58/2026: District Health: Chief Executive Officer: Level 12: Charles Johnson Memorial Hospital with Ref no: G59/2026: District Health Services: Chief Executive Officer: Level 12: Mbongolwane Hospital with Ref no: G60/2026: District Health: Chief Executive Officer: Level 12: Vryheid Hospital with Ref no: G61/2026: District Health Services: Medical Manager: Medical Services (non-clinical) to service both as Medical Manager and Chief Executive Officer: Hlengisizwe CHC with Ref no: G62/2026. Medical Manager: Medical Services (non-clinical) to service both as Medical Manager and Chief Executive Officer: Pholela CHC with Ref no: G63/2026. Medical Manager: Medical Services (non-clinical) to service both as Medical Manager and Chief Executive Officer: Pomeroy CHC with Ref no: G64/2026. Medical Manager: Medical Services (non-clinical) to service both as Medical Manager and Chief Executive Officer: Mfundo Arnold Lushaba CHC with Ref no: G67/2026. these posts have been withdrawn.

OTHER POSTS

POST 39/299 : **MANAGER MEDICAL SERVICES REF NO: UMG 14/2026 (X1 POST)**

SALARY : Grade 1: R1 479 723 per annum, inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted Overtime

CENTRE : Umgeni Specialized Psychiatric Hospital: Howick

REQUIREMENTS : Senior Certificate/Grade 12 or equivalent; Plus, MBCHB or equivalent qualification. A minimum of three years' experience as a Medical Practitioner after registration with HPCSA Plus Current registration with HPCSA. A minimum of two years' supervisory experience. Computer literacy in Microsoft Word, Excel, Outlook and PowerPoint and Unendorsed valid driver's licence (code 8) or C drivers' license (code 10). Knowledge And Skills: Knowledge of general medicine and psychiatry, laws and regulations that govern medical services. Ability to diagnose and manage common medical problems and emergencies. Knowledge of relevant Acts, Policies and Regulations governing the Public Service. Knowledge of the District Health System. Sound clinical knowledge and experience. Ability to function as part of a multidisciplinary team. Ability to work and maintain meaningful relationships with stakeholders. Management skills. Supervisory skills. Communication and Interpersonal skills. Implementation and evaluation skills. Good verbal and written communication skills. Sound negotiation. Organizing and conflict management skills. Computer literacy.

DUTIES : Ensure the provision of safe, ethical, legal and high-quality medical care in a psychiatric hospital. Facilitate the formulation of policies and procedures and ensure that these are in line with statutory regulations and code of ethics. Ensure the provision of protocols and guidelines to doctors at the correct level. Participate in the quality improvement programme of the component to ensure that policies and procedures are followed. Conduct clinical audit with the support of the clinical staff. Liaise with the District Office and Head Office on matters related to medical services. Ensure that effective delivery service is maintained within the hospital. Maintain discipline and deal with labour relations issues in terms of the laid down procedures. Supervise and support medical officers, sessional doctors and community service doctors. Serve in all clinical related committees, including management committees like Management Committees, Cashflow committee, IMLC etc. Ensure availability of clinical protocols for the management of high-risk conditions at the hospital. Provide duties that can be allocated in terms of the hospital, district and departmental needs. Organize both academic and clinical service functions of the Department, including ward rounds, outpatient clinics and clinical training ward rounds. Participate in clinical research and academic programmes in the

respective clinical departments. Provide academic and clinical administrative leadership. Attending to staff at the Occupational Health clinic if the Medical Officer allocated is not available.

ENQUIRIES : Mr VM Mvelase Tel No: (033) 3306146, Ext. 120

APPLICATIONS : Applications quoting the relevant reference UMG 07/2026. All Applications should be forwarded to: Mr VM Mvelase, The Chief Executive Officer, Umgeni Specialised Psychiatric Hospital, Private Bag X23, Howick, 3290 for attention: Human Resource Department or courier OR hand delivered at the Human Resources Office Umgeni Hospital, Old Main Road, Howick, 3290. Applications can also be emailed to UmgeniHospital.HRJobApplication@kznhealth.gov.za. The reference number must be indicated in the column provided on the form Z83, e.g. UMG 05/2019.

FOR ATTENTION : Mr VM Mvelase

NOTE : The following documents must be submitted: Amended application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Applicants are not required to submit copies of qualifications and other relevant documents on the application. Such documents will be requested from shortlisted candidates only. No faxed applications will be considered. Persons with disabilities should feel free to apply for the post/s. The appointment is subject to positive outcome obtained from the NIA for the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the Due to the large number of applications, receipt of applications will not be acknowledged, however correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T claims will be considered for payment to the candidates that are invited for an interview.

CLOSING DATE : 17 November 2026

POST 39/300 : **MEDICAL SPECIALIST GRADE 1,2,3 REF NO: GS 18/26**
Component: Paediatrics & Child Health Department

SALARY : Grade 1: R1 395 528 per annum
Grade 2: R1 592 274 per annum
Grade 3: R1 844 151 per annum
All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form annually.

CENTRE : Greys Hospital (Pietermaritzburg Metropolitan Hospital Complex (Including Greys, Harry Gwala Regional and Northdale Hospital)

REQUIREMENTS : Grade 12 / Senior Certificate. MBChB or equivalent. FC Paeds (SA) or Equivalent plus Registration certificate with HPCSA as a Medical Specialist in Paediatrics. Current registration with HPCSA as a Medical Specialist in Paediatrics. **Grade 1:** Not applicable; Registration with the HPCSA as a Medical Specialist. Foreign candidates require 1 Year relevant experience after registration with HPSA as a Medical Specialist, of whom it is not required to perform Community Service. **Grade 2:** 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant discipline. Foreign candidates will require 6 Years relevant experience after registration with HPSA as a Medical Specialist of which it is not required to perform Community Service. **Grade 3:** 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant discipline. Foreign candidates will require 11 Years relevant experience after registration with HPCSA as a Medical Specialist of which it is not required to perform Community Service. Additional qualifications and experience: Cert Paediatric Critical Care (SA) OR equivalent, Cert in Paediatric Pulmonology (SA) OR currently training for either of these qualifications. Prior Paediatric Critical Care / Pulmonology experience post Specialist qualification will be an advantage. Knowledge, Skills and Experience: Specialist medical knowledge, skills & competence in paediatrics

and child health. Sub-specialist medical knowledge, skills & competence in paediatric critical care / paediatric pulmonology. Current health and public service legislation, regulations and policy Medical ethics, epidemiology, research and statistics Medical education training and experience (an advantage). Research publications, research knowledge, skills & competence (an advantage)

DUTIES : [Employer Performance Management and Development Process (EPMDS) based workplan will cover clinical care, scholarship, professionalism, governance, administration & management and generic assessment factors aligned to HPCSA Medical Practitioner competencies]Direct, develop further and manage the provision of 24-hour paediatric emergency and critical care and pulmonology services in the Paediatric Intensive Care Unit/s at Grey's Hospital and within the catchment population of the Pietermaritzburg Metropolitan Hospitals Complex. Participate in the provision of 24-hour in- and out-patient paediatric clinical care within the Pietermaritzburg Metropolitan Hospitals Complex. Participate in the departmental Outreach program to the catchment area. Assist with the maintenance of standards of care and implementation of quality improvement programmes within the department. Assist with the scholarship, supervision and support of registrars, medical officers, CSOs and interns in the department. Participate in the departmental academic and training programme/s, Assist with the administration of a component of the Paediatric department at Grey's Hospital. Participate in the departmental activities for the development and training of undergraduate, post graduate and vocational students, including joining the University of Kwazulu-Natal (UKZN) as a member of the Faculty of Health Sciences, School of Clinical Medicine, Department of Paediatrics & Child Health. Assist and participate in research activities as defined within the department.

ENQUIRIES : Dr ME Morgan- Head Clinical Department Tel No: (033) 897 3264

APPLICATIONS : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200 or Email Applications to khazimula.goba@kznhealth.gov.za or malinee.chandul@kznhealth.gov.za.

FOR ATTENTION : Mrs M. Chandulal.

NOTE : Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only. Additionally: The new Application for Employment Form (Z83) is obtainable from any Government Department OR from the website – www.kznhealth.gov.za. Applicants must utilize the most recent Application for Employment Form (Form Z83) as issued by the Minister for DPSA (gazetted on 06 November 2020) in line with regulation of 10 of the Public Service Regulations, 2016 and failure to do so will result in disqualification. Applicants are required to complete and sign Z83,and also submit a detailed curriculum vitae (CV). All sections of the new Application for Employment Form (Z83) (except those sections that are not relevant to the applicant) must be completely, accurately and legibly filled in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. Applicants are required to reflect information even if the same information is provided on the detailed CV. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. NB (Only shortlisted candidates will be required to submit proof of all documents and certificate of Service endorsed by Human Resources and may be subjected to competency test. The employment equity target for this post is: African Male, Coloured Male, African Female, Coloured Female.

CLOSING DATE : 16 November 2026

POST 39/301 : **MEDICAL SPECIALIST GRADE 1,2,3 REF NO: GS 19/26**
Component: Anaesthetics Department

SALARY : Grade 1: R1 395 528 per annum
Grade 2: R1 592 274 per annum
Grade 3: R1 844 151 per annum
All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime

which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form annually.

CENTRE : Grey's Hospital- Pietermaritzburg

REQUIREMENTS : Grade 12 / Senior Certificate. MBChB or equivalent. FCS (SA) or MMED (Anaesthetics) Plus Registration certificate with HPCSA as a Medical Specialist in Anaesthesiologist. Current registration with HPCSA as a Medical Specialist in Anaesthetics. **Grade 1:** Not applicable; Registration with the HPCSA as a Medical Specialist. Foreign candidates require 1 Year relevant experience after registration with HPSA as a Medical Specialist, of whom it is not required to perform Community Service. **Grade 2:** 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant discipline. Foreign candidates will require 6 Years relevant experience after registration with HPSA as a Medical Specialist of which it is not required to perform Community Service. **Grade 3:** 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant discipline. Foreign candidates will require 11 Years relevant experience after registration with HPCSA as a Medical Specialist of which it is not required to perform Community Service. Knowledge, Skills and Experience: Sound clinical knowledge within the department of Anaesthesiology. Good communication and human relations. Sound knowledge of clinical procedures and protocols within the discipline. Assessment and management of patients. Behavioural Attributes Required: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationships.

DUTIES : To execute duties and functions with proficiency, to support the aims and objectives of the institution that are consistent with standards of patient care and to perform duties / functions that fall within the reasonable prescripts of acceptable legislation. Accept responsibility for administration of anaesthesia. Willingness to participate in the after-hours call system, with an undertaking to sign a contract to participate in 16 hours commuted overtime per week, is essential. Overtime work will encompass both Critical Care and Anaesthesia call cover at any of the three hospitals in the PMB metropole. Liaise with other Metropolitan hospitals and Medical School as and when necessary, in consultation with the Head of Department. Supervision of postgraduate and undergraduate training. Participate in postgraduate and other relevant academic / and training programmes. Provide support to the Head of Department, in ensuring an efficient standard of patient care and services are maintained. Assess patients, plan, initiate and supervise medical care management of critically ill patients. Ensure the proper and economical use of equipment and other resources. This is a metropolitan post and the incumbent will be expected to be available for work at any of the metropolitan hospitals (Grey's, Harry Gwala Regional and Northdale). Willingness to rotate through ICU for up to 6 months is essential. Candidates must remain within 30 minutes of the relevant PMB Hospital during all periods of on call at that hospital.

ENQUIRIES : Dr Chantal Rajah- Head Clinical Unit at 084 520 0361/033 8973413, Email: rajahchantal@gmail.com

APPLICATIONS : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200 or Email Applications to khazimula.goba@kznhealth.gov.za or malinee.chandul@kznhealth.gov.za.

FOR ATTENTION : Mrs M. Chandulal

NOTE : Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only. Additionally: The new Application for Employment Form (Z83) is obtainable from any Government Department OR from the website – www.kznhealth.gov.za. Applicants must utilize the most recent Application for Employment Form (Form Z83) as issued by the Minister for DPSA (gazetted on 06 November 2020) in line with regulation of 10 of the Public Service Regulations, 2016 and failure to do so will result in disqualification. Applicants are required to complete and sign Z83,and also submit a detailed curriculum vitae (CV). All sections of the new Application for Employment Form (Z83) (except those sections that are not relevant to the applicant) must be completely, accurately and legibly filled in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. Applicants are required to reflect information even if the same information is provided on the detailed CV. All shortlisted candidates, including the SMS, shall undertake two pre-entry

assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. NB: This post would be suitable for candidates who have recently passed their specialist examinations and completed registrar time. If a candidate who is eligible for specialist registration but has not received such registration from the council is successful, the appointment will be at their current salary level, with an upgrade to Specialist Grade 1 once registration is received. NB (Only shortlisted candidates will be required to submit proof of all documents and certificate of Service endorsed by Human Resources and may be subjected to competency test. The employment equity target for this post is: African Male, Coloured Male, African Female, Coloured Female.

CLOSING DATE : 16 November 2026

POST 39/302 : **MEDICAL SPECIALIST GRADE 1,2,3 REF NO: GS 20/26**
Component: General Surgery Department

SALARY : Grade 1: R1 395 528 per annum
Grade 2: R1 592 274 per annum
Grade 3: R1 844 151 per annum
All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form annually.

CENTRE : Grey's Hospital-Pietermaritzburg Metropolitan Hospitals Complex

REQUIREMENTS : Grade 12 / Senior Certificate. MBChB or equivalent. Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in General Surgery, which must include an FCS (SA) and MMED completion and adequate time in a general surgery registrar program. Registration certificate with HPCSA as a Medical Specialist in General Surgery. Current registration with HPCSA as a Medical Specialist in General Surgery. Applicants awaiting registration with the HPCSA as a specialist general surgeon can apply and will require registration as a specialist before commencing employment in the post. **Grade 1:** Not applicable; Registration with the HPCSA as a Medical Specialist. Foreign candidates require 1 Year relevant experience after registration with HPSA as a Medical Specialist, of whom it is not required to perform Community Service. **Grade 2:** 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant discipline. Foreign candidates will require 6 Years relevant experience after registration with HPSA as a Medical Specialist of which it is not required to perform Community Service. **Grade 3:** 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant discipline. Foreign candidates will require 11 Years relevant experience after registration with HPCSA as a Medical Specialist of which it is not required to perform Community Service. Knowledge, Skills and Experience: Knowledge of appropriate specialist level procedures and protocols within the field of general surgery. Specialist will be required to run the Breast, Endocrine and Renal Surgery Unit. Sound knowledge of Human Resource management. Financial Management – monitoring of expenditure, Essential Drug List, Management functions – policy analysis and implementation, strategic management, project management, information management, total quality management and improvement, legal aspects, patient care and service delivery, applicable mandatory requirements and Acts, Regulations, Protocols and Guidelines used in Health Services.

DUTIES : Participate in the delivery of in-patient and out-patient general surgery service esp. breast and endocrine service within the Pietermaritzburg Metropolitan Hospitals Complex based at Grey's hospital. Management of patients requiring general surgery. Assisting in the management of the surgical database. Function as the intern curator when required. Inter-disciplinary coordination of the management of general surgery patients. Supervision of the surgical trainees and interns rotating through the unit. Ensuring the highest standards of clinical, professional, and ethical behaviour. Undertake teaching of interns, undergraduate medical students, postgraduate general surgery trainees, and allied health care personnel. Conduct, assist, and stimulate research within the ethical guidelines of the Health Care Act. Promote education in cancer

prevention. Develop management protocols for the general surgery service in accordance with the Hospital and Department policies; Provide appropriate surgical care to general surgery patients; Responsible for the Breast, Endocrine and Renal Surgical Unit. Maintain the effective and efficient utilisation of human resources in respect of: overseeing and supervising general surgery staff in the execution of their duties; training staff and promoting ongoing staff development in accordance with their individual and departmental development needs; recruiting and selecting staff in accordance with government prescripts; assessing performance of general surgery staff; allocating general surgery personnel to respective wards and call roster. Provide measures and guidance on quality assurance to comply with set quality standards; Incumbent to provide general surgery outreach services in the Pietermaritzburg Metropolitan Hospitals Complex and Area 2. Foster collaboration with other hospitals within and outside the district; Exercise cost control over the activities of the department in line with the allocated budget; Participate in all academic and clinical meetings of the general surgery Department; Participate in departmental research activities. Accept responsibility for continuous professional development to keep up to date with new developments in the field of expertise and related fields. Any other duties as assigned by the Head of Department.

ENQUIRIES : Dr R Sathiram- Acting Head Clinical Department Tel No: (033) 897 3379

APPLICATIONS : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200 or Email Applications to khazimula.goba@kznhealth.gov.za or malinee.chandul@kznhealth.gov.za.

FOR ATTENTION : Mrs M. Chandulal

NOTE : Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only. Additionally: The new Application for Employment Form (Z83) is obtainable from any Government Department OR from the website – www.kznhealth.gov.za. Applicants must utilize the most recent Application for Employment Form (Form Z83) as issued by the Minister for DPSA (gazetted on 06 November 2020) in line with regulation of 10 of the Public Service Regulations, 2016 and failure to do so will result in disqualification. Applicants are required to complete and sign Z83,and also submit a detailed curriculum vitae (CV). All sections of the new Application for Employment Form (Z83) (except those sections that are not relevant to the applicant) must be completely, accurately and legibly filled in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. Applicants are required to reflect information even if the same information is provided on the detailed CV. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. NB (Only shortlisted candidates will be required to submit proof of all documents and certificate of Service endorsed by Human Resources and may be subjected to competency test. The employment equity target for this post is: African Male, Coloured Male, African Female, Coloured Female.

CLOSING DATE : 16 November 2026

POST 39/303 : **MEDICAL SPECIALIST GRADE 1,2,3 REF NO: GS 21/26**
Component: Internal Medicine Department

SALARY : Grade 1: R1 395 528 per annum
Grade 2: R1 592 274 per annum
Grade 3: R1 844 151 per annum
All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form annually.

CENTRE : Grey's Hospital-Pietermaritzburg

REQUIREMENTS : Grade 12 / Senior Certificate. MBChB or equivalent. MMED Qualification. Registration certificate with HPCSA as a Medical Specialist in Internal Medicine. Current registration with HPCSA as a Medical Specialist in Internal Medicine. **Grade 1:** Not applicable; Registration with the HPCSA as a Medical

Specialist. Foreign candidates require 1 Year relevant experience after registration with HPSA as a Medical Specialist, of whom it is not required to perform Community Service. **Grade 2:** 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant discipline. Foreign candidates will require 6 Years relevant experience after registration with HPSA as a Medical Specialist of which it is not required to perform Community Service. **Grade 3:** 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant discipline. Foreign candidates will require 11 Years relevant experience after registration with HPCSA as a Medical Specialist of which it is not required to perform Community Service. Knowledge, Skills, Training and Competencies Required: Competent general medicine skills, appropriate for the level of a specialist in Internal Medicine; Ability and willingness to work as part of a multi-disciplinary health care team, including liaison and communication with senior and junior staff; Understanding and ability to apply, appropriate to the post, public sector and health sector legislation, medical ethics and financial management; Ability and willingness to participate in information management, quality assurance programmes and human resource management as appropriate to the post; Ability to supervise junior staff; Ability and willingness to participate in and provide undergraduate and postgraduate training.

DUTIES : Incumbent's duties will be performed in the Pietermaritzburg Metropolitan Department of Internal Medicine as per the HOD discretion. Participation in clinical and training programmes: After-hours participation in the clinical services in the Departments of Internal Medicine as per operational requirements. Participation in the following training programmes: Internal Medicine Registrar Training in the Departments of Medicine. Undergraduate medical teaching and assessments. Assist with development and support of Specialist Services in the Tertiary Drainage area of Greys Hospital. This includes participation in the Department of Medicine's outreach programme. Participation in Clinical Research and quality control activities in the Greys Hospital Department of Internal Medicine.

ENQUIRIES : Dr M. Bizaare- Head Clinical Department Tel No: (033) 897 3289

APPLICATIONS : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200 or Email Applications to khazimula.goba@kznhealth.gov.za or malinee.chandul@kznhealth.gov.za.

FOR ATTENTION : Mrs M. Chandulal.

NOTE : Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only. Additionally: The new Application for Employment Form (Z83) is obtainable from any Government Department OR from the website – www.kznhealth.gov.za. Applicants must utilize the most recent Application for Employment Form (Form Z83) as issued by the Minister for DPSA (gazetted on 06 November 2020) in line with regulation of 10 of the Public Service Regulations, 2016 and failure to do so will result in disqualification. Applicants are required to complete and sign Z83,and also submit a detailed curriculum vitae (CV). All sections of the new Application for Employment Form (Z83) (except those sections that are not relevant to the applicant) must be completely, accurately and legibly filled in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. Applicants are required to reflect information even if the same information is provided on the detailed CV. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. NB (Only shortlisted candidates will be required to submit proof of all documents and certificate of Service endorsed by Human Resources and may be subjected to competency test. The employment equity target for this post is: African Male, Coloured Male, African Female, Coloured Female.

CLOSING DATE : 16 November 2026

POST 39/304	:	**MEDICAL OFFICER GRADE 1, 2 & 3 – ANAESTHETICS REF NO: GJGM19/2026 (X1 POST)** Component: Medical Management Services
SALARY	:	Grade 1: R1 041 402 – R1 121 241 per annum Grade 2: R1 188 255 – R1 297 089 per annum Grade 3: R1 375 245 – R1 713 534 per annum Plus, All-inclusive package + a fixed Commuted overtime & 18% Inhospitable Allowance.
CENTRE	:	General Justice Gizenga Mpanza Regional Hospital
REQUIREMENTS	:	**Grade 1:** A tertiary qualification (MBCHB or equivalent), plus Current registration with the Health Professionals Council of South Africa as a Medical Practitioner. **Grade 2:** A tertiary qualification (MBCHB or equivalent), plus Current registration with the Health Professionals Council of South Africa as a Medical Practitioner. Five (5) years post registration experience as a Medical Practitioner. **Grade 3:** A tertiary qualification (MBCHB or equivalent), plus Current registration with the Health Professionals Council of South Africa as a Medical Practitioner. Ten (10) years post registration experience as a Medical Practitioner. Knowledge, Skills & Competencies: Experience and ability in dealing with a wide variety of Anaesthetic cases including High Care and ICU. Working knowledge of medical, surgical and obstetrical protocols, health policies, acts and regulations. Ability to work in multi-disciplinary team setting. Excellent communication skills. Ability to work and maintain meaningful relationships with a diverse community. Resilience and ability to cope with change. Ability to make a positive contribution in a busy department. A Diploma in Anaesthetics and exposure thereof will be an added advantage.
DUTIES	:	Clinical duties as per hospital / departmental requirements, including commuted overtime in both ICU and Operating Theatre. Provision of quality care, assisting HOD with quality assurance, quality improvement projects, morbidity and mortality reviews, monthly various type of audits, development of clinical guidelines, policies. Patient Satisfaction, patient satisfaction surveys, reducing waiting times; identifying, meeting and surpassing patients expectations. Conduct research. Maintain and continuously improve professional and ethical standards. NB: Performance of commuted overtime is compulsory and will be worked in the discipline based on the needs of the institution.
ENQUIRIES	:	Dr R Matos-Puig – Head Clinical Unit (Anesthetics) Tel No: (032) 437 6000
APPLICATIONS	:	Please forward Applications quoting reference number to: The Human Resource Management, GJG Mpanza Regional Hospital, Private Bag X10609, Stanger, 4450. Email: GJGMpanzahospital.hrjobapplication@kznhealth.gov.za. Or hand deliver to GJG Mpanza Regional Hospital, Corner of King Shaka Street, Stanger
NOTE	:	Directions to Candidates: The following documents must be submitted: Applicants are not required to submit copies of qualification and other relevant document on application but must submit the Employment Form (Z83) and the detailed Curriculum Vitae. Certified copies of certificates and other relevant documents will only be requested from shortlisted candidate on or before the interviews. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. It will be expected candidate(s) to be available for interview process on a day, all shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. The reference number must be indicated in the column provided on form Z83 e.g. Reference Number (NMH/THRT2026) Persons with disabilities should feel free to apply for the post Failure to comply with the above instructions will disqualify the applicants. The appointment is subject to positive outcome obtained from the State Security Agency (SAA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers. Please note that due to a large number of applications received, applications will not be acknowledged, however, only the short-listed applicants will be advised of the outcome. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were

unsuccessful. Please note that no S&T payments will be considered for payment to candidates that are Invited for interview. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity at all levels of different Occupational Categories in the Department).

CLOSING DATE : 13 November 2026

POST 39/305 : **MEDICAL OFFICER GRADE 1, 2 & 3 – INTERNAL MEDICINE REF NO: GJGM20/2026 (X1 POST)**
Component: Medical Management Services

SALARY : Grade 1: R1 041 402 – R1 121 241 per annum
Grade 2: R1 188 255 – R1 297 089 per annum
Grade 3: R1 375 245 – R1 713 534 per annum
Plus, All-inclusive package + a fixed Commuted overtime & 18% Inhospitable Allowance. Valid ACLS Certification

CENTRE : General Justice Gizenga Mpanza Regional Hospital

REQUIREMENTS : **Grade 1:** A tertiary qualification (MBCHB or equivalent), plus Current registration with the Health Professionals Council of South Africa as a Medical Practitioner. **Grade 2:** A tertiary qualification (MBCHB or equivalent), plus Current registration with the Health Professionals Council of South Africa as a Medical Practitioner. Five (5) years post registration experience as a Medical Practitioner. **Grade 3:** A tertiary qualification (MBCHB or equivalent), plus Current registration with the Health Professionals Council of South Africa as a Medical Practitioner. Ten (10) years post registration experience as a Medical Practitioner. Knowledge, Skills & Competencies: Sound medical knowledge in internal medicine and the experience and ability in dealing with chronic, subacute and acute medical conditions. Working knowledge of medical protocols, health policies, acts and regulations. Ability to work in a multi-disciplinary team setting. Ability to perform procedures. Ability to resuscitate patients. Excellent communication skills. Ability to work and maintain meaningful relationships with a diverse community. Resilience and ability to cope with change. Ability to make a difference. Ability to work in a challenging environment.

DUTIES : Clinical duties as per hospital / departmental requirements, including commuted overtime. Provision of quality of care, assisting HOD with quality assurance, quality improvement projects, morbidity and mortality reviews, monthly various type of audits, development of clinical guidelines, policies. Patient Satisfaction, patient satisfaction surveys, reducing waiting times; identifying, meeting and surpassing patients expectations. Conduct research. Maintain and continuously improve professional and ethical standards. Perform overtime duties in line with hospital needs. Active participation in academic activities. NB: Performance of commuted overtime is compulsory and will be worked in the discipline based on the needs of the institution.

ENQUIRIES : Dr BD Ramjiwan – Head Clinical Unit (Internal Medicine) Tel No: (032) 437 6263

APPLICATIONS : Please forward Applications quoting reference number to: The Human Resource Management, GJG Mpanza Regional Hospital, Private Bag X10609, Stanger, 4450. Email: GJGMpanzahospital.hrjobapplication@kznhealth.gov.za. Or hand deliver to GJG Mpanza Regional Hospital, Corner of King Shaka Street, Stanger

NOTE : Directions to Candidates: The following documents must be submitted: Applicants are not required to submit copies of qualification and other relevant document on application but must submit the Employment Form (Z83) and the detailed Curriculum Vitae. Certified copies of certificates and other relevant documents will only be requested from shortlisted candidate on or before the interviews. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. It will be expected candidate(s) to be available for interview process on a day, all shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. The reference number must be indicated in the column provided on form Z83 e.g. Reference Number (NMH/THRT2026) Persons with disabilities should feel free to apply for the post Failure to comply with the

above instructions will disqualify the applicants. The appointment is subject to positive outcome obtained from the State Security Agency (SAA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers. Please note that due to a large number of applications received, applications will not be acknowledged, however, only the short-listed applicants will be advised of the outcome. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that no S&T payments will be considered for payment to candidates that are Invited for interview. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity at all levels of different Occupational Categories in the Department).

CLOSING DATE : 13 November 2026

POST 39/306 : **MEDICAL OFFICER GRADE 1,2,3 REF NO: GS 22/26**
Component: Orthopaedics Department

SALARY : Grade 1: R1 041 402 per annum
Grade 2: R1 188 255 per annum
Grade 3: R1 375 245 per annum
All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form annually.

CENTRE : Grey's Hospital-Pietermaritzburg

REQUIREMENTS : Grade 12 / Senior Certificate. MBChB or equivalent. Registration certificate with HPCSA as a Medical Practitioner in independent practice. Current registration with HPCSA as a Medical Practitioner in independent practice. **Grade 1:** Experience: Experience: Not Applicable. Foreign qualified candidates requires 1year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Experience: 5 years appropriate experience as a Medical Officer after registration with HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service. **Grade 3:** Experience: 10 years experience after registration with HPCSA as a Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required performing community service as required in South Africa. Knowledge, Skills, Training and Competencies Required: Good knowledge of current health and public service legislation and policy, medical ethics, epidemiology and statistics. Good decision making, analytical and communication skills. Computer Literacy

DUTIES : Assessment, investigation and management of patients in Clinics, Wards and ICU, including after-hour service. Consultation and communication with colleagues and junior staff. Participate in Quality Assurance /Audit and statistics and information acquisition and review. Clinical responsibility with participation in Commuted Overtime. Participate in Academic Programmes in Orthopaedic Department. Assess and manage Orthopaedic patients in Clinics, Wards and ICU. Assisting, developing and implementing of New Services and the utilization of New Equipment. Active participation in Outreach Programme aimed at improving patient access to the relevant clinical services.

ENQUIRIES : Dr ARW Mungherera- Head Clinical Department Tel No: (033) 897 3299

APPLICATIONS : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200 or Email Applications to khazimula.goba@kznhealth.gov.za or malinee.chandul@kznhealth.gov.za.

FOR ATTENTION : Mrs M. Chandulal

NOTE : Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only. Additionally: The new Application for Employment Form (Z83) is obtainable from any Government Department OR from the website – www.kznhealth.gov.za. Applicants must

utilize the most recent Application for Employment Form (Form Z83) as issued by the Minister for DPSA (gazetted on 06 November 2020) in line with regulation of 10 of the Public Service Regulations, 2016 and failure to do so will result in disqualification. Applicants are required to complete and sign Z83, and also submit a detailed curriculum vitae (CV). All sections of the new Application for Employment Form (Z83) (except those sections that are not relevant to the applicant) must be completely, accurately and legibly filled in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. Applicants are required to reflect information even if the same information is provided on the detailed CV. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. NB (Only shortlisted candidates will be required to submit proof of all documents and certificate of Service endorsed by Human Resources and may be subjected to competency test. The employment equity target for this post is: African Male, Coloured Male, African Female, Coloured Female.

CLOSING DATE : 16 November 2026

POST 39/307 : **DEPUTY DIRECTOR: MATERNAL HEALTH/VTP REF NO: G66/2026**
This is a re-advertisement, those who previously apply must re-apply.
Cluster: Maternal Child and Women's Health and Nutrition

SALARY : R932 292 per annum (Level 11), an all-inclusive salary package
CENTRE : Head Office Pietermaritzburg
REQUIREMENTS : Matric Certificate (Grade 12). An undergraduate qualification (NQF 7) or Diploma (NQF 6) in Nursing. Or Medical degree (MBCHB) Plus. Current Registration SANC or HPCSA. Experience as a Clinical Coordinator for MCWH (Maternal, Child and Women's Health will be a requirement. A minimum of three (3) years' experience as an Assistant Director Plus. Five years' experience after registration with professional body in Maternal Health Programme Plus. Advance Midwife qualification or any maternal health related clinical experience is required. Valid code EB Driver's Licence (code 8) Plus. Additional Information: A Masters' degree in Public Health or similar in research will be an added advantage. Master's in Public Health (MPH) will also be an added advantage. Computer literacy. Knowledge, Skills, Training and Competencies: Job Purpose: To develop, facilitate, monitor and evaluate evidence-based strategies to i) reduce maternal morbidity and mortality, including HIV-related and ii) vertical transmission prevention (VTP) of HIV, syphilis and Hepatits B; and improve the quality of maternal and perinatal health through improving service delivery, ensuring transfer of appropriate knowledge, skills and developing community intervention strategies. Manage resource allocation and monitor implementation of maternal health care and VTP policies within the province; comprehensive data collection, analysis and strategic planning in the field of maternal health and VTP. The ideal candidate must possess the following: Technical knowledge on maternal health policies and VTP. Knowledge of the current health and public health services legislation. Financial management skills. Project management skills. Understanding of epidemiology and statistics. Leadership skills, including good communication, decision making and clinical skills. Possess sound knowledge of human resources. Management skills, including budgeting, planning, implementation, and quality assurance.

DUTIES : Develop, review and ensure implementation of relevant policies and guidelines: Performance standard. Update existing provincial maternal health and VTP related guidelines and policies. Develop new guidelines and policies for the Province in response to identified issues in maternal health and VTP field. Provide guidance to districts regarding best practices for maternal health and VTP coordinators. Identify maternal health and VTP advocacy needs according to priorities. Program Management & Implementation: Performance standard. Develop and implement strategies to reduce maternal and perinatal health-related morbidity and mortality, including HIV-related in each key programme area (preconception/ antenatal care; labour and childbirth, post-natal care) as per Saving Mothers recommendations and consolidated HIV guidelines. Report on key activities conducted aligned to these strategies. Facilitate engagement on programme performance at women's health

management and provincial quarterly meetings. Offer assistance and technical support to all districts to improve Maternal Health and VTP Services: Performance standard. Support the district in devising district plans to address district-specific health issues. Provide technical assistance to district and facility management team. Conduct outreach support visits (on site or virtual to all districts) with priority given to districts with poorest performance. Facilitate training in all key areas of women's health programme. Offer assistance and technical support to all districts to improve Maternal Health Services. Stakeholder Collaboration - Liaise with national and provincial Departments of Health, funders (like UNICEF), partners, and local stakeholders to ensure coordinated effort and program integration. Improve service delivery through capacity building: performance standard: Facilitate training of midwives and doctors where applicable on the new developments and protocols, as well as to maintain and improve skills and knowledge (e.g. ESMOE, EMOTIVE); engage districts to conduct skills audits for relevant trainings; Organize and provide orientation and training for healthcare providers and facility staff on VTP guidelines, screening, and preventative therapies. Monitor and evaluate maternal health services: performance standard. Review and update maternal health and VTP data elements. Quarterly reports prepared with remedial actions. Correct data errors. Analysis of relevant indicator performance with the team. Monitor quarterly the implementation of saving mothers recommendations. Undertake other managerial and administration duties; performance standard. Coordinate provincial maternal mortality confidential enquiry. Coordinate Provincial perinatal morbidity and mortality committee. EPMDS completed. Compile DORA. Participate in provincial and district interviews as panel member.

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

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

NOTE : Applications must be submitted on the new prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation. Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be and integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. NB: All shortlisted candidates will be required to submit proof

of work experience endorsed and stamped by the employer/s prior to the date of the interview.

CLOSING DATE : 18 November 2026

POST 39/308 : **OPERATIONAL MANAGER NURSING (SPECIALTY)- NEPHROLOGY REF NO: GS 23/26**
Component: Nursing Department- Haemodialysis Unit

SALARY : R720 819 per annum, plus, 13th cheque, medical aid (optional), Homeowners allowance (employees must meet the prescribed requirements

CENTRE : Grey's Hospital

REQUIREMENTS : Grade 12 Certificate. Degree/Diploma in General Nursing and Midwifery that allows registration with SANC as a Professional Nurse. 1 Year Post–basic / Post graduate qualification in Nephrology Nursing Science. Current registration with the South African Nursing Council (2026 SANC receipt). A minimum of 9 years appropriate experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing of which 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the one year post basic qualification in Nephrology Nursing Science. OR A minimum of fourteen (14) years appropriate/recognizable experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing of which ten (10) years of the period referred to above must be appropriate/recognizable experience after obtaining the one year post basic qualification in Nephrology Nursing Science. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing act, Occupational health and safety act, Patients' rights charter, Bathe Pele principles, Public service regulations, Labor relations act, Disciplinary codes and procedures, Grievance procedure, Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Leadership, organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Computer skills in basic programs.

DUTIES : Assist in planning/organizing and monitoring of objectives of the Haemodialysis Unit. Manage and provide a therapeutic environment for staff, patients and the public accessing health care services at Grey's Hospital. Demonstrate effective communication to patients, families, multidisciplinary team members and other stakeholders within the hospital. Ensure that high-quality nursing care is rendered to all clients accessing Renal health services at Grey's Hospital, taking into consideration safety risk assessments and patient safety incident prevention and reporting. Manage the utilisation and supervision of all resources, taking into consideration cost containment measures. Manage, coordinate and plan the provision of effective training and research, focusing on the programs aimed at the improvement of Nephrology nursing care. Manage and instil discipline, professionalism and work ethics among employees. Develop strategies which will ensure compliance with quality care, infection prevention and control (IPC) programs, e.g. Ideal Hospital Realisation and Maintenance (IHRM) and Norms and Standards (N&S). Maintain a constructive working environment with the multi-disciplinary team members. Provide effective support to Nursing services, e.g. assist with relief duties to nursing management.

ENQUIRIES : Mr F.S. Matibela- Nursing Manager Tel No: (033) 897 3331

APPLICATIONS : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200 or Email Applications to khazimula.goba@kznhealth.gov.za or malinee.chandul@kznhealth.gov.za.

FOR ATTENTION : Mrs M. Chandulal

NOTE : Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only. Additionally: The new Application for Employment Form (Z83) is obtainable from any Government Department OR from the website – www.kznhealth.gov.za. Applicants must utilize the most recent Application for Employment Form (Form Z83) as issued by the Minister for DPSA (gazetted on 06 November 2020) in line with regulation of 10 of the Public Service Regulations, 2016 and failure to do so

will result in disqualification. Applicants are required to complete and sign Z83,and also submit a detailed curriculum vitae (CV). All sections of the new Application for Employment Form (Z83) (except those sections that are not relevant to the applicant) must be completely, accurately and legibly filled in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. Applicants are required to reflect information even if the same information is provided on the detailed CV. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. NB (Only shortlisted candidates will be required to submit proof of all documents and certificate of Service endorsed by Human Resources). The employment equity target for this post is: African Male, Coloured Male, African Female, Coloured Female.

CLOSING DATE : 16 November 2026

POST 39/309 : **OPERATIONAL MANAGER (SPECIALTY) REF NO: UMG 07/2026 (X1 POST)**

SALARY : R720 819 - R821 454 per annum. Other benefits (medical aid optional), housing Allowance (applicant must meet prescribed requirements)

CENTRE : Umgeni Specialized Psychiatric Hospital: Howick

REQUIREMENTS : Senior Certificate/Grade 12 or equivalent. Degree/ Diploma in General and Psychiatric Nursing/R425.Diploma in Psychiatric Nursing-Post Basic/Child Psychiatric Nursing. A minimum of nine (9) years of appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least seven (7) years of the period referred to above must be appropriate / recognizable experience after obtaining one (1) year post basic qualification in advanced Psychiatric Nursing/Child Psychiatric Nursing. Valid Driver's License. Computer Literacy. Degree/Diploma in Nursing Management will be an advantage. Knowledge And Skills: Good communication, leadership, interpersonal skills. Conflict management and knowledge of labour basic qualification in Psychiatry (Advanced Psychiatric Nursing). Relations and disciplinary process/procedures. Human Resources and financial management skills. Sound knowledge of disciplinary processes and grievance procedures. Knowledge of nursing care processes and procedures. Knowledge of Occupational Health and Safety, Infection Control, medical waste and risk assessment and Mental Health Care Act and team building and supervisory skills. Good communication, leadership, interpersonal and conflict management skills.

DUTIES : Manage and lead the unit in rendering efficient and professional nursing care as laid down by the Nursing Act. Engages in clinical assessment of Mental Health Care Users in a specialized psychiatric setting. Work effectively, co-operatively, amicably at supervisory level with people of diverse intellectual cultural or racial or differences. Ensures provision of optimal, holistic, specialized care in accordance with laws and regulations relevant to nursing and health care in the Unit. Participates in training and research with a view to increasing body of knowledge in a specialized psychiatric setting. Implement standards, practices, criteria and indicators for quality nursing practices. Maintain constructive working relationships with nursing and other stakeholders. Exercise control and account for expenditure by managing and monitor utilization of human, financial and material resources. Manage disciplinary and grievance matters including monitoring and managing absenteeism in terms of laid down policies and procedures. Maintain professional growth/ethical standards and development of self and personnel, by analysing their needs, formulating and implementing training and developmental strategies and monitoring its effectiveness. Participate in performance reviews i.e. EPMDS. Participate in health promotion and illness prevention initiatives within the institution.

ENQUIRIES : Mrs ST Chule Tel No: (033) 3306146, Ext. 113

APPLICATIONS : Applications quoting the relevant reference UMG 07/2026. All Applications should be forwarded to: Mr VM Mvelase, The Chief Executive Officer, Umgeni Specialised Psychiatric Hospital, Private Bag X23 Howick, 3290 for attention: Human Resource Department or courier OR hand delivered at the Human

		Resources Office Umgeni Hospital, Old Main Road, Howick, 3290. Applications can also be emailed to UmgeniHospital.HRJobApplication@kznhealth.gov.za.
FOR ATTENTION	:	Mr VM Mvelase
NOTE	:	The following documents must be submitted: Amended application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Applicants are not required to submit copies of qualifications and other relevant documents on the application. Such documents will be requested from shortlisted candidates only. No faxed applications will be considered. The reference number must be indicated in the column provided on the form Z83, e.g. UMG 05/2019.Persons with disabilities should feel free to apply for the post/s. The appointment is subject to positive outcome obtained from the NIA for the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the Due to the large number of applications, receipt of applications will not be acknowledged, however correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T claims will be considered for payment to the candidates that are invited for an interview.
CLOSING DATE	:	17 November 2026
POST 39/310	:	**ASSISTANT DIRECTOR: AUDIOLOGY REF NO: PSH 30/2026 (X1 POST)**
SALARY	:	R664 410 per annum. Other benefits: 13th Cheque, Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements)
CENTRE	:	Port Shepstone Regional Hospital
REQUIREMENTS	:	Grade 12 / Matric or equivalent. Diploma / Degree as an Audiologist. A minimum of 8 years' experience after registration as an Audiologist of which 5 years must be appropriate experience in Management. Current registration with HPCSA as an Audiologist. Knowledge, Skills, Training and Competencies Required: Sound knowledge of clinical and patient managements skills within the discipline. Ability to assess, diagnose and manage patients. Good communication skills. Sound ethical practice skills. Knowledge of data verification procedure and budgeting.
DUTIES	:	Represent the department on various meetings including cashflow. Monthly in-service training for Audiologists and Community Service staff. Development, implementation and supervision of quality improvement programmes within the Audiology department. Development & implementation of protocols and guidelines in line with local and international standards and best practice. Provide continuous professional development. Monitor and control all expenditure in the department. Conduct employee performance and development system. Cover the day-to-day management, administration and supervising of clinical services. Ensure that audiology services comply with health, safety and IPC regulations.
ENQUIRIES	:	Dr. Z.D Adonis Tel No: (039) 688 6044 or Dr. M.L Jona Tel No: (039) 688 6184
APPLICATIONS	:	Applications should be posted / hand delivered to: The Human Resource Manager, Port Shepstone Hospital, Private Bag X5706, Port Shepstone 4240. NB: Applicants are encouraged to utilise courier services/ S'THESHA WAYA WAYA or e-mail to PSRH.Recruitment@kznhealth.gov.za
FOR ATTENTION	:	Mr. Z.M Zulu
NOTE	:	NB: Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications. Detailed application for employment (Z83) and Curriculum Vitae. Certified copies – must not be submitted when applying for employment. (Copies should be submitted by

shortlisted candidates only). All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (Ethical Conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.

CLOSING DATE : 13 November 2026

POST 39/311 : **ULTRA-SONOGRAPHER REF NO: DANCHC 09/2026 (X1 POST)**
(Re- advertisement)

SALARY : Grade 1 R510 906 – R581 892 per annum
Grade 2: R598 260 – R683 808 per annum
Grade 3: R703 785 – R756 444 per annum
Other benefits: 13th Cheque, Medical Aid (Optional), Rural Allowance and Housing allowance: Prescribed requirements to be met.

CENTRE : Dannhauser CHC

REQUIREMENTS : Grade 12/ Senior Certificate. Degree/ National Diploma in Ultrasound. Current registration with HPCSA as Sonographer. **Grade 1:** Experience: No experience after registration with the Health Profession Council of South Africa (HPCSA) as an ultra-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. **Grade 2:** Experience: A minimum of 10 years appropriate /recognisable experience after registration with HPCSA as an ultra-sonographer in respect of RSA qualified employees who performed community Service. 11 years' experience after registration with HPCSA in respect of foreign qualified employees. **Grade 3:** Experience: A minimum of 20 years appropriate /recognisable experience after registration with HPCSA as an ultra-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, Skills, Training and Competencies required for the post: Sound knowledge of Obstetrics and Gynaecology ultrasound. Sound 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, problem solving, teaching and training skills. Good interpersonal relations and ability to perform with a team. Computer literacy.

DUTIES : Provide high quality ultrasound services consistent with scope of practice and clinical standards. Provide high quality ultrasound services according to the patient's needs. To promote good health practices and ensure optimal patient care. Execute all ultrasound procedure completely to prevent complications. Provide general administrative duties as required. Provide guidance and supervision to junior staff. Participate in multidisciplinary team as part of medical and allied team. Participate in institutional radiographic policy making and planning for service delivery. Promote Batho Pele Principles in the execution of all duties for effective service delivery. Give factual information to patients and clients on ultrasound examinations. Participate in departmental Quality Assurance, Quality Improvement Programmes and National Core Standards. Inspect and utilize equipment professionally to ensure that they comply with safety standards. Develop protocols 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.

ENQUIRIES : Dr FP Mtshali Tel No: (034) 621 6100

APPLICATIONS : All applications should be forwarded to Assistant Director: HRM; KZN: Department of Health; Hand delivery to: Dannhauser Community Health Centre; No 7 Durnacol Road; Dannhauser: 3080. Email Address: DannhauserCHC.HRJobApplication@kznhealth.gov.za

FOR ATTENTION : Mrs DBP Buthelezi

NOTE : Applications must be submitted on the prescribed application for employment form (Z83-fully completed) and Curriculum Vitae. Only shortlisted candidates for a post will be required to submit certified documents and proof of current

registration with the respective council on or before the day of the interview following communication from HR. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise, and the other must be an integrity (Ethical Conduct) Assessment. Selection panel shall score both technical exercises as an additional criterion in the interview process. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (vetting), criminal clearance, credit records and citizenship, verification of educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Preference will be given to African Male

CLOSING DATE : 16 November 2026

POST 39/312 : **PROFESSIONAL NURSE SPECIALTY REF NO: GS 24/26 (X2 POSTS)**
Component: Nursing Department- Critical Care Unit

SALARY : Grade 1: R495 423 per annum
Grade 2: R607 350 per annum
Plus 13th cheque, Housing Allowance (employees must meet the prescribed requirement), medical Aid Optional

CENTRE : Grey's Hospital- Pietermaritzburg

REQUIREMENTS : Grade 12 Certificate. Degree/Diploma in General Nursing that allows registration with SANC as a Professional Nurse. 1 Year post basic/post graduate qualification in Clinical Nursing Science (Critical Care). Current registration with the South African Nursing Council (2026 SANC receipt). A minimum of 4 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. **Grade 1:** Experience: A minimum of 4 years appropriate/recognizable experience as a General Nurse. **Grade 2:** Experience: 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 speciality after obtaining the one year post basic qualification in the relevant speciality. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing act, Occupational health and safety act, Patients' rights charter, Bathe Pele principles, Public service regulations, Labor relations act, Disciplinary codes and procedures, Grievance procedure, Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Leadership, organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Computer skills in basic programs.

DUTIES : Assist in planning/organizing and monitoring objectives of the critical care unit. Provide a therapeutic environment for staff, patients and the public. Demonstrate effective communication to patients, families, multidisciplinary team members and other stakeholders within the hospital. Ensure that high-quality nursing care is rendered to all clients accessing the critical nursing care services at Grey's Hospital. Ensure effective and efficient utilisation and supervision of resources. Coordinate the provision of effective training and research, focusing on the programs aimed at improving critical care nursing. Instill discipline, professionalism and work ethics among employees. Ensure compliance with quality, infection prevention and control (IPC) programs, e.g. Ideal Hospital Realisation and Maintenance (IHRM) and Norms and Standards (N&S). Maintain constructive working relationships with the multi-disciplinary team members. Provide effective support to Nursing services, e.g. assist with relief duties to nursing management within the unit.

ENQUIRIES : Mr F.S. Matibela- Nursing Manager Tel No: (033) 897 3331

APPLICATIONS : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200 or Email

Applications to khazimula.goba@kznhealth.gov.za or malinee.chandul@kznhealth.gov.za.

FOR ATTENTION : Mrs M. Chandulal

NOTE : Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only. Additionally: The new Application for Employment Form (Z83) is obtainable from any Government Department OR from the website – www.kznhealth.gov.za. Applicants must utilize the most recent Application for Employment Form (Form Z83) as issued by the Minister for DPSA (gazetted on 06 November 2020) in line with regulation of 10 of the Public Service Regulations, 2016 and failure to do so will result in disqualification. Applicants are required to complete and sign Z83,and also submit a detailed curriculum vitae (CV). All sections of the new Application for Employment Form (Z83) (except those sections that are not relevant to the applicant) must be completely, accurately and legibly filled in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. Applicants are required to reflect information even if the same information is provided on the detailed CV. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. NB (Only shortlisted candidates will be required to submit proof of all documents and certificate of Service endorsed by Human Resources). The employment equity target for this post is: African Male, Coloured Male, White Male, White Female.

CLOSING DATE : 16 November 2026

POST 39/313 : **PROFESSIONAL NURSE SPECIALTY- CHILD NURSING SCIENCE REF NO: GS 25/26**
Component: Nursing Department- Paediatric Unit

SALARY : Grade 1: R495 423 per annum
Grade 2: R607 350 per annum
Plus 13th cheque, Housing Allowance (employees must meet the prescribed requirement), medical Aid Optional

CENTRE : Grey's Hospital- Pietermaritzburg

REQUIREMENTS : Grade 12 Certificate. Degree/Diploma in General Nursing that allows registration with SANC as a Professional Nurse. 1 Year post basic/post graduate qualification in Clinical Nursing Science (Child Nursing Science). Current registration with the South African Nursing Council (2026 SANC receipt). A minimum of 4 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. **Grade 1:** Experience: A minimum of 4 years appropriate/recognizable experience as a General Nurse. **Grade 2:** Experience: 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 speciality after obtaining the one year post basic qualification in the relevant speciality. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing act, Occupational health and safety act, Patients' rights charter, Bathe Pele principles, Public service regulations, Labor relations act, Disciplinary codes and procedures, Grievance procedure, Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Leadership, organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Computer skills in basic programs.

DUTIES : Assist in planning/organizing and monitoring of objectives of the Paediatric unit. Provide a therapeutic environment for staff, patients and the public. Demonstrate effective communication to patients, families, multidisciplinary team members and other stakeholders within the hospital. Ensure that high-quality nursing care is rendered to all clients accessing the Paediatric nursing care services at Grey's Hospital. Ensure effective and efficient utilisation and

supervision of resources. Coordinate the provision of effective training and research, focusing on the programs aimed at improving paediatric nursing care. Instill discipline, professionalism and work ethics among employees. Ensure compliance with quality, infection prevention and control (IPC) programs, e.g. Ideal Hospital Realisation and Maintenance (IHRM) and Norms and Standards (N&S). Maintain constructive working relationships with the multi-disciplinary team members. Provide effective support to Nursing services, e.g. assist with relief duties to nursing management within the unit.

ENQUIRIES : Mr F.S. Matibela- Nursing Manager Tel No: (033) 897 3331

APPLICATIONS : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200 or Email Applications to khazimula.goba@kznhealth.gov.za or malinee.chandul@kznhealth.gov.za.

FOR ATTENTION : Mrs M. Chandulal

NOTE : Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only. Additionally: The new Application for Employment Form (Z83) is obtainable from any Government Department OR from the website – www.kznhealth.gov.za. Applicants must utilize the most recent Application for Employment Form (Form Z83) as issued by the Minister for DPSA (gazetted on 06 November 2020) in line with regulation of 10 of the Public Service Regulations, 2016 and failure to do so will result in disqualification. Applicants are required to complete and sign Z83,and also submit a detailed curriculum vitae (CV). All sections of the new Application for Employment Form (Z83) (except those sections that are not relevant to the applicant) must be completely, accurately and legibly filled in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. Applicants are required to reflect information even if the same information is provided on the detailed CV. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.

CLOSING DATE : 16 November 2026

POST 39/314 : **PROFESSIONAL NURSE SPECIALTY- ADVANCED MIDWIFE REF NO: GS 26/26**
Component: Nursing Department- Maternity Unit

SALARY : Grade 1: R495 423 per annum
Grade 2: R607 350 per annum
Plus 13th cheque, Housing Allowance (employees must meet the prescribed requirement), medical Aid Optional

CENTRE : Grey's Hospital- Pietermaritzburg

REQUIREMENTS : Grade 12 Certificate. Degree/Diploma in General Nursing that allows registration with SANC as a Professional Nurse. 1 Year post basic/post graduate qualification in Midwifery and Neonatal Nursing Science (Advanced Midwifery). Current registration with the South African Nursing Council (2026 SANC receipt). A minimum of 4 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. **Grade 1:** Experience: A minimum of 4 years appropriate/recognizable experience as a General Nurse. **Grade 2:** Experience: 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 speciality after obtaining the one year post basic qualification in the relevant speciality. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing act, Occupational health and safety act, Patients' rights charter, Bathe Pele principles, Public service regulations, Labor relations act, Disciplinary codes and procedures, Grievance procedure, Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Leadership, organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy

framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Computer skills in basic programs.

DUTIES : Implement the activities that are aimed at the reduction of infant, under-five, and maternal mortality. Implement activities aimed at the improvement of women's health. Ensure that high-quality nursing care is rendered to all clients accessing maternal services in the facility, taking into consideration that CARMA objectives, ESMOE, KINC, Helping Babies Breathe, and IMCI programs are properly implemented. Implement BANC and other Antenatal care programs to enhance antenatal care for all pregnant women accessing care at the facility. Ensure that there is proper management and integration of HAST programs within the maternity unit of the facility. Manage the utilisation and supervision of resources. Coordinate the provision of effective training and research, focusing on the programs aimed at the improvement of maternal and child health. Instill discipline, professionalism and work ethics among employees. Ensure compliance with quality, infection prevention and control (IPC) programs, e.g. Ideal Hospital Realisation and Maintenance (IHRM) and Norms and Standards (N&S). Maintain constructive working relationships with the multi-disciplinary team members. Provide effective support to Nursing services, e.g. assist with relief duties to nursing management within the unit

ENQUIRIES : Mr F.S. Matibela- Nursing Manager Tel No: (033) 897 3331

APPLICATIONS : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200 or Email Applications to khazimula.goba@kznhealth.gov.za or malinee.chandul@kznhealth.gov.za.

FOR ATTENTION : Mrs M. Chandulal

NOTE : Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only. Additionally: The new Application for Employment Form (Z83) is obtainable from any Government Department OR from the website – www.kznhealth.gov.za. Applicants must utilize the most recent Application for Employment Form (Form Z83) as issued by the Minister for DPSA (gazetted on 06 November 2020) in line with regulation of 10 of the Public Service Regulations, 2016 and failure to do so will result in disqualification. Applicants are required to complete and sign Z83,and also submit a detailed curriculum vitae (CV). All sections of the new Application for Employment Form (Z83) (except those sections that are not relevant to the applicant) must be completely, accurately and legibly filled in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. Applicants are required to reflect information even if the same information is provided on the detailed CV. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. NB (Only shortlisted candidates will be required to submit proof of all documents and certificate of Service endorsed by Human Resources). The employment equity target for this post is: African Male, Coloured Male, White Male, White Female.

CLOSING DATE : 16 November 2026

POST 39/315 : **DIAGNOSTIC RADIOGRAPHER REF NO: GJGM21/2026 (X1 POST)**
Component: Allied Health

SALARY : Grade 1: R413 121 per annum
Grade 2: R482 499 per annum
Grade 3: R564 822 per annum
Other Benefits: 13th Cheque, Medical Aid optional and Housing Allowance-Employee must meet prescribed requirements. In-hospitable Allowance 12%. Basic Knowledge of computed tomography (CT) will be an added advantage.

CENTRE : General Justice Gizenga Mpanza Regional Hospital

REQUIREMENTS : Matric (Grade 12) or Senior Certificate. National Diploma / Degree in Diagnostic Radiography. Certificate with the Health Professionals Council of SA (HPCSA). Current Registration practice receipt with HPCSA as a Diagnostic Radiographer (Independent Practice). **Grade 1:** Experience: No experience required after registration. **Grade 2:** Experience: A Minimum of 10 years appropriate experience as a Diagnostic Radiographer after registration with the

Health Professions Council of South Africa (HPCSA) – Independent Practice. **Grade 3:** Experience: A Minimum of 20 years appropriate experience as a Diagnostic Radiographer after registration with the Health Professions Council of South Africa (HPCSA) – Independent Practice. Knowledge, Skills & Competencies: Sound knowledge of diagnostic radiographic procedures and equipment. Sound knowledge of radiation control and safety. Good communication and interpersonal skills. Knowledge of relevant Health and Safety Acts.

DUTIES : Provide high quality diagnostic radiography services. Execute all clinical procedures competently to prevent complications. Provide a 24 hour diagnostic radiography service. Promote good health practices and ensure optimal patient care. Promote Batho Pele principle in the execution of duties for effective service delivery. Perform reception and clerical duties when necessary. Participate in Radiography quality assurance programs. Participate in departmental policies and procedure development. Participate in monthly departmental meetings. Supervision of junior radiography staff and community service radiographers. Perform Employee Performance Management and Development (EPMDS) of junior staff as required.

ENQUIRIES : Mr MR Leso (Radiography Manager) Tel No: (032) 437 6000

APPLICATIONS : Please forward Applications quoting reference number to: The Human Resource Management, GJG Mpanza Regional Hospital, Private Bag X10609, Stanger, 4450. Email: GJGMpanzahospital.hrjobapplication@kznhealth.gov.za. Or hand deliver to GJG Mpanza Regional Hospital, Corner of King Shaka Street, Stanger

NOTE : Directions to Candidates: The following documents must be submitted: Applicants are not required to submit copies of qualification and other relevant document on application but must submit the Employment Form (Z83) and the detailed Curriculum Vitae. Certified copies of certificates and other relevant documents will only be requested from shortlisted candidate on or before the interviews. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. It will be expected candidate(s) to be available for interview process on a day, all shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. The reference number must be indicated in the column provided on form Z83 e.g. Reference Number (NMH/THRT2026) Persons with disabilities should feel free to apply for the post Failure to comply with the above instructions will disqualify the applicants. The appointment is subject to positive outcome obtained from the State Security Agency (SAA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers. Please note that due to a large number of applications received, applications will not be acknowledged, however, only the short-listed applicants will be advised of the outcome. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that no S&T payments will be considered for payment to candidates that are Invited for interview. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity at all levels of different Occupational Categories in the Department).

CLOSING DATE : 13 November 2026

POST 39/316 : **PHYSIOTHERAPIST REF NO: UMG 12/2026 (X1 POST)**

SALARY : Grade 1: R413 121 - R472 395 per annum. Other benefits (medical aid optional), housing Allowance (applicant must meet prescribed requirements)

CENTRE Umgeni Specialized Psychiatric Hospital: Howick

REQUIREMENTS : Senior Certificate/Grade 12 or equivalent. Degree in Physiotherapy Current registration with the HPCSA as a qualified physiotherapist. Computer literate. Experience: No experience after registration with HPCSA as an Independent Practitioner in respect of South African qualified employees who performed one year of community service. One (1) year relevant experience after registration with the Health Professional Council of South Africa in the relevant profession

(where applicable) in respect of foreign qualified employees, of whom it is not required to perform community service. Knowledge And Skills: Knowledge of physiotherapy diagnostic assessment, therapeutic procedures and equipment. Good clinical reasoning skills, ability to plan and implement appropriate treatment plans/programs based on patient's needs. Practical knowledge of ethical code of conduct and Batho Pele principles, Disability Rights Charter and various clinical physiotherapy policies based on evidence -based practice. Good written and verbal communication skills. Good interpersonal skills, cultural competency and excellent ability to work in a multi-disciplinary team. Knowledge of scope of practice and referral criteria for other disciplines is essential. Good computer literacy skills. Ability to plan, organize and manage resources (both human and material). Creativity and Initiative, ability to think laterally and work independently. Insight into Community Based Rehabilitation. Ability to plan and implement individual and group programs where possible. Ability to determine need for assistive/mobility devices.

DUTIES : Demonstrate a sound understanding of Physiotherapy, techniques and practices. Assessment and appropriate physiotherapeutic management of MHCUs (Mental Health Care Users) with various levels of Intellectual and Physical Disabilities presenting with acute, sub-acute and chronic conditions requiring physiotherapy intervention. To attend regular ward rounds. Maintain up to date clinical records and daily statistics and generate reports as required. Participate in the implementation of EPMDS for junior staff. To provide guidance and supervision to junior staff, physiotherapy technicians, students. Participate in planning the HR and equipment requirements for the department e.g. Procurement Plans. Participate in activities aimed at ensuring quality service delivery e.g. Identify the need for, plan, implement and monitor Quality Improvement Projects, participate in peer review/Clinical audits/IHRM audits, assist in developing and reviewing SOPs and Risk Management Plans. Be responsible for general administrative duties of the department e.g. monthly stock take, ordering of monthly stock and non-stock items, submitting job requests. Function within a multi-disciplinary team and link to outside service providers, NGO's and organizations for people with disabilities to provide comprehensive holistic care. Assist in ensuring the delivery of a quality Physiotherapy service based on Batho Pele Principle and Human Rights Ethics with due consideration for people with disabilities and according to HPCS guidelines.

ENQUIRIES : Miss TA Chellan Tel No: (033) 330 6146, Ext. 225

APPLICATIONS : Applications quoting the relevant reference UMG 07/2026. All Applications should be forwarded to: Mr VM Mvelase, The Chief Executive Officer, Umgeni Specialised Psychiatric Hospital, Private Bag X23, Howick, 3290 for attention: Human Resource Department or courier OR hand delivered at the Human Resources Office Umgeni Hospital, Old Main Road, Howick, 3290. Applications can also be emailed to UmgeniHospital.HRJobApplication@kznhealth.gov.za.

FOR ATTENTION : Mr VM Mvelase

NOTE : The following documents must be submitted: Amended application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Applicants are not required to submit copies of qualifications and other relevant documents on the application. Such documents will be requested from shortlisted candidates only. No faxed applications will be considered. The reference number must be indicated in the column provided on the form Z83, e.g. UMG 05/2019.Persons with disabilities should feel free to apply for the post/s. The appointment is subject to positive outcome obtained from the NIA for the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the Due to the large number of applications, receipt of applications will not be acknowledged, however correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T claims will be considered for payment to the candidates that are invited for an interview.

CLOSING DATE : 17 November 2026

POST 39/317	:	**OCCUPATIONAL THERAPIST REF NO: UMG 15/2026 (X1 POST)**
SALARY	:	Grade 1: R413 121 - R472 359 per annum. Other Benefits: 13th cheque, Medical Aid and Housing Allowance optional (employees must meet prescribed requirements)
CENTRE	:	Umgeni Specialized Psychiatric Hospital: Howick
REQUIREMENTS	:	National Senior Certificate. Bachelor's degree or equivalent qualification in Occupational Therapy that allows for registration with HPCSA as an occupational therapist. Registration certificate with Health Profession Council of South Africa (HPCSA) as an Occupational Therapist. Computer Literacy. Valid Driver's License. Knowledge And Skills: Good communication and teambuilding skills. Sound knowledge of the current Health and Public Service Legislation, Regulations and Policies. Sound knowledge in the application of clinical Occupational Therapy theory, practice and ethics. Adequate knowledge and competent use of therapeutic media, equipment, craft and rehabilitation activities. Sound problem solving skills. Demonstrate leadership ability, discipline and interpersonal relationship skills. Ability to function under pressure with Mental Health Care Users. Good ability to organize self and the duties allocated for efficient time management.
DUTIES	:	To assess, plan and implement Occupational Therapy treatment methods within Occupational Therapy Services and the other allocated areas of work, including management of Intellectual Impairment services. Perform administrative tasks such as accurate compilation of monthly statistics, clinical audits, report writing, attend and participate in meetings and assist in the development and implementation of protocols and polices. Provide mentorship and guidance to Community Service Therapists and university students. Ensure accurate record keeping and all quality assurance requirements. Engage in skills development accordingly. Assist in safeguarding and evaluating the status of equipment and infrastructure with a repair and maintenance programme as well as stock control management. Contribute towards planning, budgeting, procurement processes and exercise control of expenditure within your department cost center. Support the immediate manager in all transformative changes and additional supervisory tasks as needed. Assist in the provision of high-quality Occupational Therapy Services through the development and implementation of appropriate systems, protocols, quality assurance programs and internal controls. Market and promote Occupational Therapy Services and contribute towards research and training as required.
ENQUIRIES	:	Mrs N Ramcharran Tel No: (033) 3306146, Ext. 244
APPLICATIONS	:	Applications quoting the relevant reference UMG 07/2026. All Applications should be forwarded to: Mr VM Mvelase, The Chief Executive Officer, Umgeni Specialised Psychiatric Hospital, Private Bag X23 Howick, 3290 for attention: Human Resource Department or courier OR hand delivered at the Human Resources Office Umgeni Hospital, Old Main Road, Howick, 3290. Applications can also be emailed to UmgeniHospital.HRJobApplication@kznhealth.gov.za.
FOR ATTENTION	:	Mr VM Mvelase
NOTE	:	The following documents must be submitted: Amended application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Applicants are not required to submit copies of qualifications and other relevant documents on the application. Such documents will be requested from shortlisted candidates only. No faxed applications will be considered. The reference number must be indicated in the column provided on the form Z83, e.g. UMG 05/2019.Persons with disabilities should feel free to apply for the post/s. The appointment is subject to positive outcome obtained from the NIA for the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the Due to the large number of applications, receipt of applications will not be acknowledged, however correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T claims will be considered for payment to the candidates that are invited for an interview.

CLOSING DATE	:	17 November 2026
POST 39/318	:	**SUPPLY CHAIN MANAGEMENT PRACTITIONER (DEMAND) REF GJGM02/2026 (X 1 POST)** Re-advertisement Component: Finance
SALARY	:	R413 001 per annum, plus 13th Cheque Housing Allowance (Employee must meet prescribed requirements). Medical Aid (Optional)
CENTRE	:	General Justice Gizenga Mpanza Regional Hospital
REQUIREMENTS	:	Senior Certificate Grade 12 or equivalent plus Degree or National diploma in SCM or relevant qualification plus 1-2 years clerical experience in public sector SCM environment. A Valid driver's licence code 8/10. Knowledge, Skills and Competencies: PFMA, Treasury Regulations and GRAP, Computer literacy (Basic Skills) and Excel knowledge Ability to work under pressure. Good interpersonal and communication skills. Knowledge of Batho Pele Principles. Must have eligible hand writing. Knowledge of administration procedures and Logis Certificate will be an added advantage.
DUTIES	:	Provide need assessment to ensure that required goods and services follow Departmental SCM Policy Framework, Practice Notes and Treasury Regulations. Determine clear specification for the quality of goods and services required. Ensure that the requirements are linked to budget and analyse the supplying industry for compliance, Conduct Market Research. Match required goods to relevant mandatory requirements. Respond promptly, courteously, and efficiently to suggestions, queries, and complaints. Manage the contract management function, Manage processes to customise standard contracts and service level agreements to ensure adequate SCM security and minimise departmental risk. Ensure that end users oversee contractual compliance by the service providers and those instances of non-compliance are addressed appropriately with suppliers. Manage early warning arrangements to minimise the impact of suppliers defaulting on service delivery. Liaise with provincial treasury on the restriction of non-performing suppliers. Manage a central database of all contracts for goods and services falling outside the scope of delegation of institutions and report on a regular basis on compliance issues and value for money. Adequate reporting and management of Irregular Expenditure, Deviations, Unauthorised and Fruitless & Wasteful Expenditure, Ensure risk and compliance. Manage the procurement plan and its implementation. Supervise the Demand Management Section.
ENQUIRIES	:	Mrs T.N Khumalo (Deputy Director Finance) Tel No: (032) 4376000
APPLICATIONS	:	Please forward Applications quoting reference number to: The Human Resource Management, GJG Mpanza Regional Hospital, Private Bag X10609, Stanger, 4450. Email: GJGMpanzahospital.hrjobapplication@kznhealth.gov.za. Or hand deliver to GJG Mpanza Regional Hospital, Corner of King Shaka Street, Stanger
NOTE	:	Directions to Candidates: The following documents must be submitted: Applicants are not required to submit copies of qualification and other relevant document on application but must submit the Employment Form (Z83) and the detailed Curriculum Vitae. Certified copies of certificates and other relevant documents will only be requested from shortlisted candidate on or before the interviews. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. It will be expected candidate(s) to be available for interview process on a day, all shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. The reference number must be indicated in the column provided on form Z83 e.g. Reference Number (NMH/THRT2026) Persons with disabilities should feel free to apply for the post Failure to comply with the above instructions will disqualify the applicants. The appointment is subject to positive outcome obtained from the State Security Agency (SAA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers. Please note that due to a large number of applications received, applications will not be acknowledged, however, only the short-listed applicants will be advised of the outcome. Applicants are

respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that no S&T payments will be considered for payment to candidates that are Invited for interview. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity at all levels of different Occupational Categories in the Department).

CLOSING DATE : 13 November 2026

POST 39/319 : **SOCIAL WORKER REF NO: UMG 11/2026 (X1 POST)**

SALARY : Grade 1: R338 208 - R397 668 per annum. Other benefits (medical aid optional), housing Allowance (applicant must meet prescribed requirements)

CENTRE : Umgeni Specialized Psychiatric Hospital: Howick

REQUIREMENTS : Senior Certificate/Grade 12 or equivalent. Bachelor of Social Work. Registration with the South African Council for Social Service Professions. Valid Driver's licence. Computer certificate. Experience: No experience required. Knowledge And Skills: Knowledge and understanding of Mental Health Care Act No: 17 of 2002, Intellectual disability and physical disabilities. Knowledge and understanding of human behaviour and social system. Knowledge of government policies, Acts, legislation pertaining to social work practice. Theoretical knowledge, practical knowledge of all social work methods and social work principles. Decision-making, problem-solving skills, crisis intervention, planning and organizing skills. Ability to work under pressure with good insight, diplomacy and work with multidisciplinary team members. Good interpersonal relations and listening skills. Ability to write comprehensive social work reports. Ability to safeguard confidentiality. Verbal and written communication skills both in IsiZulu and English.

DUTIES : Facilitate the process of application for possible admission to Umgeni thus liaising with all the relevant external stakeholders and Umgeni MDT. Conduct psychosocial assessments of mental health care users and their families. Arrange and attend screening meetings. Provide counselling, social support, and psychoeducation to families living and caring for mental health care users with intellectual disabilities and other medical conditions. Strengthen family relations after admission. Provide pre-discharge planning. Design and implement quality improvement programmes. Develop and maintain good working relations with both external and internal stakeholders for better co-ordination of services and effective service delivery. Produce and maintain accurate records of social work interventions, process and outcomes. Keep up to date with new developments in the social work profession. Attend to ward rounds and meetings with other departments and non-governmental institutions to take cognizance of the latest developments in the relevant fields. Perform all the administrative functions required of the job, including writing comprehensive social work reports. Conduct home visits. Relieve in the absence of Social Worker.

ENQUIRIES : Miss NN Hadebe Tel No: (033) 330 6146, Ext. 268

APPLICATIONS : Applications quoting the relevant reference UMG 07/2026. All Applications should be forwarded to: Mr VM Mvelase, The Chief Executive Officer, Umgeni Specialised Psychiatric Hospital, Private Bag X23 Howick, 3290 for attention: Human Resource Department or courier OR hand delivered at the Human Resources Office Umgeni Hospital, Old Main Road, Howick, 3290. Applications can also be emailed to UmgeniHospital.HRJobApplication@kznhealth.gov.za.

FOR ATTENTION : Mr VM Mvelase

NOTE : The following documents must be submitted: Amended application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Applicants are not required to submit copies of qualifications and other relevant documents on the application. Such documents will be requested from shortlisted candidates only. No faxed applications will be considered. The reference number must be indicated in the column provided on the form Z83, e.g. UMG 05/2019.Persons with disabilities should feel free to apply for the post/s. The appointment is subject to positive outcome obtained from the NIA for the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical

and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the Due to the large number of applications, receipt of applications will not be acknowledged, however correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T claims will be considered for payment to the candidates that are invited for an interview.

CLOSING DATE : 17 November 2026

POST 39/320 : **PROFESSIONAL NURSES (GENERAL STREAM) REF NO: UMG 08/2026 (X5 POSTS)**

SALARY : Grade 1: R337 359 – R397 392 per annum. Other benefits (medical aid optional), housing Allowance (applicant must meet prescribed requirements)

CENTRE : Umgeni Specialized Psychiatric Hospital: Howick

REQUIREMENTS : Senior Certificate/Grade 12 or equivalent. Basic R425 qualification (Degree/Diploma in nursing) or equivalent qualification that allows registration with South African Nursing Council as Professional Nurse with Psychiatric. Experience: No experience required. Knowledge And Skills: 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, Patients Right Charter, Batho Pele Principles. Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations. Knowledge of nursing care delivery approaches and special interest in Psychiatric Nursing. Good communication skills, report writing skills, Facilitation skills, Coordination skills, Liaison skills, Networking skills, Problem solving skills. Information management, Knowledge management, Planning and Organizing. Computer Literacy. Knowledge of Occupational Health and Safety, Infection control, medical waste and risk assessment and Mental Health Care Act and team building and supervisory skills

DUTIES : Provide directions 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 heath care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Perform a clinical nursing practice in accordance with the scope pf practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope pf practice and standards as determined by the relevant health facility and Nursing Act. Work as part of the multidisciplinary team to ensure good nursing care and work effectively, co-operatively and amicably with people of diverse intellectual, cultural and racial or religious differences. Assist the unit manager with overall management and the necessary support for the effective functioning of the unit. Execute duties and functions with proficiency in support of the aims and strategic objective of the institution and provide nursing care that lends itself to improve service delivery and maintain accurate and complete patient records. Ensure proper utilization of human and material resources and liaise with multi-disciplinary team to ensure continuity of patient care and supervise the provision of nursing care services by the other categories of nursing staff. Participate in health promotion and illness prevention initiatives within the institution and outreach programmes. Assist with performance planning, monitoring and evaluation of staff. Promote the culture of ethics and professionalism within the nursing profession. Ensure provision of accurate statistical information for data management. Participating in CPD (Continuous Professional Development)

ENQUIRIES : Mrs ST Chule Tel No: (033) 330 6146, Ext. 113

APPLICATIONS : Applications quoting the relevant reference UMG 07/2026. All Applications should be forwarded to: Mr VM Mvelase, The Chief Executive Officer, Umgeni Specialised Psychiatric Hospital, Private Bag X 23 Howick, 3290 for attention: Human Resource Department or courier OR hand delivered at the Human

Resources Office Umgeni Hospital, Old Main Road, Howick, 3290. Applications can also be emailed to UmgeniHospital.HRJobApplication@kznhealth.gov.za.

FOR ATTENTION : Mr VM Mvelase

NOTE : The following documents must be submitted: Amended application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Applicants are not required to submit copies of qualifications and other relevant documents on the application. Such documents will be requested from shortlisted candidates only. No faxed applications will be considered. The reference number must be indicated in the column provided on the form Z83, e.g. UMG 05/2019.Persons with disabilities should feel free to apply for the post/s. The appointment is subject to positive outcome obtained from the NIA for the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the Due to the large number of applications, receipt of applications will not be acknowledged, however correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T claims will be considered for payment to the candidates that are invited for an interview.

CLOSING DATE : 17 November 2026

POST 39/321 : **PHYSIOTHERAPY TECHNICIAN REF NO: UMG 16/2026 (X1 POST)**

SALARY : Grade 1: R279 870 - R317 880 per annum. Other Benefits: 13th cheque, Medical Aid and Housing Allowance optional (employee must meet prescribed requirements)

CENTRE Umgeni Specialized Psychiatric Hospital: Howick

REQUIREMENTS : Standard 8 (Grade 10). Physiotherapy Assistant diploma Physiotherapy Technician upgrade or 2-year Physiotherapy Technician diploma. HPCSA registration as a Physiotherapy Technician. Knowledge And Skills: Sound knowledge of all facets of physiotherapy related policies and practices as well as other relevant hospital and Department of Health policies and practices, sound knowledge of HPCSA guidelines and Code of Conduct. Sound knowledge of clinical Physiotherapy theory, practice and ethics, therapeutic procedures and use of therapeutic equipment. Knowledge of the condition and treatment of Intellectual Disability with associated physical disabilities. Good clinical skills in Physiotherapy within basic scope of practice as a Physiotherapy Technician. Good verbal and written communication skills, time management and problem-solving skills. Ability to work under pressure and within limited resources. Special ability to interact with patients with intellectual disability and associated physical disabilities and behavioural problems. Basic ability to co-ordinate, plan and organize with minimal guidance. Willing to learn and develop, open to correction and guidance.

DUTIES : Provide a limited Physiotherapy service to Mental Health Care Users according to physiotherapy professional standards of practice and within scope of practice. Conduct basic assessments, carry out treatment in consultation with a registered Physiotherapist and provide feedback regarding patient progress. Educate and train patients on use of assistive devices. Assist physiotherapists with treatment sessions and preparing treatment areas. Be responsible for the maintenance and monitoring of physical resources, assist with monthly stock take, assist in maintaining a neat and organized stockroom. To perform administrative functions as directed by supervisor. Ensure daily capturing of statistics of own caseload and timeous submission to supervisor. Compile reports as required. Assist with relevant clinics as delegated. Participate in health promotion and education and in-service training at institutional and community level. Participate in activities directed at improving the quality of physiotherapy service delivery including audits and implementation of QIPs. Participate in monthly departmental meetings. Serve as a physiotherapy representative on various relevant committees as allocated by supervisor. Ensure attendance of relevant training to obtain the number of CEUs determined by HPCSA to ensure continued HPCSA membership and to ensure

personal and professional growth and development. Maintain healthy professional relationships with clients and staff.

ENQUIRIES : Miss TA Chellan Tel No: (033) 330 6146, Ext. 225

APPLICATIONS : Applications quoting the relevant reference UMG 07/2026. All Applications should be forwarded to: Mr VM Mvelase, The Chief Executive Officer, Umgeni Specialised Psychiatric Hospital, Private Bag X23, Howick, 3290 for attention: Human Resource Department or courier OR hand delivered at the Human Resources Office Umgeni Hospital, Old Main Road, Howick, 3290. Applications can also be emailed to UmgeniHospital.HRJobApplication@kznhealth.gov.za.

FOR ATTENTION : Mr VM Mvelase

NOTE : The following documents must be submitted: Amended application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Applicants are not required to submit copies of qualifications and other relevant documents on the application. Such documents will be requested from shortlisted candidates only. No faxed applications will be considered. The reference number must be indicated in the column provided on the form Z83, e.g. UMG 05/2019.Persons with disabilities should feel free to apply for the post/s. The appointment is subject to positive outcome obtained from the NIA for the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the Due to the large number of applications, receipt of applications will not be acknowledged, however correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T claims will be considered for payment to the candidates that are invited for an interview.

CLOSING DATE : 17 November 2026

POST 39/322 : **ENROLLED NURSES REF NO: UMG 09/2026 (X10 POSTS)**

SALARY : Grade 1: R229 440 - R260 520 per annum. Other benefits (medical aid optional), housing Allowance (applicant must meet prescribed requirements)

CENTRE : Umgeni Specialized Psychiatric Hospital: Howick

REQUIREMENTS : Senior Certificate/Grade 12 or equivalent. Enrolled Nursing certificate that allows registration with the SANC as Enrolled Nurse. Experience: No experience required. Knowledge And Skills: 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, Patients Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure. Knowledge of SANC rules and regulations. Good communication, writing, facilitation and interpersonal skills. Ability to function effectively as part of a multidisciplinary team. Basic understanding of clinical nursing care within a specialized unit.

DUTIES : Development and implementation of basic patient care plan. Provide basic clinical nursing care within the psychiatric unit under supervision. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Maintain patient hygiene, comfort and safety. Observe and report changes in patient condition. Maintain accurate records and reports. Ensure adherence to infection prevention and control standards. Work as part of a multidisciplinary team to ensure quality patient care.

ENQUIRIES : Mrs ST Chule Tel No: (033) -3306146, Ext. 113

APPLICATIONS : Applications quoting the relevant reference UMG 07/2026. All Applications should be forwarded to: Mr VM Mvelase, The Chief Executive Officer, Umgeni Specialised Psychiatric Hospital, Private Bag X 23 Howick, 3290 for attention: Human Resource Department or courier OR hand delivered at the Human Resources Office Umgeni Hospital, Old Main Road, Howick, 3290. Applications can also be emailed to UmgeniHospital.HRJobApplication@kznhealth.gov.za.

FOR ATTENTION : Mr VM Mvelase

NOTE : The following documents must be submitted: Amended application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must

be accompanied by a detailed Curriculum Vitae. Applicants are not required to submit copies of qualifications and other relevant documents on the application. Such documents will be requested from shortlisted candidates only. No faxed applications will be considered. The reference number must be indicated in the column provided on the form Z83, e.g. UMG 05/2019.Persons with disabilities should feel free to apply for the post/s. The appointment is subject to positive outcome obtained from the NIA for the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the Due to the large number of applications, receipt of applications will not be acknowledged, however correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T claims will be considered for payment to the candidates that are invited for an interview.

CLOSING DATE : 17 November 2026

POST 39/323 : **ENROLLED NURSING ASSISTANT REF NO: UMG 10/2026 (X16 POSTS)**

SALARY : Grade 1: R181 230 - R207 225 per annum. Other benefits (medical aid optional), housing Allowance (applicant must meet prescribed requirements)

CENTRE Umgeni Specialized Psychiatric Hospital: Howick

REQUIREMENTS : Senior Certificate/Grade 12 or equivalent. Nursing Assistant certificate that allows registration with the South African Nursing Council. Experience: No experience required. Knowledge And Skills: 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, Patients Right Charter, Batho Pele Principles. Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure. Elementary communication skills. Elementary writing skills. Ability to function as part of a team. Interpersonal skills. Knowledge of scope of practice of an Enrolled Nurse Assistant. Ability to perform structured tasks under direct and indirect supervision of a Registered Nurse. Empathy, sensitivity and drive for excellence. Knowledge of SANC Rules and Regulations. Knowledge of Code of Conduct and Labour Relations. Skills in organizing and planning scheduled duties.

DUTIES : Assist patients with activities of daily living (physical care). Provide elementary clinical nursing care. Maintain professional growth/ethical standards and self-development. Provision of Quality Nursing Care through the implementation of standards, policies and procedures. To abide by and ensure implementation of Nursing Care plans. Uphold the Batho Pele and Patients' Rights Charter principles. Provide a safe, therapeutic environment as laid down by the Nursing Act, Occupational Health and Safety and all other applicable prescripts. Maintain accurate and complete patient records according to legal requirements and scope of practice. Ensure effective utilization of all resources. Abide by Infection Control and Prevention protocols. Execute duties and functions within the scope of practice. To provide elementary clinical nursing care. Assist in escorting patients to other hospitals. To execute duties with proficiency within prescripts of applicable legislation and to support the aim and objectives of the institution. To assist the Operational Manager to provide a safe and therapeutic environment. To maintain client satisfaction through quality service delivery. To maintain hygiene needs of patients and render assistance to all team members. Provide health education according to knowledge and scope of practice

ENQUIRIES : Mrs ST Chule Tel No: (033) 330 6146, Ext. 113

APPLICATIONS : Applications quoting the relevant reference UMG 07/2026. All Applications should be forwarded to: Mr VM Mvelase, The Chief Executive Officer, Umgeni Specialised Psychiatric Hospital, Private Bag X23 Howick, 3290 for attention: Human Resource Department or courier OR hand delivered at the Human Resources Office Umgeni Hospital, Old Main Road, Howick, 3290. Applications can also be emailed to UmgeniHospital.HRJobApplication@kznhealth.gov.za.

FOR ATTENTION : Mr VM Mvelase

NOTE : The following documents must be submitted: Amended application for Employment form (Z83) which is obtainable from any Government Department

OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Applicants are not required to submit copies of qualifications and other relevant documents on the application. Such documents will be requested from shortlisted candidates only. No faxed applications will be considered. The reference number must be indicated in the column provided on the form Z83, e.g. UMG 05/2019.Persons with disabilities should feel free to apply for the post/s. The appointment is subject to positive outcome obtained from the NIA for the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the Due to the large number of applications, receipt of applications will not be acknowledged, however correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T claims will be considered for payment to the candidates that are invited for an interview.

CLOSING DATE : 17 November 2026

DEPARTMENT OF HUMAN SETTLEMENTS

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

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

FOR ATTENTION : Mr. TW Khalishwayo

CLOSING DATE : 18 November 2026

NOTE : Directions to applicants: Applicants using the manual application process must ensure that the new Z83 application form (obtainable from any Public Service institution) is completed, duly signed and initialed, a detailed curriculum vitae, as failure to do so may lead to disqualification of the application during the selection process. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources. Applicants are discouraged from sending applications through registered mail because the Department will not be responsible for non-collection of these applications. No late applications will be accepted. Applications submitted electronically will be taken as a final application and may not be amended or supplemented in any way after the closing date indicated in the advertisement. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to comply with the above instructions will result in the disqualification of your application. NB: All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One will be practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Applications not submitted on the fully completed new Z83 application forms will not considered. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and the interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioral preferences, emotional intelligence, and integrity.

OTHER POSTS

POST 39/324	:	**PROFESSIONAL CONSTRUCTION PROJECT MANAGER GRADE A-C (X19 POSTS)** (3- year contract)
SALARY	:	R914 517 - R1 376 199 per annum, (OSD)
CENTRE	:	UGU District Ref No: PCPM UG 09/2026 (X1 Post) iLembe District Ref No: PCPM IL 09/2026 (X1 Post) Harry Gwala District Ref No: PCPM HG 09/2026 (X3 Posts) uThukela District Ref No: PCPM UTH 09/2026 (X3 Posts) uMgungundlovu District Ref No: PCPM UMG 09/2026 (X1 Post) uMzinyathi District Ref No: PCPM UMZ 09/2026 (X2 Posts) Amajuba District Ref No: PCPM AD 09/2026 (X1 Post) uMkhanyakude District Ref No: PCPM UMK 09/2026 (X2 Posts) King Cetshwayo District Ref No: PCPM KC 09/2026 (X2 Posts) Zululand District Ref No: PCPM ZD 09/2026 (X3 Posts)
REQUIREMENTS	:	Grade 12 or equivalent certificate. National Higher Diploma (Built Environment field) with a minimum of 4 years and six months certified experience as a Professional Construction Project Manager, OR a BTech (Built Environment field) with a minimum of 4 years certified managerial experience, OR an Honours degree in any Built Environment field with a minimum of 3 years relevant experience. Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment. A valid driver's license. Knowledge, Skills and Competencies: Knowledge of Human Settlement policies and legislation, programme management skills, project management principles and methodologies, knowledge of research and development, computer aided engineering applications, knowledge of legal compliance with building industry norms and standards, technical report writing, creating a high-performance culture, technical consulting and professional judgement. Decision making skills. Team leadership skills. Analytical skills. Creativity skills. Self-management skills. Project-related financial management skills. Customer focus and responsiveness. Communication skills. Computer literacy. Planning and organising skills. Conflict management skills. Problem solving and analysis. People management skills. Knowledge of Public Finance Management Act, Municipal Finance Management Act, Supply Chain Management Regulations and procurement processes. Knowledge of Contract Management and Contract Administration.
DUTIES	:	Manage and co-ordinate all aspects of projects in terms of:- Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology; Create and execute project work plans and revise as appropriate to meet changing needs and requirements; Identify resources needed and assign individual responsibilities; Manage day-to-day operational aspects of a project and scope; and Effectively apply methodology and enforce project standards to minimize risk on projects. Project accounting and financial management in terms of: Report project progress to the Chief Construction Project Manager, and Manage the projects' budgets and resources. Office Administration in terms of: Provide inputs to other professionals with tender/procurement administration; Liaise and interact with service providers, clients and management; Contribute to human resources and related activities; Maintain the record management system and the architectural library; and Utilize resources allocated effectively. Research and Development in terms of: Keep up with new technologies and procedures: Research/ literature on new developments on project management methodologies: and Liaise with relevant bodies/ councils on project management.
ENQUIRIES	:	Mr. TE Magagula Tel No: (031) 336 5245
NOTE	:	NB: Applicants are requested to submit separate application forms for each district they are applying for.
POST 39/325	:	**PROFESSIONAL CONSTRUCTION PROJECT MANAGER GRADE A-C: MIDDLE INCOME AND GAP MARKET IMPLEMENTATION REF NO: PCPM MIGP 09/2026** (3- year contract)
SALARY	:	R914 517 - R1 376 199 per annum, (OSD)

CENTRE : Durban

REQUIREMENTS : Grade 12 or equivalent certificate. National Higher Diploma (Built Environment field) with a minimum of 4 years and six months certified experience as a Professional Construction Project Manager, OR a BTech (Built Environment field) with a minimum of 4 years certified managerial experience, OR an Honours degree in any Built Environment field with a minimum of 3 years relevant experience. Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment. A valid driver's license. Knowledge, Skills and Competencies: Knowledge of Human Settlement policies and legislation, programme management skills, project management principles and methodologies, knowledge of research and development, computer aided engineering applications, knowledge of legal compliance with building industry norms and standards, technical report writing, creating a high-performance culture, technical consulting and professional judgement. Decision making skills. Team leadership skills. Analytical skills. Creativity skills. Self-management skills. Project-related financial management skills. Customer focus and responsiveness. Communication skills. Computer literacy. Planning and organising skills. Conflict management skills. Problem solving and analysis. People management skills. Knowledge of Public Finance Management Act, Municipal Finance Management Act, Supply Chain Management Regulations and procurement processes. Knowledge of Contract Management and Contract Administration.

DUTIES : Manage and co-ordinate all aspects of projects in terms of:- Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology; Create and execute project work plans and revise as appropriate to meet changing needs and requirements; Identify resources needed and assign individual responsibilities; Manage day-to-day operational aspects of a project and scope; and Effectively apply methodology and enforce project standards to minimize risk on projects. Project accounting and financial management in terms of: Report project progress to the Chief Construction Project Manager and Manage the projects' budgets and resources. Office Administration in terms of: Provide inputs to other professionals with tender/procurement administration; Liaise and interact with service providers, clients and management; Contribute to human resources and related activities; Maintain the record management system and the architectural library; and Utilize resources allocated effectively. Research and Development in terms of: Keep up with new technologies and procedures: Research/ literature on new developments on project management methodologies: and Liaise with relevant bodies/ councils on project management.

ENQUIRIES : Mr. TE Magagula Tel No: (031) 336 5245.

POST 39/326 : **PROFESSIONAL CONSTRUCTION PROJECT MANAGER GRADE A-C: PROPERTY MANAGEMENT AND REHABILITATION REF NO: PCPM PM 09/2026**
(3- year contract)

SALARY : R914 517 - R1 376 199 per annum, (OSD)

CENTRE : Durban

REQUIREMENTS : Grade 12 or equivalent certificate. National Higher Diploma (Built Environment field) with a minimum of 4 years and six months certified experience as a Professional Construction Project Manager, OR a BTech (Built Environment field) with a minimum of 4 years certified managerial experience, OR an Honours degree in any Built Environment field with a minimum of 3 years relevant experience. Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment. A valid driver's license. Knowledge, Skills and Competencies: Knowledge of Human Settlement policies and legislation, programme management skills, project management principles and methodologies, knowledge of research and development, computer aided engineering applications, knowledge of legal compliance with building industry norms and standards, technical report writing, creating a high-performance culture, technical consulting and professional judgement. Decision making skills. Team leadership skills. Analytical skills. Creativity skills. Self-management skills. Project-related financial management skills. Customer focus and responsiveness. Communication skills. Computer literacy. Planning and organising skills.

Conflict management skills. Problem solving and analysis. People management skills. Knowledge of Public Finance Management Act, Municipal Finance Management Act, Supply Chain Management Regulations and procurement processes. Knowledge of Contract Management and Contract Administration.

DUTIES : Manage and co-ordinate all aspects of projects in terms of:- Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology; Create and execute project work plans and revise as appropriate to meet changing needs and requirements; Identify resources needed and assign individual responsibilities; Manage day-to-day operational aspects of a project and scope; and Effectively apply methodology and enforce project standards to minimize risk on projects. Project accounting and financial management in terms of: Report project progress to the Chief Construction Project Manager, and Manage the projects' budgets and resources. Office Administration in terms of: Provide inputs to other professionals with tender/procurement administration; Liaise and interact with service providers, clients and management; Contribute to human resources and related activities; Maintain the record management system and the architectural library; and Utilize resources allocated effectively. Research and Development in terms of: Keep up with new technologies and procedures: Research/ literature on new developments on project management methodologies: and Liaise with relevant bodies/ councils on project management.

ENQUIRIES : Mr. TE Magagula Tel No: (031) 336 5245.

POST 39/327 : **PROFESSIONAL CONSTRUCTION PROJECT MANAGER GRADE A-C: SOCIAL HOUSING AND CRU REF NO: PCPM CRU 09/2026**
(3- year contract)

SALARY : R914 517 - R1 376 199 per annum, (OSD)
CENTRE : Durban
REQUIREMENTS : Grade 12 or equivalent certificate. National Higher Diploma (Built Environment field) with a minimum of 4 years and six months certified experience as a Professional Construction Project Manager, OR a BTech (Built Environment field) with a minimum of 4 years certified managerial experience, OR an Honours degree in any Built Environment field with a minimum of 3 years relevant experience. Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment. A valid driver's license. Knowledge, Skills and Competencies: Knowledge of Human Settlement policies and legislation, programme management skills, project management principles and methodologies, knowledge of research and development, computer aided engineering applications, knowledge of legal compliance with building industry norms and standards, technical report writing, creating a high-performance culture, technical consulting and professional judgement. Decision making skills. Team leadership skills. Analytical skills. Creativity skills. Self-management skills. Project-related financial management skills. Customer focus and responsiveness. Communication skills. Computer literacy. Planning and organising skills. Conflict management skills. Problem solving and analysis. People management skills. Knowledge of Public Finance Management Act, Municipal Finance Management Act, Supply Chain Management Regulations and procurement processes. Knowledge of Contract Management and Contract Administration.

DUTIES : Manage and co-ordinate all aspects of projects in terms of:- Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology; Create and execute project work plans and revise as appropriate to meet changing needs and requirements; Identify resources needed and assign individual responsibilities; Manage day-to-day operational aspects of a project and scope; and Effectively apply methodology and enforce project standards to minimize risk on projects. Project accounting and financial management in terms of: Report project progress to the Chief Construction Project Manager, and Manage the projects' budgets and resources. Office Administration in terms of: Provide inputs to other professionals with tender/procurement administration; Liaise and interact with service providers, clients and management; Contribute to human resources and related activities; Maintain the record management system and the architectural library; and Utilize resources allocated effectively. Research and

Development in terms of: Keep up with new technologies and procedures: Research/ literature on new developments on project management methodologies: and Liaise with relevant bodies/ councils on project management.

ENQUIRIES : Mr. TE Magagula Tel No: (031) 336 5245

POST 39/328 : **PROFESSIONAL TOWN AND REGIONAL PLANNER GRADE A-C (X8 POSTS)**
(3-year contract)

SALARY : R791 604 – R1 189 767 per annum, (OSD)
CENTRE : eThekwini District – South Ref No: PTRP 10/2026 (X1 Post)
eThekwini District – West Ref No: PTRP ETH 10/2026 (X1 Post)
uGu District Ref No: PTRP UD 10/2026 (X1 Post)
Harry Gwala District Ref No: PTRP HD 10/2026 (X1 Post)
uMzinyathi District Ref No: PTRP UMZ 10/2026 (X1 Post)
Zululand District Ref No: PTRP ZD 10/2026 (X1 Post)
uMkhanyakude District Ref No: PTRP UMK 10/2026 (X1 Post)
uThukela District Ref No: PTRP UTH 10/2026 (X1 Post)
REQUIREMENTS : Applicants must be in possession of a degree in Urban/Town and Regional Planning or relevant qualification. Compulsory registration with SACPLAN as a Professional Town and Regional Planner on appointment. Three years post qualification Town and Regional Planning experience. A valid driver's license. Knowledge, Skills and Competencies: Knowledge of Programme and Project management; Urban/Town and Regional Planning principles and methodologies; Knowledge of Research and Development; Knowledge of computer-aided applications; Urban/Town and Regional Planning knowledge of legal compliance, creating high Performance culture, Technical consulting, Professional judgement Knowledge of legal compliance; Knowledge of technical report writing; Networking; Decision making skills; Team work; Analytical skills; Creativity; Self-management; Problem solving and analysis skills, Customer focus and responsiveness; Communication literacy; Computer skills; Planning, organizing and execution skills; Language proficiency; Listening skills.
DUTIES : Ensure the application of town and regional planning principles in land development; Office administration and budget planning; Human capital development; research and development.
ENQUIRIES : Mr. LG Biyela Tel No: (031) 336 5403
NOTE : NB: Applicants are requested to submit separate application forms for each district they are applying for.

POST 39/329 : **GISc TECHNOLOGIST (PRODUCTION) GRADE A-C REF NO: GISc T 09/2026**
(3-year contract)

SALARY : R471 720 – R717 846 per annum, (OSD)
CENTRE : Durban
REQUIREMENTS : Applications must be in possession of a Degree in GISc related qualification plus 3 years relevant post qualification GISc experience. Compulsory registration with SAGC/PLATO as a GISc Technologist. A valid driver's license. Knowledge, Skills and Competencies: knowledge of human settlements and physical planning environment. Knowledge of the Land Information System (LIS) and Human Settlements Master Spatial Plan (MSP). Able to use science and technology effectively and critically; Strong GIS skills with two or more GIS packages; Analytical, statistical and Mathematical skills; Project Management skills; Programme and project management; Research and development; Knowledge of legal compliance; Technical report writing; Creating high performance culture; Networking; Ability to solve problems; Collect, organize and critically evaluate information; Organization and management skills
DUTIES : Design and implement a spatial database to store the required datasets; Apply geo-referencing, datum and projection transformations; Design, develop and create goe-databases, maps and other related projects; Provide access to Spatial Information and Geographic Information Services to all clients in the department; Ensure interoperability between systems to maximize efficiency; Publish data into a web based GISc system to provide Geographical Information through the internet; Manage and implement knowledge sharing initiatives; Management of financial and human resources, Develop process

model and workflows diagram; Research, investigate and advise on new GIS technologies.

ENQUIRIES : Mr. LG Biyela Tel No: (031) 336 5403

POST 39/330 : **CHIEF WORKS INSPECTOR (X5 POSTS)**
(3- year contract)

SALARY : R413 001 per annum (Level 08)
CENTRE : eThekwini District – South Ref No: CWI SOUTH 10/2026 (X1 Post)
eThekwini District – West Ref No: CWI WEST 10/2026 (X1 Post)
iLembe District Ref No: CWI IL 10/2026 (X1 Post)
uThukela District Ref No: CWI UTH 10/2026 (X1 Post)
Amajuba District Ref No: CWI AD 10/2026 (X1 Post)

REQUIREMENTS : Applicants must be in possession of Matric plus a National Diploma in Built environment or equivalent or N6 and a passed trade test in built environment. More than 3 years appropriate experience. A valid driver's license. Knowledge, Skills and Competencies: Knowledge of National Building Regulations; Knowledge of NHBRC Home Building Manual; Knowledge of SABS specification on building material; Technical knowledge, Knowledge of Project Management principles, Numeracy skills; Literacy skills; Driving skills; Operating equipment skills; Language skills; Project management skills; Financial management skills; Service oriented; Ability to work under pressure; Flexible to work extra hours; Team work oriented; Receptive to suggestions and new ideas; Open to challenges; Integrity and honesty.

DUTIES : Identify needs and requirements of new work and repairs through the investigation of customer complaints and new service required; Render an inspection service of work done on new projects and existing structures; Analyze and compile relevant project documents for new and existing structures; Manage the activates of contractors on project sites; Gather and submit information in terms of the extended public works programme; * Supervise the performance and conduct of Works Inspectors.

ENQUIRIES : related to the above-mentioned posts can be directed to:
eThekwini District (South) – Mr. WM Shange Tel No: (031) 319 3627
eThekwini District (West) – Mr. WM Shange Tel No: (031) 319 3627
iLembe District – Mr. WM Shange Tel No: (031) 319 3627
uThukela District – Mr. MF Yengwa Tel No: (033) 845 2021
Amajuba District – Ms. HNG Madi Tel No: (031) 336 5223

NOTE : NB: Applicants are requested to submit separate application forms for each district they are applying for.

POST 39/331 : **GISc TECHNICIAN (PRODUCTION) GRADE A-C REF NO: GIS TECH 09/2026**
(3- year contract)

SALARY : R407 337 – R610 131 per annum, (OSD)
CENTRE : Durban
REQUIREMENTS : Applicants must be in possession of a National Diploma in GISc, Cartography or relevant qualification plus a 3-year post qualification Technical (GISc) experience. Compulsory registration with PLATO as a GISc Technician. A valid driver's license. Knowledge, Skills and Competencies: Understanding of GIS applications and spatial data queries; Theory, principles and practices of GISc standards; Knowledge and capabilities of different GISc software's; Understanding of technologies such as GPSc, Photogrammetry and Remote Sensing; Knowledge of GISc software applications; Knowledge of GISc software customizations; Knowledge of projections; Knowledge of principles of cartography; Problem solving and analysis; Decision making; Teamwork; Analytical skills; Creativity; Self-management; Customer service; Communication and interpersonal skills; Advanced computer skills; Planning, organizing and execution skills; Language proficiency; Project management; Ability to work under pressure; Honest; Integrity, Ability to work extra hours.

DUTIES : Perform technical GISc activities; Maintain GISc unit effectiveness; People management; Functional requirement analysis.

ENQUIRIES : Mr. LG Biyela Tel No: (031) 336 5403

POST 39/332 : **LEGAL ADMINISTRATION OFFICER (MR-4) REF NO: LAO 09/2026**
(3-year contract)

SALARY : R403 929 – R461 838 per annum, (OSD)
CENTRE : Durban
REQUIREMENTS : Applicants must be in possession of an appropriate NQF 8 in Law or LLB degree with a minimum of 3-5 years appropriate post qualification legal experience. A valid driver's license. Knowledge, Skills and Competencies: Knowledge of the legislative framework that governs the operation of the Public Service; Knowledge of the law of Contract; Knowledge of the Housing Act and legislation; Knowledge of the Housing policies; Knowledge and experience in the interpretation of statutes; Knowledge of the Public Service Act and Regulations; Knowledge of PFMA; Knowledge of Human Resources Management; Knowledge of Performance Management; Financial Management skills; Project Management skills; Legal skills; Contract Administration skills; Communication skills (written & verbal); Computer skills; Problem solving skills; Conflict resolution skills; Change management; Facilitation skills; Interpersonal skills; Interpersonal skills; Presentation skills; Research skills (quantitative and qualitative); Analysis skills; Negotiation skills; Driving; Influencing skills; Time management skills; Networking skills.
DUTIES : Support the municipalities with land legal opinion; Provide legal advice with regards to land title processes matters; Conduct research and gathering of information to enable providing all land advice on ministerial enquiries; Coordinate the submission of input on drafting and amendment of legislation.
ENQUIRIES : Mr. LG Biyela Tel No: (031) 336 5403

POST 39/333 : **COMMUNITY DEVELOPMENT PRACTITIONER GRADE 1-3 (X16 POSTS)**
(3-year contract)

SALARY : R289 296 – R564 846 per annum, (OSD)
CENTRE : eThekwini District – North Ref No: CDP NORTH 09/2029 (X1 Post)
eThekwini District – West Ref No: CDP WEST 09/2026 (X2 Posts)
iLembe District Ref No: CDP IL 09/2026 (X1 Post)
Harry Gwala District Ref No: CDP HG 09/2026 (X2 Posts)
uThukela District Ref No: CDP UTH 09/2026 (X1 Post)
uMgungundlovu District Ref No: CDP UMG 09/2026 (X1 Post)
uMzinyathi District Ref No: CDP UMZ 09/2026 (X1 Post)
Zululand District Ref No: CDP ZD 09/2026 (X2 Posts)
Amajuba District Ref No: CDP AD 09/2026 (X2 Posts)
uMkhanyakude District Ref No: CDP UMK 09/2026 (X1 Post)
King Cetshwayo District Ref No: CDP KD 09/2026 (X2 Posts)
REQUIREMENTS : National Diploma or Bachelor's Degree in Community Development, Social Sciences, Housing Studies, or a related Community Development qualification. A valid driver's licence. Knowledge, Skills and Competencies: Extensive knowledge of housing legislation, policy development and implementation; Extensive knowledge of housing delivery and development process; Computer based housing information systems; Knowledge of BEE, EPWP; Procurement, legal process, financial administration; Knowledge of HRM prescripts and Public Service Regulations; Knowledge of Contract Administration & Legal proceedings; Knowledge of Building Structure Standards; Basic knowledge of Infrastructural Services; Knowledge of local government structures and legislation; Knowledge of public service act; Knowledge of PFMA, MFMA and Treasury Regulations; Ability to interpret and apply policy; Problem solving; Project management; Report writing skills; Project Facilitation; Computer literacy; Interpersonal relations; Conflict resolution; Communication skills; Financial skills; Basic Housing design and specification (PHP); Co-ordination skills; Planning skills; Time management skills; Public speaking; Protocol skills (Inkosi); Listening skills; Presentation skills; Demonstrate interest in housing matters; Receptive to suggestions and ideas; Innovative thinker; Pro-active; Team orientated; Goal orientated; End user focus; Willingness to travel extensively; Client focus (Batho Pele); Work after hours/weekends where necessary.
DUTIES : Identify and facilitate the implementation of integrated community development in partnership with the community and other relevant stakeholders; Liaise and coordinate with all relevant role players, internal and external stakeholders (in departments, provinces, NGOs, local community structures and faith-based organizations) to facilitate collaboration and to ensure the suitability of

development actions with community; Support communities and perform administrative support on the community development and related activities; Keep up to date with new developments in the community development field to enhance service delivery.

ENQUIRIES : Enquiries related to the abovementioned posts can be directed to:
eThekwini District – North – Mr. WM Shange Tel No: (031) 319 3627
eThekwini District – West – Mr. WM Shange Tel No: (031) 319 3627
iLembe District – Mr. WM Shange Tel No: (031) 319 3627
Harry Gwala District – Mr. WM Shange Tel No: (031) 319 3627
uThukela District – Mr. MF Yengwa Tel No: (033) 845 2021
uMgungundlovu District – Mr. MF Gwala Tel No: (033) 845 2021
uMzinyathi District – Mr. MF Yengwa Tel No: (033) 845 2021
Zululand District – Ms. NN Nombela Tel No: (031) 336 5223
Amajuba District – Ms. HNG Madi Tel No: (031) 336 5223
uMkhanyakude District – Mr. TH Makeleni Tel No: (035) 572 1038
King Cetshwayo District – Mr. NA Khanyezi Tel No: +27 0 111 0090

NOTE : NB: Applicants are requested to submit separate application forms for each district they are applying for.

SOUTH AFRICAN POLICE SERVICE

CLOSING DATE : 13 November 2026 at 16:00

NOTE : Applications must be submitted on a Z83 Form (2021 version), obtainable from http://www.dpsa.gov.za/dpsa2g/vacancies.asp, which must be accompanied with a comprehensive Curriculum Vitae. The post particulars and reference number of the post you are applying for must be correctly specified on the application form. Please complete a separate application form for each post you wish to apply for. It is the responsibility of the applicants to submit applications timeously to the correct physical address as provided in the advertisement. Please note that applications submitted to an incorrect physical address will not be considered. Late applications will not be accepted or considered. Short-listed candidates will be required to produce originals of their Identity Document (ID), Senior Certificate and all educational qualifications obtained, service certificates from previous employers stating the occupation and motor vehicle driver's license, before the interview. Qualifications and driver's licences submitted will be subjected to verification with the relevant institutions. Applicants must have no previous criminal convictions or pending criminal/ departmental cases and shall allow their fingerprints to be taken and background enquiries to be made. Short-listed candidates may be subjected to a full security clearance process before or during any stage of employment. Short-listed candidates will be subjected to a vetting process which will include security screening, fingerprint screening, reference checking and verification of address, where necessary. All short-listed candidates, including the SMS, will be expected to undergo a personal interview and shall undertake two pre-entry assessments, (a) a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements, as well as (b) an integrity assessment (ethical conduct). Selection panels shall score both technical exercises as an additional criterion in the interview process. Short-listed candidates for appointments to certain identified posts will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment. Candidates are expected to disclose if he/ she is a respondent in an interim or final protection order in terms of the Domestic Violence Act, 1998 (Act no 116 of 1998) or Protection from Harassment Act, 2011 (Act No 17 of 2011), and may be disqualified from appointment. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 of 1994) as applicable to the post environment. Persons who retired from the Public Service by taking a severance package, early retirement or medical retirement, as well as persons with previous convictions, are excluded. The South African Police Service is an equal opportunity, affirmative action employer and it is the

intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer/ appointment will promote representivity will therefore receive preference. The South African Police Service is under no obligation to fill a post after the advertisement thereof. Correspondence will be conducted with successful 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.

OTHER POSTS

POST 39/334 : **ADMINISTRATION CLERK REF NO: KZN AC 01/10/2026 (X2 POSTS)**

SALARY : R237 453 per annum (Level 05)
CENTRE : Technology Management Services: Durban
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognised by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills and Competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting independently, professionally, accountably, and with Credibility. Good verbal and written communication skills. Sound planning, organising, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
DUTIES : Render duties of administrative nature which will include general administration duties as well as specific administrative duties. Maintain and Administer the Human Resource. Maintain the financial Resources of the section. Maintain and control physical Resources. Maintain and co-ordinate administrative services of the station.
ENQUIRIES : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403

POST 39/335 : **ADMINISTRATION CLERK REF NO: KZN AC 02/10/2026 (X2 POSTS)**

SALARY : R237 453 per annum (Level 05)
CENTRE : Technology Management Services: Durban
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognised by SAQA). Relevant experience and relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills and Competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting independently, professionally, accountably, and with Credibility. Good verbal and written communication skills. Sound planning, organising, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
DUTIES : Provide first line technical support to users for hardware, printers, network related and Radio technical issues. Log, track and escalate IT incident and service requests as required. Assist users with password reset; user account administration, and system access request. Perform basic troubleshooting of desktops, laptops, printers' scanners and mobile devices. Support the installation, configuration, and deployment of IT equipment and software. Monitor and report IT equipment faults and maintenance requirements. Assist in setting up work workstations, video conferencing facilities, and presentation equipment. Provide basic support for Microsoft Office applications, email system, and business applications. Liaise with ICT Technician, service providers, and vendors regarding technical issues. Render duties of administrative nature which will include general administration duties as well as specific administrative duties.
ENQUIRIES : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403

POST 39/336	:	**ADMINISTRATION CLERK REF NO: KZN AC 03/10/2026 (X1 POST)**
SALARY	:	R237 453 per annum (Level 05)
CENTRE	:	Technology Management Services: Durban
REQUIREMENTS	:	Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa, of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognised by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills and Competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting independently, professionally, accountably, and with Credibility. Good verbal and written communication skills. Sound planning, organising, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
DUTIES	:	Manage incoming and outgoing correspondence related to ICT and Radio Technician Services. Schedule meetings, maintain calendars.co-ordinate ICT and Radio Technical related activities. Compile statistics, reports, and monthly performance information. Perform any other administrative and ICT support duties assigned by supervisors.
ENQUIRIES	:	Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403
POST 39/337	:	**ADMINISTRATION CLERK REF NO: KZN AC 04/10/2026 (X1 POST)**
SALARY	:	R237 453 per annum (Level 05)
CENTRE	:	Technology Management Services: Durban
REQUIREMENTS	:	Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognised by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills and Competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting independently, professionally, accountably, and with Credibility. Good verbal and written communication skills. Sound planning, organising, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
DUTIES	:	Maintain accurate records of ICT and/or Radio Technical support. Request, resolution, and service reports. Capture, update and maintain information on ICT, Radio Technical Asset registers and inventories. Prepare correspondence, reports, memorandum, and presentation related to ICT and Radio Technical activities. File, organize, and maintain IT documentation and Records
ENQUIRIES	:	Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/ACPetersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403
POST 39/338	:	**ADMINISTRATION CLERK REF NO: KZN AC 05/10/2026 (X1 POST)**
SALARY	:	R237 453 per annum (Level 05)
CENTRE	:	Technology Management Services: Durban
REQUIREMENTS	:	Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognised by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills and Competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting independently, professionally, accountably, and with Credibility. Good verbal and written communication skills. Sound planning, organising, administrative and problem-solving skills. Strong interpersonal

skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Maintain an up to date register accurate records of ICT, Radio Technical assets and equipment. Conduct a periodical stock takes and verification of ICT, Radio Technical Assets. Monitor the movement, allocation, and disposal of ICT, Radio Technical equipment, Ensure compliance with Organizational asset management policies and procedures.

ENQUIRIES : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403

POST 39/339 : **CLEANER**

SALARY : R144 024 per annum (Level 02)

CENTRE : Technology Management Services: PHO Ref No: KZN CL 01/06/2026 (X1 Post)
SAPS Durban ICTU Ref No: KZN CL 02/06/2026 (X1 Post)
SAPS Ulundi ICTU Ref No: KZN CL 03/06/2026 (X1 Post)

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of ABET Level 4/ Grade 9/ Standard 7 certificate/ report (NQF level 1 as recognized by SAQA), for which documentary proof can be produced when required. Knowledge, Skills Competencies: Understanding of how to handle cleaning detergents; Occupational AND Health and Safety protocol; Basic literacy, numeracy and communication skills; Be able to read and write; Ability to interact with other officials in a professional manner; The ability to operate elementary machines and equipment; Willing to work extended hours when necessary.

DUTIES : Maintaining of a high level of hygiene in and around the workplace with the cleaning of the SAPS premises assigned to, which may include either or both inner and outer parameters; Performing tasks of a routine nature, such as dusting; Polish furniture and floors. Vacuum carpets and mopping of tile floor; Remove refuse; Perform maintenance tasks in and around the assigned premises; Clean bathrooms and kitchens; Safekeeping and handling of a variety of Aids in the cleaning of the premise; Loading and unloading of goods. Garden maintenance services; Washing and cleaning of state vehicles, kitchenware and utensils.

ENQUIRIES : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403

APPLICATIONS : Applications may be hand-delivered, as follows:
The Provincial Commissioner: Provincial Recruitment, 15 Bramficher Road, Durban 4000 (Servamus Building) Or can be posted in the following address:
The Provincial Commissioner: Provincial Recruitment, P.O. Box 1965, Durban 4000 (For attention: Lt Colonel S.N Zondo)
Via Email: KZN: Prov:HRPA: Recruitment: Nkosi SV - PPO NkosiS2@saps.gov.za
KZN: Prov: HRPA: Petersen HD - SAC PetersenH@saps.gov.za
Mbokazi Sby: MbokaziSS@saps.gov.za
Moodley Shaun MoodleyS3@saps.gov.za

PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF HEALTH

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

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za
CLOSING DATE : 17 November 2026
NOTE : N.B. Applicants are advised to apply as early as possible to avoid disappointments. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. In order to alleviate the administration burden on HR Sections as well as considering the cost for applicants, Departments are encouraged to request certified copies of qualifications and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview following communication from the relevant HR section of the Department. All posts, health/engineering posts that are advertised within the Department professional registration will be required from various statutory councils for shortlisted candidates. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they fully complete and sign form 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). All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.
ERRATUM: Kindly note that the post was posted in the Public Service Vacancy Circular 32 dated 04 September 2026, the post of Chief Director: Financial Accounting (Provincial Office, Mbombela, Nelspruit) with Ref No: MPDoH/Sep/26/1510 has been withdrawn.

OTHER POSTS

POST 39/340 : **MEDICAL SPECIALIST GRADE 1 - 3: OBSTETRIC & GYNAECOLOGY REF NO: MPDOH/OCT/26/1670**

SALARY : Grade 1: R1 395 528 - R1 479 723 per annum
Grade 2: R1 592 274 - R1 688 553 per annum
Grade 3: R1 844 151 - R2 301 186 per annum
CENTRE : Themba Hospital (Ehlanzeni District)
REQUIREMENTS : Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Obstetrics & Gynaecology (2026). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Knowledge

of current Health and Public Service regulations and policies. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. **Grade 1:** None after registration with the HPCSA as Medical Specialist (Independent Practice). Minimum of one 1-year relevant experience after registration with a recognized Foreign Professions and / or the HPCSA as a Medical Specialist (Obstetrics & Gynaecology) for foreign qualified employees. **Grade: 2:** A minimum of five (5) years' experience after registration with the HPCSA as Medical Specialist (Independent Practice). A minimum of six (6) years' relevant experience after registration with a recognized foreign health profession council and / or the HPCSA as a Medical Specialist (Obstetrics & Gynaecology) for qualified foreign employees. **Grade 3:** A minimum of ten (10) years' experience after registration with the HPCSA as Medical Specialist (Independent Practice). Minimum of eleven (11) years' relevant experience after registration with a recognized foreign health profession council and / or the HPCSA as a Medical Specialist (Obstetrics & Gynaecology) for qualified foreign employees. Knowledge, skills, Training and Competences required. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Sound clinical knowledge. Competency and skills in general clinical domains. The ability to work independently and under pressure and beyond normal working hours and work with diverse team. Good communication, leadership, interpersonal, and engage when necessary. Knowledge of current health policies, legislation, programs and priorities within the domain. Ability to teach and guide junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship.

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

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

POST 39/341 : **HEALTH INFORMATION OFFICER REF NO: MPDOH/OCT/26/1671**

SALARY : R413 001 per annum (Level 08), (plus service benefits)
CENTRE : Rob Ferreira Hospital (Ehlanzeni District)
REQUIREMENTS : Senior Certificate / Grade 12 plus six (6) years' experience in DHIS or Diploma / Degree (NQF Level 6/7) in Statistic / Information Management as recognized by SAQA with three (3) relevant experience in DHIS. Advanced computer literacy. Presentation and data analysis skills. Extensive knowledge of Health Information systems. Ability to work under pressure. Knowledge of public health indicators and data elements. Advanced knowledge in the management of registers and all relevant source documents. Knowledge of data quality assessment tools and methods. Skills in data consolidation, verification and validation process. A valid driver's licence.

DUTIES : Conduct database management of DHIS in the hospital and other relevant systems. Conduct facility data and performance review meetings. Conduct data verification, validation and consolidation of hospital data from all sources. Timeously capture data on the Web-DHIS and upload into the system. Support DHIS version updates and workshops relating to new versions. Support implementation of National, Provincial and District Health Information systems. Conduct data quality audit for the facility and quality improvement plans. Monitor implementation of health information policies.

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

ANNEXURE Z

PROVINCIAL ADMINISTRATION: NORTHERN CAPE
SOUTH AFRICAN POLICE SERVICE

APPLICATIONS : Applications can be posted to the Provincial Head: Human Resource Management, Recruitment Office, and Private Bag X5001, Kimberley, 8300 or hand deliver to 19 George Street (locked silver container at entrance), Kimberley 8301 or e-mail to one of the following e-mail addresses:
DiamondEN@saps.gov.za
SyfersRC@saps.gov.za
MoorcroftT@saps.gov.za

CLOSING DATE : 13 November 2026 at 16:00

NOTE : Applications must be submitted on a Z83 Form (2021 version), obtainable from http://www.dpsa.gov.za/dpsa2g/vacancies.asp, which must be accompanied with a comprehensive Curriculum Vitae. The post particulars and reference number of the post you are applying for must be correctly specified on the application form. Please complete a separate application form for each post you wish to apply for. It is the responsibility of the applicants to submit applications timeously to the correct physical address as provided in the advertisement. Please note that applications submitted to an incorrect physical address will not be considered. Late applications will not be accepted or considered. Short-listed candidates will be required to produce originals of their Identity Document (ID), Senior Certificate and all educational qualifications obtained, service certificates from previous employers stating the occupation and motor vehicle driver's license, before the interview. Qualifications and driver's licences submitted will be subjected to verification with the relevant institutions. Applicants must have no previous criminal convictions or pending criminal/ departmental cases and shall allow their fingerprints to be taken and background enquiries to be made. Short-listed candidates may be subjected to a full security clearance process before or during any stage of employment. Short-listed candidates will be subjected to a vetting process which will include security screening, fingerprint screening, reference checking and verification of address, where necessary. All short-listed candidates, including the SMS, will be expected to undergo a personal interview and shall undertake two pre-entry assessments, (a) a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements, as well as (b) an integrity assessment (ethical conduct). Selection panels shall score both technical exercises as an additional criterion in the interview process. Short-listed candidates for appointments to certain identified posts will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment. Candidates are expected to disclose if he/ she is a respondent in an interim or final protection order in terms of the Domestic Violence Act, 1998 (Act no 116 of 1998) or Protection from Harassment Act, 2011 (Act No 17 of 2011), and may be disqualified from appointment. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 of 1994) as applicable to the post environment. Persons who retired from the Public Service by taking a severance package, early retirement or medical retirement, as well as persons with previous convictions, are excluded. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer/ appointment will promote representivity will therefore receive preference. The South African Police Service is under no obligation to fill a post after the advertisement thereof. Correspondence will be conducted with successful 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.

OTHER POST

POST 39/342	:	**ADMINISTRATION CLERK REF NO: NCTMS 1/10/2026 (X1 POST)**
SALARY	:	R237 453 per annum (Level 05)
CENTRE	:	Radio Technical Units: (TMS): Kimberley
REQUIREMENTS	:	Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
DUTIES	:	Administer Human Resource Management (HRM) policy implementation and compliances. Administer Financial Service support and expenditure administration. Administer effective and efficient SCM functions: procurement related functions at the Unit. Render effective and efficient Administration Service support. Administer Loss Management at the Unit
ENQUIRIES	:	Lieutenant Colonel Diamond / PPO Syfers / PO Moorcroft Tel No: (053) 839 2864/ 2813/ 3724

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

APPLICATIONS : Applications must be submitted by using the following URL https://wcedonline.westerncape.gov.za/home/, via Google Chrome or Mozilla Firefox.

CLOSING DATE : 20 November 2026

NOTE : The applicants are advised to read the foreword available on the WCED website before applying for the post/s. Applications must be made via the department's on-line E-Recruitment system. The on-line system will automatically generate a Curriculum Vitae; applicants are therefore required to ensure that their profiles are fully completed. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by Western Cape Education Department (WCED). The Department reserves the right to conduct pre-employment security screening, and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity.

MANAGEMENT ECHELON

POST 39/343 : **CHIEF DIRECTOR: ASSESSMENT AND EXAMINATIONS REF NO: 337**
Chief Directorate: Assessment And Examinations

SALARY : R1 554 696 per annum (Level 14). An all-inclusive salary package consists of a basic salary, and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs

CENTRE : Cape Town

REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognised by SAQA. At least 5 years of experience at a senior management level. Successful completion of the Certificate for entry into Senior Management Service (SMS). Valid driver's licence. Knowledge: Proven knowledge of and working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions. Proven knowledge and understanding of information systems that aid in the management of knowledge and information pertaining to the line function. Proven knowledge and understanding of programme and project management. Proven knowledge and understanding of procurement and tendering processes. Proven knowledge and understanding of policy development, and strategy management, monitoring and review processes. Proven knowledge and understanding of modern systems of governance and administration. Proven knowledge and understanding of public service procedures, processes and systems. Proven knowledge and understanding of the global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape. Proven knowledge and understanding of Constitutional, legal and institutional arrangements governing the South African public sector. Proven knowledge and understanding of public finance, human resources and

discourse management processes. Proven knowledge and understanding of the Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements. Proven knowledge and understanding of the functioning of the Province and the activities of sister departments. Proven knowledge and understanding of the policies of the government of the day. Basic knowledge and understanding of Labour Relations legislation and regulations. Proven knowledge and understanding of performance management in general. Skills: Numeracy. Literacy. Computer Literacy. Language skills. Project Management. Accounting, Finance and Audit. Economic, Financial and Statistical analysis. Legal Administration. Strategic Planning.

DUTIES : Line Management: Line management, advice and guidance in respect of the following functional areas: Develop and maintain the assessment systems pertaining to all phases of curriculum delivery: Develop provincial assessment systems and see to application of national assessment systems; Build skills and capacity in respect of the application of assessment systems; Review assessment systems based on feedback and feed into provincial intervention programmes and national review processes; Administration support regarding examination irregularities. Manage the planning and administration of examinations and certification throughout the education system: Administer examination and certification processes; Provide a provincial printing service and manage examination distribution and marking services; Provide administrative support services. Plan, manage and coordinate the development and implementation of examination and assessment information systems for the Chief Directorate: Manage the development, implementation and review of policies to govern the implementation and use of examination and assessment information systems; Manage and monitor the development of new systems and the optimal implementation of existing systems in the Chief Directorate, in collaboration with CeI and SITA; Oversee the provision of user management services; Drive training, capacity-building and knowledge sharing practices; Build capacity of district staff to perform examination and assessment related functions. Strategic Management (including change management): Define and review on a continual basis the purpose, objectives, priorities and activities of the Chief Directorate. Drive the Chief Directorate's strategic planning process. Drive the development and management of the strategic and business plans for the Chief Directorate. Evaluate the performance of the Chief Directorate on a continuing basis against pre-determined measurable key objectives and standards. Report to the Deputy Director-General on a regular basis on the activities of the Chief Directorate and on matters of substantial importance relating to Digital government and ICT. Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Chief Directorate, and of the resources (people, finances and assets) employed by it. Foster and promote a culture of innovation within the Chief Directorate, and the Branch. Diligently perform all duties assigned to the post of Chief Director. People Management: Participate in the recruitment of employees in the numbers and grades appropriate to ensure the achievement of the Chief Directorate Plan. Motivate, train and guide employees within the Chief Directorate, to achieve and maintain excellence in service delivery. Actively manage the performance, evaluation and rewarding of employees within the Chief Directorate. Monitor information capacity building within the Chief Directorate. Ensure involvement in the compilation of a workforce plan, a service delivery improvement programme, and an information resources plan for the Chief Directorate. Promote sound labour relations within the Chief Directorate. Actively manage and promote the maintenance of discipline within the Chief Directorate. Financial Management: Manage participation in the budgeting process at Chief Directorate level. Ensure the preparation of the Annual and Adjustment Budgets for the Chief Directorate. Assume direct accountability for the efficient, economic and effective control and management of the Chief Directorate budget and expenditure. Assume direct accountability to ensure that the correct tender and procurement procedures are adhered to in respect of purchases for the Chief Directorate. Assume direct accountability for ensuring contracts are managed effectively and efficiently for the Chief Directorate. Ensure that all spending is aligned with the strategic objectives of the Chief Directorate and Department. Report to the Deputy Director-General and relevant oversight role players/committees on all aspects of the Chief Directorate finances. Assume overall accountability for the management,

maintenance and safekeeping of the Chief Directorate. Ensure that full and proper records of the financial affairs of the Chief Directorate are kept in accordance with any prescribed norms and standards. Complete and submit record as per reporting requirements. Risk Management: Assume direct accountability for ensuring that appropriate risk management procedures are in place and adhered to by the Chief Directorate. Consult with security service partners and structures.

ENQUIRIES : Mr B Loriston Tel No: (021) 467 2946

POST 39/344 : **CHIEF DIRECTOR: PHYSICAL RESOURCES REF NO: 339**
Chief Directorate: Physical Resource Management

SALARY : R1 554 696 per annum (Level 14). An all-inclusive salary package consists of a basic salary, and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs

CENTRE : Cape Town

REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognized by SAQA. At least 5 years of experience at a senior management level. Successful completion of the Certificate for entry into Senior Management Service (SMS). Valid driver's licence. Knowledge: Proven knowledge of and working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions. Proven knowledge and understanding of information systems that aid in the management of knowledge and information pertaining to the line function. Proven knowledge and understanding of programme and project management. Proven knowledge and understanding of procurement and tendering processes. Proven knowledge and understanding of policy development, and strategy management, monitoring and review processes. Proven knowledge and understanding of modern systems of governance and administration. Proven knowledge and understanding of public service procedures, processes and systems. Proven knowledge and understanding of the global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape. Proven knowledge and understanding of Constitutional, legal and institutional arrangements governing the South African public sector. Proven knowledge and understanding of public finance, human resources and discourse management processes. Proven knowledge and understanding of the Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements. Proven knowledge and understanding of the functioning of the province and the activities of sister departments. Proven knowledge and understanding of the policies of the government of the day. Proven knowledge and understanding of Labour Relations legislation and regulations. Proven knowledge and understanding of performance management in general. Skills: Numeracy. Literacy. Computer Literacy. Language skills. Project Management. Accounting, Finance and Audit. Economic, Financial and Statistical analysis. Legal Administration. Strategic Planning.

DUTIES : Line Management: Strategic management, advice and guidance in respect of the following functional areas: Develop and manage strategies, policies, systems, norms / standards, plans and leases related to infrastructure programmes / projects: Determine and maintain physical resources framework for schools, hostels and office accommodation. Determine policies, strategies and procedures for capital, scheduled, day-to-day and emergency maintenance projects. Draft infrastructure inputs for Provincial Infrastructure-, Departmental Strategic-, Annual Performance- and Service Plans and Annual Report. Compile the U-AMP. Interpret, customise / develop and legislate functional and technical norms and standards as issues by DBE. (Technical norms and standards need to be interpreted, customised and approved in consultation with the implementing agent. Manage leases and facilities estate management. Manage the delivery of the total programme of infrastructure projects through the interaction with and monitoring / oversight of the Implementing sound financial accounting practices: Prepare the IPMP (including construction procurement strategy) based on the U-AMP and the MTEF with inputs being provided by the implementing agent. Provide project / programme information and inputs when the IPIP is drafted by the implementing agent. Draft SDA with implementing agent. Rigorously review and sign-off IPIP, different PEPs during the different phases of project implementation. Implement day-to-day maintenance and emergency projects

and programmes. Implement compliance with OHS requirements. Develop and implement Disaster Management Plan. Financial management and reporting. Strategic Management (including change management): Define and review on a continual basis the purpose, objectives, priorities and activities of the Chief Directorate. Drive the Chief Directorate's strategic planning process. Drive the development and management of the strategic and business plans for the Chief Directorate. Evaluate the performance of the Chief Directorate on a continuing basis against pre-determined measurable key objectives and standards. Report to the Deputy Director-General on a regular basis on the activities of the Chief Directorate and on matters of substantial importance relating to operational management support. Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Chief Directorate, and of the resources (people, finances and assets) employed by it. Foster and promote a culture of innovation within the Chief Directorate, and the Department. Diligently perform all duties assigned to the post of Chief Director. People Management: Participate in the recruitment of employees in the numbers and grades appropriate to ensure the achievement of the Chief Directorate's Business Plan. Motivate, train and guide employees within the Chief Directorate, to achieve and maintain excellence in service delivery. Actively manage the performance, evaluation and rewarding of employees within the Chief Directorate. Monitor information capacity building within the Chief Directorate. Ensure involvement in the compilation of a workforce plan, a service delivery improvement programme, and an information resources plan for the Chief Directorate. Promote sound labour relations within the Chief Directorate. Actively manage and promote the maintenance of discipline within the Chief Directorate. Financial Management: Manage participation in the budgeting process at Chief Directorate level. Ensure the preparation of the Annual and Adjustment Budgets for the Chief Directorate. Assume direct accountability for the efficient, economic and effective control and management of the Chief Directorate's budget and expenditure. Assume direct accountability to ensure that the correct tender and procurement procedures are adhered to in respect of purchases for the Chief Directorate. Assume direct accountability for ensuring contracts are managed effectively and efficiently for the Chief Directorate. Ensure that all spending is aligned with the strategic objectives of the Chief Directorate and Department. Report to the Deputy Director-General and relevant oversight role players/ committees on all aspects of the Chief Directorate's finances. Assume overall accountability for the management, maintenance and safekeeping of the Chief Directorate assets. Assume direct accountability to ensure that appropriate risk management procedures are in place and adhered to by the Chief Directorate. Ensure that full and proper records of the financial affairs of the Chief Directorate are kept in accordance with any prescribed norms and standards.

ENQUIRIES : Mr S Abrahams: Tel No: (021) 467 2051

POST 39/345 : **CHIEF DIRECTOR: BUSINESS INTELLIGENCE MANAGEMENT REF NO: 340**
Chief Directorate: Education Planning

SALARY : R1 554 696 per annum (Level 14). An all-inclusive salary package consists of a basic salary, and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs

CENTRE : Cape Town

REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognized by SAQA. At least 5 years of experience at a senior management level. Successful completion of the Certificate for entry into Senior Management Service (SMS). Valid driver's licence. Knowledge: Proven knowledge of and working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions. Proven knowledge and understanding of information systems that aid in the management of knowledge and information pertaining to the line function. Proven knowledge and understanding of programme and project management. Proven knowledge and understanding of procurement and tendering processes. Proven knowledge and understanding of policy development, and strategy management, monitoring and review processes. Proven knowledge and understanding of modern systems of governance and administration. Proven knowledge and understanding of public service procedures, processes and systems. Proven

knowledge and understanding of the global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape. Proven knowledge and understanding of Constitutional, legal and institutional arrangements governing the South African public sector. Proven knowledge and understanding of public finance, human resources and discourse management processes. Proven knowledge and understanding of the Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements. Proven knowledge and understanding of the functioning of the province and the activities of sister departments. Proven knowledge and understanding of the policies of the government of the day. Basic knowledge and understanding of Labour Relations legislation and regulations. Proven knowledge and understanding of performance management in general. Skills: Numeracy. Literacy. Computer Literacy. Language skills. Project Management. Accounting, Finance and Audit. Economic, Financial and Statistical analysis. Legal Administration. Strategic Planning.

DUTIES : Line Management: Line management, advice and guidance in respect of the following functional areas: Plan, manage and coordinate education research: Plan required research; Manage and coordinate research; Publish and report on research findings. Coordinate the departmental policy development process: Initiate and evaluate requests for policy development; Facilitate policy alignment within the department; Manage the policy register; Facilitate the policy communication process; Provide expert advice and support on policy development; Facilitate the legislative process of primary and secondary statutory policy. Develop and manage education knowledge, information-, record systems and coordinate ICT: Develop and maintain WCED knowledge management and information systems; Develop and maintain record management systems; Plan, manage and coordinate ICT infrastructure and services. Monitor and evaluate the performance of education delivery at all levels and areas of the education system: Develop and maintain a departmental framework for M&E aligned to Provincial and National M&E Frameworks i.e WSE / SE); Provide advice in generating and developing performance and output indicators; Collate, process and analyse data for relevant performance and output indicators for transversal and departmental programmes; Ensure efficiency and effectiveness in organisational performance systems and reporting; Provide baseline / benchmark information to measure results on the programme in relation to the PSOs; Evaluate relevance, efficiency, effectiveness, impact and sustainability of departmental policies and interventions. Strategic Management (including change management): Define and review on a continual basis the purpose, objectives, priorities and activities of the Chief Directorate. Drive the Chief Directorate's strategic planning process. Drive the development and management of the strategic and business plans for the Chief Directorate. Evaluate the performance of the Chief Directorate on a continuing basis against pre-determined measurable key objectives and standards. Report to the Deputy Director-General on a regular basis on the activities of the Chief Directorate and on matters of substantial importance relating to Digital government and ICT. Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Chief Directorate, and of the resources (people, finances and assets) employed by it. Foster and promote a culture of innovation within the Chief Directorate, and the Branch. Diligently perform all duties assigned to the post of Chief Director. People Management: Participate in the recruitment of employees in the numbers and grades appropriate to ensure the achievement of the Chief Directorate Plan. Motivate, train and guide employees within the Chief Directorate to achieve and maintain excellence in service delivery. Actively manage the performance, evaluation and rewarding of employees within the Chief Directorate. Monitor information capacity building within the Chief Directorate. Ensure involvement in the compilation of a workforce plan, a service delivery improvement programme, and an information resources plan for the Chief Directorate. Promote sound labour relations within the Chief Directorate. Actively manage and promote the maintenance of discipline within the Chief Directorate. Financial Management: Manage participation in the budgeting process at Chief Directorate level. Ensure the preparation of the Annual and Adjustment Budgets for the Chief Directorate. Assume direct accountability for the efficient, economic and effective control and management of the Chief Directorate budget and expenditure. Assume direct accountability

to ensure that the correct tender and procurement procedures are adhered to in respect of purchases for the Chief Directorate. Assume direct accountability for ensuring contracts are managed effectively and efficiently for the Chief Directorate. Ensure that all spending is aligned with the strategic objectives of the Chief Directorate and Department. Report to the Deputy Director-General and relevant oversight role players/committees on all aspects of the Chief Directorate finances. Assume overall accountability for the management, maintenance and safekeeping of the Chief Directorate. Assume direct accountability to ensure that appropriate risk management procedures are in place and adhered to by the Chief Directorate. Ensure that full and proper records of the financial affairs of the Chief Directorate are kept in accordance with any prescribed norms and standards.

ENQUIRIES : Mr S Abrahams Tel No: (021) 467 2051

POST 39/346 : **DISTRICT DIRECTOR REF NO: 338**
District Office: Cape Winelands Education District Office

SALARY : R1 317 384 per annum (Level 13). An all-inclusive salary package consists of a basic salary, and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.

CENTRE : Worcester

REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognized by SAQA. At least 5 years of experience at middle or senior management level. Successful completion of the Certificate for entry into Senior Management Service (SMS). Valid driver's licence. Knowledge: Knowledge of the Education Environment. Extensive knowledge of applicable policies and procedures. Management principles. Public Service procedures. Knowledge of People Management processes. Employee relations. Financial management. Project Management. Skills: Interpret and apply relevant policies and procedures. People management planning. Problem solving skills. Sound Budgeting skills. Communication & Facilitation Skills (including report writing & presentation skills). Strong organisational skills. Strategic thinking and planning. Core Competencies: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Process competencies: Knowledge Management. Service Delivery. Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication.

DUTIES : Oversee the management of Public Ordinary and Public Special Schools within the district circuits to be effective and efficient in order to deliver quality education: Ensure that Public Ordinary and Public Special Schools are effectively and efficiently managed and governed. Promote leadership and managing principals and support the management of staff (employees) in Public Ordinary Schools and Public Special Schools. Ensure the implementation of the curriculum at Public Ordinary and Public Special Schools within the district. Ensure Learner Support (Inclusive and Specialised Learner and Educator Support) services to Public Ordinary and Public Special Schools. Oversee the district business planning, information management, school management and governance support and, people management within the Education District: Ensure the implementation and dissemination of information, facilitate ICT services and prepare, implement and monitor the district business planning processes and intergovernmental relations. Provide developmental support to Public Ordinary-, Public Special Schools and Hostels to ensure effective and efficient school management and governance. Develop, support and monitor the implementation of sound administration and financial management processes and the implementation of recommendations within Public Ordinary-, Public Special Schools and Hostels. Provide infrastructure planning and monitor delivery of Public Ordinary-, Public Special Schools and Hostels within the district. Administer and monitor learner transport. Manage and monitor the implementation of the National School Nutrition Programme (NSNP). Manage and monitor the implementation of School Safety and Occupational Health and Safety within Public Ordinary-, Public Special Schools and Hostels. Manage and monitor the implementation of school enrichment programmes within Public Ordinary- and Public Special Schools. Provide a people management service in the district. Develop, manage, monitor and report on the workplace skills and the professional development plans for the district. Monitor and administer the staff performance management systems within the district. Manage the health and

wellness programmes within the district. Facilitate the compilation of the district people management plan and placement of interns within the district. Oversee the delivery of the curriculum at Public Ordinary and Public Special Schools: Advise schools on national and provincial policies and assist schools to implement them appropriately. Monitor, evaluate and support curriculum implementation. Provide school-based assessments, internal and external examinations (National Senior Certificate – NSC), and national and provincial assessments at district level. Facilitate and support the implementation of Information and Communication Technology (ICT) at Public Schools (including communication, e-Education and e-Administration). Promote the establishment, development, administration and effective use of various school library models (including mobile libraries). Oversee learner support to Public Ordinary- and Public Special Schools: Facilitate and coordinate specialised education programmes including psychological, social work, HIV/AIDS, career guidance, remedial and therapeutic services for all learners. Advance learner health and well-being. Oversee district level corporate service: Promote sound financial and supply chain management (SCM) services. Render a financial accounting service. Provide a management accounting service. Render an asset management service. Manage the SCM service. Monitor financial compliance of Public Ordinary-, Public Special Schools, hostels and provide pre-forensic investigations within the Education District. Evaluation of approved budget of Public Schools and hostels. Manage the evaluation of annual financial statements of Public Schools. Manage the evaluation of the bi-annual financial statements of Public Schools. Verify the monthly compliance of payments (e.g. municipal accounts, LTS, LTSM, etc.). Perform a budget monitoring function in respect of Section 20 schools. Manage pre-forensic investigations. Provide a logistical support service. Manage and monitor GG transport in the district. Manage and maintain district records. Provide a facility support service. Manage and maintain the district- and Circuit Offices infrastructure and grounds. Manage Occupational Health and Safety at the District and Circuit Offices. Strategic Management: Define and review on a continual basis the purpose, objectives, priorities and activities of the Directorate. Participate in the Branch strategic planning process. Active involvement in the development and management of the strategic and business plans for the Directorate. Evaluate the performance of the Directorate on a continuing basis against pre-determined key measurable objectives and standards. Report to the Chief Director on a regular basis on the activities of the Directorate. 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. People 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, to achieve and maintain excellence in service delivery. Actively manage the performance, evaluation and rewarding of staff within the Directorate. Monitor information capacity building within the Directorate. Active involvement in the compilation of people management plan, a service delivery improvement programme, and an information resources plan for the Directorate. Promote sound employee relations within the Directorate. Actively manage and promote the maintenance of discipline within the Directorate. Financial Management: Active participation in the budgeting process at Branch level. Preparing of the Annual and Adjustment Budgets for the Directorate. Assume direct responsibility for the efficient, economic and effective control and management of the Directorate's budget and expenditure. Assume direct responsibility for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Directorate. Report to the Chief Director on all aspects of the Directorate's finances. Assume overall responsibility for the management, maintenance and safekeeping of 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 : Ms. Heather Van Ster Tel No: (021) 467 2089

DEPARTMENT OF HEALTH AND WELLNESS

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

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

CLOSING DATE : 16 November 2026, 17:00PM

NOTE : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.

OTHER POSTS

POST 39/347 : **HEAD CLINICAL UNIT (MEDICAL) GRADE 1 (HEPATOBILIARY SURGERY)**

SALARY : R2 168 145 per annum, (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Sub-Specialist in Surgical Gastroenterology, Hepatobiliary Surgery. Registration with a professional council: Registration with the HPCSA as Medical Sub-Specialist Surgical Gastroenterologist, Hepatobiliary Surgeon. Experience: A minimum of 3 years appropriate experience as a Medical Sub-specialist after registration as a Medical Sub specialist in Surgical Gastroenterology, Hepatobiliary surgery. Inherent requirements of the job: It will be expected of the Head: Clinical Unit to work commuted overtime, limited to 12 hours, if operational requirements so demand. Participate in the after-hours call system. Competencies (knowledge/skills): Ability to conduct clinically relevant research in the field of Surgical Gastroenterology, Hepatobiliary surgery. Ability to teach and train undergraduate and post graduate students and sub specialist fellows. Ability to work in a high-volume clinic and surgical environment. Clinical and surgical competency in Surgical Gastroenterology, Hepatobiliary surgery. Insight into challenges of local health care delivery, diversity, transformation and equity.

DUTIES : Surgical Gastroenterology, Hepatobiliary surgery clinical service provision and management in the Groote Schuur Hospital Surgical Gastroenterology, Hepatobiliary Surgery Unit. Management and training of surgical staff. Participation in academic and management activities of the division.

ENQUIRIES : Prof L Cairncross Tel No: (021) 406-6229

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.

POST 39/348 : **CLINICAL MANAGER (MEDICAL) GRADE 1**
Garden Route District

SALARY : R1 479 723 per annum, (A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Mossel Bay Hospital, Mossel Bay Sub-district

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPSCA as a Medical Practitioner. Experience: A minimum of 3 years of appropriate experience as a Medical Officer after registration with HPCSA as a Medical Practitioner. Inherent requirement of the job: Valid driver's licence (Code B/EB) and willingness to travel throughout the district. A commuted overtime contract is compulsory, and willingness to work after-hours. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written). Appropriate management experience in a Health Facility. Postgraduate qualification in healthcare management.

DUTIES : Quality clinical, non-clinical and medico-legal patient care as required by the various programmes of the Department of Health. Supervise-, Support -, transfer of knowledge to-, training- and mentoring of the clinical staff and auxiliary staff. Provide an efficient administration service regarding all clinical and non-clinical matters and medico-legal work. Provide guidance and leadership towards the realisation of strategic goals and objectives of the division. Ensure a cost-efficient service at the clinical level with regard to laboratory services, blood, medicine, consumables and equipment.

ENQUIRIES : Dr JB van Jaarsveld Tel No: (044) 604 - 6101

NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/written assessment and competency assessment.

POST 39/349 : **REGISTRAR (MEDICAL) (OTORHINOLARYNGOLOGY)**
(5-Year Contract)

SALARY : R1 041 402 per annum, (A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner (Independent Practice). Inherent requirement of the job: A valid (code B/EB) driver's licence. Commuted overtime is compulsory. Emergency and after hour call cover. Each Registrar will be appointed in a specific training complex but could be required to work across the platform on request. Competencies (knowledge/skills): FCS part 1 as well as experience in research/publications. Appropriate clinical experience in General and/or ENT Surgery. Effective leadership and interpersonal skills.

DUTIES : Provision of safe surgical care to patients. Peri-operative care of surgical patients. Participation in Intensive Care management. Learn the art and science of ENT Surgery. Attend tutorials and assist with the training of interns, medical students, nursing staff and paramedics. On-site after-hours duties relating to care of newly arriving acute patients as well as inpatients. Involvement in research/audits relating to ENT.

ENQUIRIES : Dr K Moodley, email: kitesh.moodley@westerncape.gov.za

NOTE : No payment of any kind is required when applying for this post. Appointment as Registrar will be for a maximum contract period of 5 years. It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Registrars will function across health facilities, as per an agreed programme. Should registration with the HEI as a student be discontinued for any reason the appointment as a Registrar also discontinues. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with Stelllenbosch University according to the yearbook and guidelines. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)".

POST 39/350 : **MEDICAL SPECIALIST GRADE 1 TO 3 (ORTHOPAEDICS)**

SALARY : Grade 1: R1 395 528 per annum
Grade 2: R1 592 274 per annum
Grade 3: R1 844 151 per annum

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Specialist in Orthopaedic Surgery. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Orthopaedic Surgery. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Orthopaedic Surgery. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Orthopaedic Surgery. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Orthopaedic Surgery. Inherent requirement of the job: Commuted overtime is compulsory. Competencies (knowledge/skills): Ability to work in a high-volume clinic and surgical environment. Computer literacy and interest in data collection for service improvement. Insight into challenges of local health care delivery, diversity, transformation and equity. Experience in supervision and training of staff and students at under- and post-graduate levels. Clinical and surgical competency in orthopaedic trauma surgery, Clinical experience in secondary and tertiary orthopaedic trauma surgery provision.

DUTIES : Supervision and training of junior surgical staff. Participation in under- and post-graduate divisional activities. Participate in after hour service provision. Orthopaedic trauma surgery specialist clinical service provision. Be prepared to work across western metropole platform ecosystem as service requirements dictate.

ENQUIRIES : Prof RN Dunn Tel No: (021) 404-5108

NOTE : No payment of any kind is required when applying for this post. Please ensure that you attach an updated CV. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration 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). Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all medical specialist appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plein District Hospital, Victoria Hospital and George Provincial Hospital.

POST 39/351 : **REGISTRAR (MEDICAL) (ANAESTHESIOLOGY) (X5 POSTS)**
(4-Year Contract)

SALARY : Grade 1: R1 041 402 per annum, (A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner (Independent Practice). Inherent requirement of the job: A valid (code B/EB) driver's licence. Commuted overtime is compulsory. Emergency and after hour call cover. Each Registrar will be appointed in a specific training hospital but will be required to work across the distributed training platform. Competencies (knowledge/skills): Diploma in Anaesthesia [DA(SA)] successfully completed. FCA(SA) Primary exams successfully completed. Effective leadership & interpersonal skills. Appropriate and sufficient clinical experience since obtaining the degree of MBChB. Knowledge and practical skills. Appropriate Anaesthesiology experience.

DUTIES : Provision of safe medical care to patients in the operating theatres and Intensive Care Units at Tygerberg Hospital and associated training hospitals. Provide clinical support to other medical and surgical disciplines at Tygerberg Hospital and associated training hospitals. Perform onsite after-hours duties as per call roster. Supervise and support medical interns and medical officers providing medical care on the service platform. Attend teaching program activities, tutorials and assessments as part of the registrar training program. Assist with the training of interns, medical students, nursing staff and paramedics. Learn critical skills required of an Anaesthesiology specialist. Involvement in research/audits relating to Anaesthesia, Critical Care, Pain and Peri-operative Medicine.

ENQUIRIES : Prof S Chetty Tel No: (021) 938-9226

NOTE : No payment of any kind is required when applying for this post. Appointment as Registrar will be for a maximum contract period of 4 years. It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Registrars will function across health facilities, as per an agreed programme. Should registration with the HEI as a student be discontinued for any reason the appointment as a Registrar also discontinues. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with Stelllenbosch University according to the yearbook and guidelines. “Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)”.

POST 39/352 : **REGISTRAR (MEDICAL FAMILY MEDICINE)**
(4-Year Contract)
Central Karoo District

SALARY : R1 041 402 per annum, (A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Central Karoo District Office (Stationed Beaufort West Hospital with associated PHC Centres and short opportunities at George Regional Hospital as needed)

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner (Independent Practice). Inherent requirement of the job: A valid (code B/EB) driver’s license and willingness to travel. Willingness to work overtime. (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime). Competencies (knowledge/skills): Computer literacy (i.e., MS Word, Excel, PowerPoint and internet research). Excellent verbal and written communication skills. Good interpersonal and time-management skills.

DUTIES : Clinical service provision, including participating in community-orientated primary care activities. Participate in the Teaching program, including in-service capacity building of staff and supervision of health sciences students. Research and Professional Development (incl. completion of MMED mini dissertation). Effective Clinical Administration in patient records and patient reports as part of the leadership and clinical governance activities.

ENQUIRIES : Dr H Hendriks Tel No: (023) 414-8200

NOTE : No payment of any kind is required when applying for this post. Preference will be given to SA citizens/permanent residents with a valid identity document. No payment of any kind is required when applying for this post. “Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointments on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status). ii) Other: Registrars will be required to register as post-graduates with the applicable University in the Western Cape according to the requirements for the discipline in the yearbook and guidelines.” -Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be for a maximum contract period of 4 years. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. 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. -All applicants are required to apply simultaneously to the relevant university when they submit their application. The links to the applications portals are as follows: Stellenbosch University: http://www.sun.ac.za/english/maties/apply. “It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Registrars will function across health facilities, as per an agreed programme” -It should be noted that advertised posts are linked to the Institution/ Facility that forms part of the Ecosystem Service platform. Upon appointment, incumbents will be expected to render clinical services across institutions in the Ecosystem, as needed to sustain health service delivery.

POST 39/353 : **MEDICAL OFFICER GRADE 1 TO 3 (NEUROSURGERY)**
(1-Year Contract)

SALARY : Grade 1: R1 041 402 per annum
Grade 2: R1 188 255 per annum
Grade 3: R1 375 245 per annum
(A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years ‘appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years’ relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years’ appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years’ relevant experience after registration as 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: Commuted overtime is compulsory. Emergency and after hour call cover. A certificate of ATLS and Basic Surgical skills course completed. Competencies (knowledge/skills): Ability to work under pressure in a team. Appropriate and

sufficient clinical experience since obtaining the degree of MBChB and after completion of internal rotations. Evidence of interest in Neurosurgery. Research experience.

DUTIES : Clinical Service: Patient Care. Clinical Service: Operative. Clinical Governance. Learning. Teaching & Training. Research. Professional development.

ENQUIRIES : Vuyiwe Bathaka, email: Vuyiwe.bathaka@uct.ac.za

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all medical officer appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plein District Hospital, Victoria Hospital and George Provincial Hospital. Please ensure that you attach an updated CV.

POST 39/354 : **REGISTRAR (MEDICAL) (NEUROSURGERY) (X2 POSTS)**
(5-Year Contract)

SALARY : Grade 1: R1 041 402 per annum, (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner (Independent Practice). Inherent requirements of the job: Commuted overtime is compulsory. 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 rotations. Knowledge, expertise and experience with regards to providing medical services in neurosurgery. FCS (SA) part 1A. A certificate of ATLS and Basic Surgical skills course completed. Research experience. Experience as a medical officer in Neurosurgery or other relevant experience in Neurosurgery.

DUTIES : Clinical Service: Patient Care. Clinical Service: Operative. Clinical Governance. Learning/ Teaching & training. Research. Professional development.

ENQUIRIES : V Bathaka, email: Vuyiwe.bathaka@uct.ac.za

NOTE : No payment of any kind is required when applying for this post. Please ensure that you attach an updated CV. 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 registrar-ship should they not be successful for advertised Specialist positions. Should registration with the HEI as a student be discontinued for any reason the appointment of Registrar also discontinues. Applicants must indicate whether they have bursary obligations. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with University of Cape Town according to the yearbook and guidelines." Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. 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 Department of Health is guided by the principles of Employment Equity. Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all registrar appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plein District Hospital, Victoria Hospital and George Provincial Hospital.

POST 39/355 : **DENTIST GRADE 1 TO 3**
Central Karoo District

SALARY : Grade 1: R1 011 516 per annum
Grade 2: R1 188 255 per annum
Grade 3: R1 375 245 per annum
(A portion of the package can be structured according to the individual's personal needs). (plus, a non-pensionable, rural allowance of 22% of the basic annual salary)

CENTRE : Beaufort West Sub-district, PHC Outreach and Support

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Dentist. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as a Dentist. Experience: Grade 1: None after registration as Dentist with the HPCSA in respect of SA-qualified employees. 1-year relevant experience after registration as Dentist with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as necessary in South Africa. Grade 2: Minimum of 7 years' appropriate experience as Dentist after registration with the HPCSA as a Dentist in respect of SA-qualified employees. Minimum of 8 years' relevant experience after registration as Dentist with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as necessary in South Africa. Grade 3: Minimum of 12 years' appropriate experience as Dentist after registration with the HPCSA as a Dentist in respect of SA-qualified employees. Minimum of 13 years' relevant experience after registration as Dentist with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as necessary in South Africa. Inherent requirements of the job: Valid driver's licence (Code B/EB) and willingness to travel throughout the Central Karoo District. Competencies (knowledge/skills): Adhere to all departmental requirements and protocols. Excellent report writing, clinical documentation, recording keeping and referral writing skills. Sound verbal and written communication skills. Good computer skills (MS Word, Excel and PowerPoint). Comply with National Core Standards or ideal facility/clinic requirements as applicable and good time management. Clinical therapeutic skills including assessment techniques, treatment, discharge planning and follow up as needed. Ability to be flexible and innovative in response to differing client needs.

DUTIES : Provide clinical primary and secondary dental treatment to children on the wellness bus and inpatients and outpatients as applicable to the designated work areas. Provide dental care support in dental clinics in the different sub-districts within Central Karoo District. Provide a holistic dental service independently and as part of a team in a hospital and primary health care setting. Diagnose and appropriate management of patients. Daily collection and monthly submission of data as per departmental protocols. Effective, efficient and optimal use of resources including facilitating the repair and maintenance of dental equipment. Stock taking and ordering of consumables as required within departmental norms. Relevant in-service training and skills transfer. Provide relevant relief duty within Central Karoo District in absence of a peer colleague.

ENQUIRIES : Dr V Arendse Tel No: (023) 414-8200

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also

apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). It should be noted that advertised posts are linked to the Institution/ Facility that forms part of the Ecosystem Service platform. Upon appointment, incumbents will be expected to render clinical services across institutions in the Ecosystem, as needed to sustain health service delivery.

POST 39/356 : **ASSISTANT MANAGER NURSING (SPECIALTY: FORENSICS)**
Chief Directorate: Metro Health Services

SALARY : R785 568 per annum
CENTRE : Valkenberg Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R880) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse with Psychiatry. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Psychiatric Nursing Science (R212). Or A 4-year Bachelor Degree in Nursing (R174) or equivalent qualification (R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate Diploma (R635) accredited with the SANC in Mental Health Nursing. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: 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 above period must be appropriate/recognisable experience in Psychiatric Nursing after obtaining the 1-year post-basic qualification in Advanced Psychiatric Nursing Science OR a post graduate Diploma (R635) accredited with the SANC in Mental Health Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. 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 as the need arises. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Computer literacy skills. Basic financial and statistics management skills. The ability to communicate (verbal and written).
DUTIES : Effective management of the Psychiatric wards and coordination of all activities and communication with the relevant supervisors and stakeholder. Management and monitoring the effective utilisation of human, financial and physical resources. Deliver a quality psychiatric nursing care throughout the hospital and provide on-going support to the nursing service. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures incorporating the Ideal Hospital Standards. Supervision of the implementation of effective processes and practices to all statistical information needed to render a quality mental health service. Liaising with relevant stakeholders on day and night shift including referring hospitals, family members, security service and SAPS. Participate in and encourage nursing research at the institution.
ENQUIRIES : Mr V Nel Tel No: (021) 826-5802
NOTE : No payment of any kind is required when applying for this post.

POST 39/357 : **OPERATIONAL MANAGER NURSING (SPECIALTY AREA: OBSTETRICS SERVICES: ANTENATAL HIGH-RISK CLINIC)**

SALARY : R720 819 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year, accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. OR a 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration

with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Midwifery. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 9 years appropriate/ recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period above must be appropriate/ recognisable experience in the specific speciality after obtaining the 1 year post-basic qualification in the relevant speciality or post-graduate diploma in the relevant speciality. Inherent requirement of the job: Ability and willingness to assist with shifts and after-hours hospital cover including weekends, public holidays, night duty relief and overtime as the need arises. Competencies (knowledge/skills): Basic computer literacy. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision-making and conflict resolution skills. Good organisational skills and the ability to function under pressure. Knowledge and insight of relevant legislation and policy related to this nursing speciality within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Strong leadership and interpersonal skills. Good written and verbal communication skills.

DUTIES : The candidate will be responsible for planning, managing, co-ordinating and maintaining an optimal, specialized Nursing service as an Operational Manager. Participative management and utilisation of Human and Financial Resources to ensure optimal operational function in the area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the nursing service and the institution. To maintain ethical standards and promote professional growth and self-development.

ENQUIRIES : Ms V Dubase Tel No: (021) 938-4000

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical / competency assessment.

POST 39/358 : **OPERATIONAL MANAGER NURSING GRADE 1: (GENERAL: FEMALE SURGERY)**
Chief Directorate: Rural Health Services

SALARY : Grade 1: R571 161 per annum

CENTRE : Paarl Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate / recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. 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 as the need arises. Competencies (knowledge/skills): Basic computer literacy (MS Word, Excel, PowerPoint and Outlook). Ability to communicate verbally and in writing. Knowledge and insight of nursing- and other relevant legislation and policies relating to nursing in the public sector and their impact on service delivery. Ability to facilitate and promote quality patient care through setting, implementation and monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team within a Functional Business Unit (FBU)structure. Effective interpersonal, leadership, organisational, decision-making, conflict resolution (labour relations and disciplinaries) and the ability to function under pressure.

DUTIES : The candidate will be responsible for planning, managing, co-ordinating and maintaining an optimal quality nursing service as an Operational Manager. Participative management and utilisation of human resources to fulfil operational and developmental functions in the areas. Manage and monitor financial resources of the clinical areas. Initiate and actively participate in training, development, and research, including quality training and implementation within the Nursing Division. Deliver a support service to the Nursing Service and the institution. To maintain ethical standards, promote

professional growth and self-development, including leadership skills and behaviours.

ENQUIRIES : Ms M Rust, email: Magda.rust@westerncape.gov.za
NOTE : No payment of any kind is required when applying for this post.

POST 39/359 : **CLINICAL PSYCHOLOGIST GRADE 1 TO 3 (5/8TH POST)**

SALARY : Grade 1: R567 261 per annum
Grade 2: R659 559 per annum
Grade 3: R763 653 per annum
(A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Psychologist. Registration with a professional council: Registration with the HPCSA as a Clinical Psychologist. Experience: **Grade 1:** None after registration with the HPCSA as a Clinical Psychologist in respect of RSA qualified employees. One year relevant experience after registration with the HPCSA as a Clinical Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 8 years relevant experience after registration with the HPCSA as a Clinical Psychologist in respect of RSA qualified employees. Minimum of 9 years relevant experience after registration with the HPCSA as a Clinical Psychologist 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 16 years relevant experience after registration with the HPCSA as a Clinical Psychologist in respect of RSA qualified employees. Minimum of 17 years relevant experience after registration with the HPCSA as a Clinical Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Competencies (knowledge/skills): Relevant experience in comprehensive personality and neuropsychological assessment of child, adolescent and adult patients. Relevant experience in assessment diagnosis and psychotherapy with respect to individual, group, couples and families. Ability to work within multi-disciplinary teams.

DUTIES : To manage and provide psychological services to patients of designated units in Tygerberg Hospital including Child, Adolescent and Adult Psychology; to train and supervise interns in Clinical Psychology. -Contribute to the teaching and training of students at the associated Faculty of Health Sciences. Participate in the academic activities of the associated university. Administrative duties.

ENQUIRIES : Mr C Arendse Tel No: (021) 938-9616
NOTE : No payment of any kind is required when applying for this post.

POST 39/360 : **RADIOGRAPHER GRADE 1 TO 3 (ULTRASOUND)**

SALARY : Grade 1: R510 906 per annum
Grade 2: R598 260 per annum
Grade 3: R703 785 per annum

CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Ultrasound Radiography. Registration with a professional council: Registration with Health Professions Council of South Africa (HPCSA) as a Radiographer in Ultrasound Radiography. Experience: **Grade 1:** None after registration with the HPCSA in Ultrasound Radiography in respect of RSA qualified employees. One-year relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 10 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA-qualified employees. Minimum of 11 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Minimum of 20 years' relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA-qualified employees.

Minimum of 21 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Competencies (knowledge/skills): A commitment to ethical practice, maintaining patient confidentiality, a professional demeanor, and the capacity to manage stressful situations calmly are essential. A thorough understanding of human anatomy and physiology is required, along with knowledge of disease pathologies as they relate to sonographic findings. Appropriate experience in vascular ultrasound. Strong abilities to interact effectively with both patients and medical staff, clearly explaining technical information and collaborating on patient care. Understanding of basic computer programs and the use of reporting systems. Comprehensive sonography education and extensive hands-on experience, demonstrating a strong commitment to professional growth and lifelong learning through advanced education, research, and staff training.

DUTIES : Perform procedures in vascular ultrasonography. Ensure quality image analysis to accurately contribute to diagnosis of abnormalities. Provide quality patient-centered care to all patients. Actively participate as a member of the health service institution. Perform clinical audits in the department. Attend departmental meetings and participate in presentations. Perform other appropriate duties as allocated by the Head of Department. Maintain clinical, professional, and ethical standards. Operate imaging equipment and review images to ensure they are of good quality. Provide training and support as appropriate.

ENQUIRIES : Ms N Behardien-Peters Tel No: (021) 404-4187

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".

POST 39/361 : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)**
Garden Route District

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

CENTRE : Asla CC, Mossel Bay Sub-district

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year diploma in Clinical Nursing Science: Health Assessment, Treatment and Care, accredited with the SANC (R48). OR A 4-year Bachelor's degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A postgraduate diploma (R635) accredited with the SANC in Primary Care Nursing. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1:** A Minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A Minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification or post-graduate diploma in the relevant specialty. Inherent requirement of the job: Valid (Code B/EB) driver's license. Willingness to work overtime when needed. Willingness to drive a mobile clinic vehicle. Competencies (knowledge/skills): NIMART training or experience. Good communication skills Problem solving, report writing, liaison and facilitation skills. Basic computer skills in (i.e. MS Word, Excel, Outlook, Teams).

DUTIES : Assist with the management of the Burden of disease according to the comprehensive health programmes. Quality of service Plan and implement

Health Promotion and Prevention activities in facility and Community. Link to the community structures and NPO's. Collect data and submit reports. Provide PHC services to the surrounding communities. Assist with the management of Human Resources, Finance, SCM, Strategy and Health support and Infrastructure and equipment management under supervision.

ENQUIRIES : Ms A Lamprecht Tel No: (044) 604 - 6106

NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/ oral assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. -This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48) or post graduate diploma in Primary Care Nursing accredited with the SANC (R635). It should be noted that advertised posts are linked to the Institution/ Facility that forms part of the Ecosystem Service platform. Upon appointment, incumbents will be expected to render clinical services across institutions in the Ecosystem, as needed to sustain health service delivery.

POST 39/362 : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE) (X5 POSTS)**
Garden Route District

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

CENTRE : PHC Support and Outreach, George Sub-district Clinics

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year diploma in Clinical Nursing Science: Health Assessment, Treatment and Care, accredited with the SANC (R48). OR A 4-year bachelor's degree in nursing (R174) or equivalent qualification (R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Primary Care Nursing. Registration with a professional council: Registration with SANC as a Professional Nurse. Experience: **Grade 1:** A Minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A Minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification or post-graduate diploma in the relevant specialty. Inherent requirement of the job: Valid (Code B/EB) driver's license. Willingness to work overtime when needed. Willingness to drive a mobile clinic vehicle. Competencies (knowledge/skills): NIMART training or experience. Good communication skills. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in (i.e. MS Word, Excel, Outlook, Teams).

DUTIES : Assist with the management of the Burden of disease according to the comprehensive health programmes. Quality of service Plan and implement Health Promotion and Prevention activities in facility and Community. Link to the community structures and NPO's. Collect data and submit reports. Provide PHC services to the surrounding communities. Assist with the management of Human Resources, Finance, SCM, Strategy and Health support and Infrastructure and equipment management under supervision.

ENQUIRIES : Ms MJF Marthinus Tel No: (044) 814 -1100

NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/ oral assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only

applicable to candidates who apply for the first time for registration in the post basic qualification in: Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48) or post graduate diploma in Primary Care Nursing accredited with the SANC (R635).

POST 39/363 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MATERNITY)**
Central Karoo District

SALARY : Grade 1: R495 423 per annum
Grade 2: R607 350 per annum
(Plus non pensionable rural allowance of 12% of your annual basic salary)

CENTRE : Beaufort West Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC Advance Midwifery and Neonatal Nursing Science (R212). OR A 4-year bachelor's degree in nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-graduate diploma (R635) accredited with the SANC in Midwifery. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years' appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years' appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post-basic qualification or post-graduate diploma in the relevant specialty. Inherent requirement of the job: Willingness to work shifts, night duty, overtime, public holidays and weekends. Competencies (knowledge/skills): Good communication skills (both written and verbal). Appropriate supervisory skills and optimal utilisation of subordinates. Knowledge of maternal and neonatal health care services within the hospital setting. Computer literacy.

DUTIES : Provision of optimal, holistic specialized quality patient care and health service delivery. Effective implementation of infection control policies and health and safety legislation. Effective utilization of all human- and physical resources. Assist with Financial management and cost containment. Participate in health research, data collection & quality improvement initiatives. Provision of Support to Nursing Services.

ENQUIRIES : Mr T Ntombana Tel No: (023) 414 - 8200

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical/written and oral assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification or post graduate diploma in the relevant specialty. It should be noted that advertised posts are linked to the Institution/ Facility that forms part of the Ecosystem Service platform. Upon appointment, incumbents will be expected to render clinical services across institutions in the Ecosystem, as needed to sustain health service delivery.

POST 39/364 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MATERNITY)**
West Coast Health District

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

CENTRE : Clanwilliam Hospital, Cederberg Sub-District

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatal Nursing

Science (R212) OR A 4-year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R 1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Midwifery. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years appropriate recognisable experience in nursing after registration with the SANC as 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 or post graduate diploma in the relevant specialty. Inherent requirements of the job: Must be prepared to work shifts, weekends, public holidays and overtime. Competencies (knowledge/skills): Computer literate (MS Word and Excel) and knowledge of recordkeeping procedures. Ability to accept accountability and responsibility and to work independently and unsupervised.

DUTIES : Provision of high quality, holistic and specialized Nursing care within set standards and within Professional / legal framework in a specialized Maternity section. Effective utilization of Human, financial and material resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional growth/ ethical standards and self-development.

ENQUIRIES : Mr NM Goeieman Tel No: (027) 482-2166

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidate will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification or post graduate diploma in the relevant specialty.

POST 39/365 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MATERNITY) (X5 POSTS)**

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

CENTRE : **Tygerberg Hospital, Parow Valley:**
(Post Natal and Antenatal (X2 Posts)
Antenatal (X1 Post)
OBS and Gynaecology (X2 Posts)

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification, with duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Or A 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post Graduate Diploma (R635) accredited with the SANC in Midwifery. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the relevant speciality after obtaining the 1-year post-basic qualification or post graduate diploma in the relevant specialty. Inherent requirement of the job: Willingness to work shifts, day & night duty, weekends and public holidays to meet the operational requirements. Willingness to rotate within the maternity module. 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.

DUTIES : 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. Utilise human, material and physical resources and develop self and others.

ENQUIRIES : Ms V Dubase Tel No: (021) 938-4000

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within 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 Advanced Midwifery and Neonatal Nursing Science or post Graduate Diploma (R635) accredited with the SANC in Midwifery.

POST 39/366 : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)**
West Coast District

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

CENTRE : Malmesbury CDC, Swartland Sub-District

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council as a Professional Nurse. A post-basic qualification, with a duration of at least a 1-year diploma, in Clinical Nursing Science: Health Assessment, Treatment and Care, accredited with the SANC (R 48) OR a 4-year bachelor's degree in nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council as a Professional Nurse. A postgraduate diploma (R635) accredited with the SANC in Primary Care Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General nursing. **Grade 2:** A minimum of 14 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific speciality after obtaining the one-year post-basic qualification as mentioned above. OR A post graduate diploma (R635) accredited with the SANC in Primary Care Nursing. Inherent requirements of the job: A valid (Code B/EB) driver's license. Competencies (knowledge/skills): Computer literacy (MS Word and Excel). Demonstrate in-depth knowledge of Nursing and public service legislation. Appropriate experience in a primary health care setting. Appropriate experience in rendering a support service.

DUTIES : The effective execution and assist with the management of relevant Curative Programs within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. The effective execution and assist with the management of relevant Child Health within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. The effective execution and assist with the management of relevant Women's Health within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. The effective execution and assist with the management of relevant HAST programs within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. The effective provision of high-quality services measured by outcomes of all of the quality assurance activities.

ENQUIRIES : Mr RA Christoffels Tel No: (022) 482-2729

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical/written and oral assessment. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for 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 Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48) or a post graduate diploma (R635) accredited with the SANC in Primary Care Nursing. It should be noted that advertised posts are linked to the Institution/ Facility that forms part of the Ecosystem Service platform. Upon appointment, incumbents will be expected to render clinical services across institutions in the Ecosystem, as needed to sustain health service delivery.

POST 39/367 : **EMS STATION MANAGER GRADE 3 TO 6 (X4 POSTS)**
Chief Directorate: Emergency and Clinical Support Services

SALARY : Grade 3: R413 199 per annum
Grade 4: R499 311 per annum
Grade 5: R584 604 per annum
Grade 6: R649 260 per annum

CENTRE : Overberg (Swellendam and Caledon)
Cape Winelands (Robertson)
West Coast (Vredenburg), Emergency Medical Services

REQUIREMENTS : Minimum educational qualification: **Grade 3:** Successful completion of the Immediate Life Support (ILS) that allows registration with the HPCSA as Ambulance Emergency Assistant (AEA). **Grade 4:** Successful completion of the Emergency Care Technician Course (ECT) that allows registration with HPCSA as Emergency Care Technician (ECT). **Grade 5:** Successful completion of the Critical Care Assistant course (CCA) or National Diploma that allows registration with the HPCSA as a Paramedic. **Grade 6:** Successful completion of the B-Tech Degree that allows registration with the HPCSA as an Emergency Care Practitioner (ECP). Registration with a professional council: **Grade 3:** Registration with the Health Professions Council of South Africa as an AEA. **Grade 4:** Registration with the Health Professions Council of South Africa as an ECT. **Grade 5:** Registration with the Health Professions Council of South Africa as a Paramedic. **Grade 6:** Registration with the Health Professions Council of South Africa as an ECP. Experience: Grade 3: Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as Ambulance Emergency Assistant (AEA). Grade 4: Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as Emergency Care Technician (ECT). Grade 5: Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as a Paramedic. Grade 6: Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as Emergency Care Practitioner (ECP). Inherent requirement of the job: Current registration as an AEA, ECT, Paramedic or ECP. Valid code C1 driver's license. Valid Code 10 Professional driver's permit. Physical and mental fitness as an Emergency Services practitioner. Competencies (knowledge/skills): Excellent knowledge of all levels of Emergency Care protocols. Good communication and interpersonal skills. -Computer literacy in the MS Office package. Report writing skills.

DUTIES : Manage pre-hospital Emergency Care Services within the geographic area and respond to incidents when required. Ensure that the maintenance of Emergency vehicles and equipment are managed effectively and efficiently. Maintain responsibility for the audit compliance with regards to Supply Chain Management and Human Resource matters, inclusive of the Station's budget allocation and facilitation of account payments for goods and services. Effectively manage and supervise staff in relation to the Human Resource and Labour Relations function. Ensure effective communication with regards to meetings, workshops, debriefs, compiling stats and report writing. Effective support to District Manager and act in management capacity when required.

ENQUIRIES : EMS Overberg District Office – Ms Y Avontuur Tel No: (028) 312-3219 / Mr M Jacobs Tel No: (028) 284-9100

EMS West Coast District Office; Mr E Pedro Tel No: (022) 433-8853 / Ms S Andrew Tel No: (022) 433-8853
EMS Winelands District Office - Mr I Naidoo Tel No: (023) 346-6000 / Ms A Botha Tel No: (023) 346-6022

NOTE : No payment of any kind is required when applying for this post.

POST 39/368 : **SPEECH THERAPIST GRADE 1 TO 3**
(Contract until March 2029)
Garden Route District

SALARY : Grade 1: R413 121 per annum
Grade 2: R482 499 per annum
Grade 3: R564 822 per annum

CENTRE : Garden Route District Office, George

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Speech Therapist and Audiologist or Speech Therapist. Registration with a professional council: Registration with the HPCSA as a Speech Therapist and Audiologist or Speech Therapist. Experience: **Grade 1:** None after registration with the HPCSA in the relevant profession in Speech Therapy or Speech Therapy and Audiology (where applicable in respect of RSA qualified employees). 1-year relevant experience after registration with the HPCSA in Audiology or Speech Therapy and Audiology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years' relevant experience after registration with the HPCSA in Speech Therapy or Speech Therapy and Audiology in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA in Audiology or Speech Therapy and Audiology in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. **Grade 3:** A minimum of 20 years' relevant experience after registration with the HPCSA in Speech Therapy or Speech Therapy and Audiology in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA in Audiology or Speech Therapy and Audiology in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Inherent requirement of the job: A valid (Code B/EB) drivers' licence. Competencies (knowledge/skills): Adhere to all departmental requirements and protocols. Excellent report, clinical note and referral writing skills. Good computer skills (MS Word, Excel and PowerPoint). Comply with National Core Standards and or ideal facility/clinic requirements as applicable. Ability to provide Speech Therapy services independently and as part of a team. Clinical therapeutic skills including assessment techniques, treatment, discharge planning and follow up as needed.

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

ENQUIRIES : Ms B Zandberg Tel No: (044) 803 - 2700

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in

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

POST 39/369 : **COMMUNITY LIAISON OFFICER**
Chief Directorate: Metro Health Services

SALARY : R413 001 per annum
CENTRE : Klipfontein / Mitchells Plain Sub-structure office
REQUIREMENTS : Minimum educational qualification: An appropriate National Diploma (NQF 6) or equivalent. Experience: Appropriate experience in facilitating community participation. Inherent requirement of the job: Valid Code B/EB driver's license and willingness to travel. Competencies (knowledge/skills): Understanding of Project Management and evaluation of projects. A working knowledge of Health-related regulation pertaining to the district health council, the hospital boards and clinic committees. Good co-ordination, problem solving and training skills. Computer literacy (Ms Word, PowerPoint and Excel). Working knowledge of governance-related legislation and regulations, and health promotion principles. Understanding of communication processes with communities, internal staff, and external partners. Ability to compile reports, take minutes, capture community feedback, and perform administrative duties accurately.
DUTIES : Plan and ensure successful implementation of the Health Facilities Board Act. Liaise with health orientated community organisations to ensure effective communication between services and the communities. Organise, co-ordinate, conduct and monitor effective capacity building programs for relevant role players. Responsible for the representation and marketing of the Sub-structure Office health services at the relevant health orientated community organisations. Interact with management and other colleagues of the Sub-structure Office. Perform related administrative duties. Provide technical and administrative support to the Violence Prevention unit, as required.
ENQUIRIES : Dr M Paleker Tel No: (021) 370-5000
NOTE : No payment of any kind is required when applying for this post.

POST 39/370 : **RADIOGRAPHER GRADE 1 TO 3 (DIAGNOSTIC)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R413 121 per annum
Grade 2: R482 499 per annum
Grade 3: R564 822 per annum
CENTRE : Victoria Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer in Diagnostic Radiography. Registration with a professional council: Registration with the HPCSA as a Diagnostic Radiographer. Experience: **Grade 1:** None after registration with the HPCSA as Radiographer in Diagnostic Radiography in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years relevant experience after registration with the HPCSA as Radiographer in Diagnostic Radiography in respect of SA qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 20 years relevant experience after registration with the HPCSA as Radiographer in Diagnostic Radiography in respect of SA qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Render a 40 - hour service as determined by the department. Competencies (knowledge/skills): Knowledge of protocols, radiation protection, quality assurance and equipment safety. Good

interpersonal skills and perform effectively as part of a multidisciplinary team. Knowledge of Patient Archiving and Communication Systems and Radiology Information Systems.

DUTIES : Provide a Radiographic service. Produce diagnostic images of high quality. Optimal patient care. Safe use and care of equipment. Accurate record keeping. Assist with training of community service Radiographers and students. Participate in continuing professional development activities. Participate in a after hour service of the department.

ENQUIRIES : Ms T September Tel No: (021) 799-1173

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted 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)"

POST 39/371 : **CLINICAL TECHNOLOGIST GRADE 1 TO 3 (CRITICAL CARE)**

SALARY : Grade 1: R413 121 per annum
Grade 2: R482 499 per annum
Grade 3: R564 822 per annum

CENTRE : Red Cross War Memorial Children's Hospital, Rondebosch

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as Clinical Technologist: Critical Care. Registration with a professional council: Registration with the HPCSA as a Clinical Technologist in Critical Care. Experience: **Grade 1:** None after registration with the HPCSA as a Clinical Technologist. 1-year relevant experience after registration with the 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. **Grade 2:** A minimum of 10 years' relevant experience after registration with the HPCSA as Clinical Technologist, in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the 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. **Grade 3:** A minimum of 20 years' relevant experience after registration with the HPCSA as Clinical Technologist. A minimum of 21 years' relevant experience after registration with the 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. Inherent requirements of the job: Required to Independently do standby and overtime. Competencies (knowledge/skills): Adhere to all legal requirements, protocols and procedures. Ability to perform procedures at a highly skilled level. Problem solving skills. Good human relations skills, be reliable, responsible and hardworking. The ability to prioritize and manage time effectively. Work well within a group at all levels of authority. Good writing and communication skills. Basic computer literacy.

DUTIES : Deliver comprehensive critical care clinical technology services to all patients at a tertiary level. Actively participate in clinical ward rounds and multidisciplinary team meeting discussions to ensure collaboration with all health professionals. Contribute to Critical Care department administration functions to ensure effective service delivery. Support all forms of training as required in an academic facility.

ENQUIRIES : Mr E Isaacs Tel No: (021) 658-5465/5954 or email: Isaacs@westerncape.gov.za

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration as Clinical Technologist: Critical Care with the relevant council (including individuals who must apply for change in registration status).

POST 39/372 : **COMMUNITY LIAISON OFFICER**
Chief Directorate: Metro Health Services

SALARY : R413 001 per annum
CENTRE : Northern/Tygerberg Sub-structure Office
REQUIREMENTS : Minimum educational qualification: Appropriate National Diploma (NQF 6) or equivalent qualification. Experience: Appropriate experience in community engagement, communication, and stakeholder coordination. Inherent requirements of the job: A valid Code B/EB driver's license. Willingness and ability to travel for official duties. Competencies (knowledge/skills): Working knowledge of governance-related legislation and regulations, and health promotion principles. A working knowledge of Health related regulation pertaining to the district health council, the hospital boards and clinic committees. Good co-ordination, problem solving and training skills. Computer literacy (Ms Word, PowerPoint and Excel). Understanding of Project Management and evaluation of projects. Understanding of communication processes with communities, internal staff, and external partners. Ability to compile reports, take minutes, capture community feedback, and perform administrative duties accurately.
DUTIES : Implement the Western Cape Health Facility Boards and Committees Act ("the Act") by planning, coordinating, and supporting effective governance structures. Coordinate capacity-building programmes by organising, implementing, and monitoring training initiatives for relevant community and facility role players. Represent and promote Sub-Structure Office health services within relevant health-orientated community organisations. Facilitate and support stakeholder engagement meetings, forums, and community dialogues and meetings. Identify community needs, concerns, and service delivery challenges and report these to management. Compile reports, minutes, community feedback summaries, and attendance registers, and provide technical and administrative support to the Violence Prevention Unit and other components as required.
ENQUIRIES : Ms. J Pieterse Tel No: (021) 830-3797
NOTE : No payment of any kind is required when applying for this post.

POST 39/373 : **EMS SHIFT LEADER GRADE 3 TO 6 (RURAL) (X4 POSTS)**
Chief Directorate: Emergency and Clinical Support Services

SALARY : Grade 3: R348 636 per annum
Grade 4: R413 199 per annum
Grade 5: R499 311 per annum
Grade 6: R613 020 per annum
CENTRE : EMS, Garden Route District (Uniondale)
Overberg District (Barrydale)
West Coast District (Vredendal)
Central Karoo (Beaufort West)
REQUIREMENTS : Minimum educational qualification: **Grade 3:** Successful completion of the Intermediate Life Support (ILS) that allows registration with the HPCSA as Ambulance Emergency Assistant (AEA). **Grade 4:** Successful completion of the Emergency Care Technician (ECT) that allows registration with the HPCSA as Emergency Care Technician (ECT). **Grade 5:** Successful completion of the Critical Care Assistant course (CCA) or National Diploma that allows registration with the HPCSA as Paramedic. **Grade 6:** Successful completion of the B-Tech Degree that allows registration with the HPCSA as Emergency Care Practitioner (ECP). Registration with a professional council: **Grade 3:** Registration with the Health Professions Council of South Africa as an AEA. **Grade 4:** Registration with the Health Professions Council of South Africa as an ECT. **Grade 5:** Registration with the Health Professions Council of South Africa as a Paramedic. **Grade 6:** Registration with the Health Professions Council of South Africa as an ECP. Experience: Grade 3: Minimum of 3 years' experience within your current registration category with the Health Professions Council of South Africa as Ambulance Emergency Assistant (AEA). Grade 4: Minimum of 3 years' experience within your current registration category with the Health Professions Council of South Africa as Emergency Care Technician (ECT). Grade 5: Minimum of 3 years' experience your current registration category with the Health Professions Council of South Africa as Paramedic (CCA or N.DIP). Grade 6: Minimum of 3 years' experience your current registration category with the Health Professions Council of South

Africa as Emergency Care Practitioner (ECP). Inherent requirements of the job: Current registration with HPCSA as an AEA, ECT, Paramedic or ECP. Valid code C1 driver's license. Current Professional driver's permit. Competencies (knowledge/skills): Excellent knowledge of all levels of Emergency Care protocols. Good communication and interpersonal skills. Computer literacy in the MS Office package. Report writing skills.

DUTIES : Effective pre-hospital Emergency Medical Care and response to incidences when required. Ensure effective supervision and maintenance of Emergency Vehicles and equipment in line with the Financial and Fleet directives. Ensure effective report writing with regards to accident and incident reports, loss and theft control incidents and safety incidents. Ensure effective communication with regards to patients, colleagues, other services, and members of the Public. Supervise and manage rostered shifts and personnel in line with People Management policies and practices. Provide an effective administrative support to the Supervisor when required.

ENQUIRIES : EMS Overberg District Office – Ms Y Avontuur Tel No: (028) 312-3219 / Mr M Jacobs Tel No: (028) 284-9100
EMS Garden Route District Office Mr J Jansen Tel No: (044) 802-2517 / Ms L. Jacobs Tel No: (044) 802-2521
EMS West Coast District Office – Mr E. Pedro Tel No: (022) 433-8853 / Ms S. Andrew Tel No: (022) 433-8853
EMS Central Karoo District Office – Mr J. Jansen Tel No: (023) 449-8202 / Ms L. Fortuin Tel No: (023) 449 8209

NOTE : No payment of any kind is required when applying for this post.

POST 39/374 : **ADMINISTRATIVE OFFICER: FINANCE/ADMIN (REVENUE)**

SALARY : R338 106 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : 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 experience in a Debt and Revenue Management/Hospital accounting environment. Appropriate experience in BAS, AR, Clinicom and supervisory exposure. Inherent requirement of the job: Willingness to rotate within Revenue Section and relieve colleagues. Willingness to work overtime when required. Competencies (knowledge/skills): Good communication skills (written and verbal). Ability to plan, organize and prioritize responsibilities. Ability to work under pressure, independently and meet time-frames. Good management skills with analytical abilities. Good interpersonal and labour relations abilities. Knowledge of Hospital Fees Memorandum Chapter 18, UPFS, BAS, HIS, Clinicom, Accounts Receivable (AR) System, JAC and Finance instructions. Computer literacy (Microsoft Office). Strong sense of confidentiality and trustworthiness. Knowledge of PFMA, Treasury and Finance Instructions.

DUTIES : Supervise and coordinate the operational duties of the Hospital Fees Department (all categories). Monitor and oversee financial transactions relating to HIS, BAS, Cash Management, Credit Balances, and JAC. Supervise and coordinate Patient Fees Debt Management processes, including Irrecoverable Debt Relief Delegations. Oversee and monitor Patient Fees Revenue Management functions (EDI, follow-up of medical aid and non-medical aid invoices, RAF, Foreign Patients, Research Patients, IOD, and State Departments) in accordance with the Hospital Fees Manual Chapter 18 and relevant Finance Instructions. -Supervise human resource administration, performance management, and labour relations matters within the section. Facilitate client liaison and information management, including the interpretation, communication, and implementation of Finance Instructions. Oversee file management and the disposal/destruction of State records in accordance with applicable policies. Attend and participate in relevant meetings and forums.

ENQUIRIES : Mr LI Kitshini Tel No: (021) 938-4387
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be required to complete a practical test.

POST 39/375 : **ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (PROCUREMENT)**

SALARY : R338 106 per annum
CENTRE : Red Cross War Memorial Children's Hospital, Rondebosch
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in Supply Chain Management (Procurement). Appropriate experience in the Procurement Process. Competencies (knowledge/skills): Appropriate knowledge of and practical experience in Logis and the Integrated Procurement Solutions (ePS). Good verbal and written communication skills. Computer literacy in MS Word, MS Excel, Outlook. Good organizational skills. Be able to manage a team of Procurement Clerks. Knowledge and experience of the Procurement 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. Knowledge of Accounting officer system and maintenance services 16B.
DUTIES : Facilitate the Procurement process for Red Cross War Memorial Children's Hospital from demand to delivery, inclusive of non-performance management administrative duties. Effective and efficient management of the Procurement on Logis and Electronic Procurement Solutions (ePS) environment. Perform the duties as an Approver on ePS. Ensure the effective application of procurement policy processes including management of acquisition, contract and demand management. Coordinate and advise on the process of drafting specifications. Authorize transaction on LOGIS. Reporting on internal and external stakeholders (IFS, AFS and other). Accurate and timeous reporting of information related to medical consumables and all the other items that are used in the Hospital environment to internal and external stakeholders. Effective procurement of all institutional assets, consumables, medical items, major and minor and ensuring budgets are spent. Liaise with end users, service providers and other departments regarding Supply Chain matters. Effective management of Institution's Infrastructure procurement. Ability to work overtime as and when required. Developing and training staff in Supply Chain Management. Perform supervisory functions by advising training and development of own staff.
ENQUIRIES : Mr S Ntsonkotha Tel No: (021) 658-5892
NOTE : No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test.

POST 39/376 : **ADMINISTRATIVE OFFICER: WELLNESS COORDINATOR**

SALARY : R338 106 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: An appropriate National Diploma (NQF 6) or equivalent. Experience: Appropriate experience in an Employee Wellness space. Competencies (knowledge/skills): Need to have insight into the epistemology of wellness. Report writing skills.
DUTIES : Conduct monitoring and evaluation and compile regular reports. Ensure contract administration related to employee health and wellness projects and programmes implementation. Administer and implement projects and programmes that promote employee health and wellness. Provide input into policy development and facilitate the implementation of strategy / policies.
ENQUIRIES : Ms N Mqushulu Tel No: (021) 404-6313
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.

POST 39/377 : **ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT: EMPLOYEE SERVICES (RECRUITMENT AND SELECTION)**

SALARY : R338 106 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Human Resource Management:

Recruitment and Selection. Competencies (knowledge/skills): Excellent verbal and written communication. Ability to work in a team. Computer skills. Extensive knowledge of HR Policies, procedures, practises relevant to Recruitment and Selection.

DUTIES : Render a recruitment and selection function. Ensure paid and unpaid employment contract are accurately and timeously issued. Assist with grievances/disputes linked to recruitment and selection. Compile database on status of advertised posts. Supervise and develop subordinates.

ENQUIRIES : Ms B Alexander Tel No: (021) 404-2271

NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a competency test.

POST 39/378 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: FEMALE/ CHILDREN'S WARDS)**
Garden Route District

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

CENTRE : Mossel Bay Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with SANC as a Professional Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to work shifts, night duty, overtime, public holidays and weekends. Willingness to rotate to other wards in 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. Excellent communication and interpersonal skills (both written and verbal). Knowledge of nursing practices and Infection Prevention and Control measures.

DUTIES : Provide direction and supervision for the implementation of the nursing plan (clinical practice or patient care). Implement standards, practices, criteria, and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain constructive working relationship with nursing and other stakeholders. Utilise human, material, and physical resources efficiently and effectively. Participate in training, development and research within the nursing department. Provision of support to nursing services.

ENQUIRIES : Ms JA Mahlangu Tel No: (044)604 - 6104

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). -It should be noted that advertised posts are linked to the Institution/ Facility that forms part of the Ecosystem Service platform. Upon appointment, incumbents will be expected to render clinical services across institutions in the Ecosystem, as needed to sustain health service delivery.

POST 39/379 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: PRIMARY HEALTH CARE)**
Garden Route District

SALARY : Grade 1: R337 359 per annum

Grade 2: R411 978 per annum
Grade 3: R495 423 per annum

CENTRE : Asla Clinic, Mossel Bay Sub-district

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with SANC as a Professional Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to work overtime when needed. Valid driver's license and willingness to drive a mobile clinic vehicle. Competencies (knowledge/skills): Planning and organisational Skills. Self- discipline and motivation. The ability to function independently under pressure. Good communication skills.

DUTIES : Provide direction and supervision for the implementation of quality comprehensive nursing care within the Primary Health Care context. Maintain ethical practise within legal and regulatory frameworks. Maintain a constructive working relationship with all relevant stakeholders of the Primary Health Care Team. Utilize human, material and physical resources efficiently and effectively. Participate in training programmes and research activities. Maintain workplace disciplinary of sub-ordinates.

ENQUIRIES : Ms A Lamprecht Tel No: (044) 604 - 6106

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply.? Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). -It should be noted that advertised posts are linked to the Institution/ Facility that forms part of the Ecosystem Service platform. Upon appointment, incumbents will be expected to render clinical services across institutions in the Ecosystem, as needed to sustain health service delivery.

POST 39/380 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (X3 POSTS)**
Chief Directorate: Metro Health Services

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

CENTRE : Neuro Rehab (X2 Posts) and Nursing Relief (X1 Post), Western Cape Rehabilitation Centre

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 4 year Bachelor Degree in Nursing (R174) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 3 year Diploma in Nursing (R171) that allows registration with the South African Nursing Council (SANC) AS A General Nurse. Registration with a professional council: Registration with SANC as a Professional Nurse or General Nurse. Experience: **Grade 1:** None after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in Nursing after registration with SANC as a professional Nurse with SANC in General Nursing**. Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration with SANC as a professional Nurse with SANC in General Nursing. Inherent requirements of the job: Willingness to work shifts, overtime, weekends and public holidays to meet operational requirements. Willingness to rotate to other

wards when required. Competencies (knowledge/skills); Knowledge and understanding of Nursing processes, procedures and other relevant legal and ethical practises. Computer Literacy in MS Office and MS outlook. Good Communication skills (both written and verbal). Ability to function independently as well as in a multi-disciplinary team to ensure good patient care. Good report writing skills.

DUTIES : Provision of optimal, holistic, Nursing Care within set standards and within a professional, legal framework as a Professional Nurse. Effective utilisation of human and financial resources to ensure optimal operational function. Participation in training, development, and research within the nursing department. Delivering a support service to the Nursing Service and the institution. Maintaining ethical standards and promoting professional growth and self-development. Supporting and participating in interdisciplinary team functioning to ensure comprehensive rehabilitation service delivery. Contributing to discharge planning for integration of patients into home and community. Assist nursing staff in the application of nursing care processes and procedures.

ENQUIRIES : Ms V Abrahams Tel No: (021) 370-2407

NOTE : No payment of any kind is required when applying for this post.

POST 39/381 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING)**
West Coast District

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

CENTRE : Radie Kotze Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse OR A 4 year Bachelor Degree in Nursing (R174) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse OR A 3 year Diploma in Nursing (R171) that allows registration with the South African Nursing Council (SANC) AS A General Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse or General Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekend cover for nursing. Willingness to travel, work extra hours and be on standby. Rotate to other Departments, excluding Maternity department. Competencies (knowledge/skills): Knowledge of Infection Prevention Control, control measures and practices. Knowledge of Nursing practices. Problem solving, report writing, liaison and facilitation skills. Good interpersonal and organisational skills and the ability to communicate effectively (verbal and written).

DUTIES : Provision of optimal, holistic nursing care with set standards and within a professional/legal framework. Effective utilisation of resources. Participation in training and research. Provision of Support to Nursing Services. Maintain professional/ethical standards and self-development.

ENQUIRIES : Ms TJ Fredericks Tel No: (022) 814- 0462 / (022) 931-2140

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

POST 39/382 : **PHARMACIST ASSISTANT (POST BASIC) GRADE 1 TO 3 (X2 POSTS)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R275 340 per annum
Grade 2: R318 666 per annum
Grade 3: R343 761 per annum

CENTRE : Klipfontein / Mitchells Plain Sub-structure office

REQUIREMENTS : Minimum educational qualification: As required by the training facility and the South African Pharmacy Council (SAPC) plus Post-Basic Pharmacist Assistant qualification that allows registration with the SAPC as a Pharmacist Assistant (Post-Basic) (Institutional) or Pharmacist Assistant (Post-Basic). Registration with a professional council: Registration with the SAPC as Pharmacist Assistant (Post-Basic) Institutional or Pharmacist Assistant (Post Basic). Experience: **Grade 1:** None after registration with the SAPC as Pharmacist Assistant (Post-Basic). **Grade 2:** A minimum of 5 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. **Grade 3:** A minimum of 13 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Inherent requirement of the job: Valid (Code B/EB) drivers license.

DUTIES : Engage and liaise with relevant internal and external stakeholders. Assist the Manager: Pharmaceutical Services with the management and coordination of private providers within KMPSS. Assist private providers with stock-related and other operational pharmacy queries. Provide Pharmacist's Assistant (Post-Basic) services at Primary Health Care facilities within KMPSS on a rotational basis.

ENQUIRIES : Mr M Roomanay Tel No: (021) 370-5128

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). Candidates will be subjected to a written/practical and oral assessment.

POST 39/383 : **ADMINISTRATION CLERK: HEALTHNET (RURAL) (X2 POSTS)**
Chief Directorate Emergency and Clinical Support Services

SALARY : R237 453 per annum

CENTRE : Emergency Medical Services, Cape Winelands and West Coast District

REQUIREMENTS : Minimum educational qualification: A Matric (Grade 12) qualification or equivalent. Experience: Appropriate computer experience in Microsoft Word and Excel. Inherent requirement of the job: A Valid Code 8 driver's license. Willing to travel between EMS districts and external stakeholders. Competencies (knowledge/skills): Computer literate in MS Word and Excel. Ability to work independent as well as in a team.

DUTIES : Accurately record information on the online booking system to ensure data integrity. Liaise daily with district and secondary hospitals to decant discharge patients. Accurate compiling daily discharge and HealthNet statistics for the district. Daily distribution of documents to HealthNet staff and management. Contact clients and provide them with updated information when needed. Monitoring of Healthnet fleet to assist operational component.

ENQUIRIES : EMS West Coast District Office – Mr E Pedro Tel No: (022) 433-8853 / Ms S Andrew Tel No: (022) 433-8853
EMS Cape Winelands District Office - Mr I Naidoo Tel No: (023) 346-6000 / Ms A Botha Tel No: (023) 346-6022

NOTE : No payment of any kind is required when applying for this post.

POST 39/384 : **ADMINISTRATION CLERK: SUPPORT (AEROMEDICAL SERVICES)**
Chief Directorate: Emergency and Clinical Support Services

SALARY : R237 453 per annum

CENTRE : Emergency Medical Services

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience with administration of financial processes and information. Appropriate experience verifying invoices, claims and supporting proof of service. Appropriate experience dealing with contracted providers, Finance and Supply Chain Management. Inherent requirement of the job: Valid driver's license. Computer literacy in Microsoft Office, e-mail and internet. Willingness to travel when required. Competencies (knowledge/skills): Knowledge of invoice processing, claims reconciliation, expenditure monitoring and recordkeeping. Knowledge of service level agreements, purchase orders, financial controls and PFMA requirements. Ability to prioritize, solve problems, meet deadlines and maintain accurate records. Ability to work independently and in a team, with good communication and interpersonal skills.

DUTIES : Receive, register and track invoices from contracted providers, including private ambulance companies, AMS and NPOs. Verify invoices and supporting proof of service against service level agreements, purchase orders, tariffs and approved activity. Reconcile provider claims and follow up on missing, duplicate or inconsistent information. Maintain monthly expenditure and utilisation records for the Business Solutions contract and contracted provider portfolio. Flag expenditure risks, outstanding invoices and over- or under-utilisation for management attention. Liaise with contracted providers, Finance and Supply Chain Management and provide administrative support to the EMS Supervisors.

ENQUIRIES : Dr L van Rensburg Tel No: (083) 320-6584 or email: Louis.VanRensburg@westerncape.gov.za

NOTE : No payment of any kind is required when applying for this post.

POST 39/385 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (STORES)**

SALARY : R237 453 per annum

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in Supply Chain Management and Warehouse environment. Competencies (knowledge/skills): Practical skills in SYSPRO / LOGIS. Organisation skills. Good interpersonal and communication skills. Computer skills (MS Word, MS Excel, Outlook).

DUTIES : Ensure the effective running of the store/warehouse. To verify stock holding and identify slow moving stock. Proper filing and updating of electronic system. Communicate and manage suppliers. Proper resolution of queries and provide assistance where needed.

ENQUIRIES : Ms A Ismail Tel No: (021) 404-5181

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.

POST 39/386 : **ADMINISTRATION CLERK: HRM (EMPLOYEE SERVICES) (RECRUITMENT AND SELECTION)**

SALARY : R237 453 per annum

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Recruitment and Selection. Competencies (knowledge/skills): Computer literacy. Attention to detail, relationship building skills, multi-tasking, time management, critical and analytical thinking. Knowledge of the Western cape Government Recruitment and Selection policy.

DUTIES : Filing of documents and maintenance of various HR databases. Support Selection Panel as HR Advisor. Process and facilitate paid/unpaid job offers and contracts of employment. Hosting of fingerprints and sending documents to external service provider for verification.

ENQUIRIES : Ms D Bailey Tel No: (021) 404-2362

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.

POST 39/387 : **ADMINISTRATION CLERK: FINANCE/ADMIN (EXPENDITURE CONTROL)**
Chief Directorate: Metro Health Services

SALARY : R237 453 per annum
CENTRE : Metro TB Hospital Complex
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA'S) of the post. Experience: Appropriate experience in financial and expenditure management. Competencies (knowledge/skills): Sound Knowledge of the Public Finance Management Act (PFMA), National and Provincial Treasury Regulations, Accounting Officer's System of the Department of Health. Computer literacy (MS Word, Excel and Outlook).
DUTIES : Compile, verify and process payments on the BAS and LOGIS systems, and reconcile supplier statements. Control, verify, capture journals and report on Asset and Liability accounts including clearance of Asset and Liability Accounts. Handling revenue and petty cash administration. Assist in compilation of IFS and AFS, leases and 30-day payment reporting. Support to supervisor.
ENQUIRIES : Ms P Sandile Tel No: (021) 508-7410
NOTE : No payment of any kind is required when applying for this post.

POST 39/388 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (PROCUREMENT)**
Chief Directorate: Metro Health Services

SALARY : R237 453 per annum
CENTRE : Victoria Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics 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 Supply Chain Management experience including Procurement of Goods and Services. Inherent requirements of the job: Valid Code E/EB Driver's License. Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel and PowerPoint). Ability to function independently as well as in a multi-disciplinary team. Knowledge of LOGIS, ESL (Essential Supplier List) and Electronic Procurement System systems. Knowledge of the Public Finance Management Act (PFMA), National, Provincial Treasury, Regulations, Policies. Knowledge of Supply Chain Management and Finance administrative processes.
DUTIES : Demand and Acquisitioning of goods and services including drafting of specifications, conducting site meetings, advertising and evaluations of RFQs on the Electronic Purchasing System. Ensure Audit Compliance. Internal control and Supply Chain Management Reporting. Support to Supervisor, Team and end users in terms of procurement related queries.
ENQUIRIES : Ms CC Dyini Tel No: (021) 799-1290
NOTE : No payment of any kind is required when applying for this post.

POST 39/389 : **STAFF NURSE GRADE 1 TO 3 (PSYCHOGERIATRIC WARD)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R229 440 per annum
Grade 2: R272 778 per annum
Grade 3: R319 071 per annum
CENTRE : Alexandra Hospital
REQUIREMENTS : Minimum Educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with a professional council: Registration with the SANC as a Staff Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as a Staff Nurse**. Grade 3:** A minimum of 20 years appropriate/ recognizable experience in nursing after registration with the SANC as a Staff Nurse. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends, and public holidays to meet the operational requirements. Must be prepared to assist in all departments according to operational requirements. Competencies (knowledge/skills): Good communication and interpersonal relationships. Basic computer skills in

MS Word, Excel, Outlook. Knowledge of relevant legislation and policies of the Department of Health Western Cape.

DUTIES : Development and implementation of basic patient care plans. Provide basic clinical nursing care. Effective utilisation of physical and financial resources. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Ms B Wiener Tel No: (021) 503-5000/5030

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status).

POST 39/390 : **FOOD SERVICES SUPERVISOR**
Cape Winelands Health District

SALARY : R201 096 per annum

CENTRE : Stellenbosch Hospital, Stellenbosch Sub-district

REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/ Grade 9 (Std 7). Experience: Appropriate and relevant supervisory experience in a Food Service Unit. Inherent requirements of the job: Ability to lift/move heavy objects and be on their feet the entire day. Willingness to work shifts, public holidays/ weekends and overtime as needed. Competencies (knowledge/skills): Computer literacy and numerical skills. Knowledge of production and cooking methods for normal and therapeutic diets. Knowledge of hygiene, Occupation Health and Safety and HACCP principles. Sound organizing, interpersonal and communication skills. Ability to work according to rules and policies to meet deadlines. Ability to work independently and under pressure.

DUTIES : Order, receipt, storage and issue all food provisions and stock in the foodservice unit. Supervise food pre-preparation and production of all full and therapeutic diets. Supervise the weighing, dishing and distribution of food to various wards. Supervise hygiene, use and maintenance of equipment and occupational health and safety. Supervise adherence to prescripts, elementary control measures and standard operational procedures. Supervise human resources, financial resources and do stock control. Process food statistics and keep records.

ENQUIRIES : Ms. G Fortuin Tel No: (021) 808-6151

NOTE : No payment of any kind is required when applying for this post.

POST 39/391 : **NURSING ASSISTANT GRADE 1 TO 3**
Central Karoo District

SALARY : Grade 1: R181 230 per annum
Grade 2: R211 401 per annum
Grade 3: R249 141 per annum

CENTRE : Laingsburg Hospital

REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing Assistant. Registration with a professional council: Registration with the SANC as a Nursing Assistant. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years' appropriate/recognisable experience in nursing after registration as Nursing Assistant with the SANC. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration as Nursing Assistant with the SANC. Inherent requirement of the job: Willingness to work overtime, shifts, public holidays, night duty and weekends. Willingness to rotate to other wards in the hospital. Competencies (knowledge/skills): Good communication skills (written and verbal). Self-discipline and motivation.

DUTIES : Provide quality basic nursing care. Provide elementary clinical nursing care. Assist patients with activities of daily living which include patient hygiene, nutritional status, mobility and elimination needs. Effective utilization of physical and financial resources. Maintain professional growth, ethical standards and self-development. Record keeping.

ENQUIRIES : Mr G Samuels Tel No: (023) 814-2015

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). It should be noted that advertised posts are linked to the Institution/ Facility that forms part of the Ecosystem Service platform. Upon appointment, incumbents will be expected to render clinical services across institutions in the Ecosystem, as needed to sustain health service delivery.

POST 39/392 : **GENERAL WORKER: PHARMACY (X2 POSTS)**
Chief Directorate: Metro Health Services

SALARY : R144 024 per annum
CENTRE : New Somerset Hospital
REQUIREMENTS : Minimum educational qualification: Basic numeracy and literacy skills. Experience: Appropriate experience in a pharmaceutical, healthcare logistics or stock distribution environment. Inherent requirements of the job: Willingness to work shifts, weekends, public holidays and overtime when required. Ability to perform physical tasks involving the movement and transportation of medicine boxes, stock, trolleys and supplies. Ability to walk long distances within the hospital environment. Ability to work in a healthcare environment and handle pharmaceutical stock and related supplies. Competencies (knowledge/skills): The ability to receive, handle, distribute and issue stock, supplies and pharmaceutical products according to prescribed procedures and standard operating practices. Ability to read, interpret and process requisitions, stock orders and related documentation. Basic knowledge of stock rotation principles (FIFO/FEFO). Basic numerical skills. Good interpersonal and communication skills. Ability to work effectively in a team. Ability to maintain confidentiality regarding patient information and prescriptions. Knowledge of Occupational Health and Safety principles.
DUTIES : Provide effective operational and logistical support to pharmacy services through the collection, transportation and distribution of medicines, pharmaceutical stock, supplies, prescriptions and related documentation within the hospital and associated service areas. Assist with the receiving, handling, picking, packing, issuing and movement of pharmaceutical stock and supplies in accordance with prescribed procedures and stock rotation principles. Support medicine distribution and stock movement processes by collecting and delivering ward stock, prescriptions, pharmaceutical supplies and other authorised documentation between pharmacy, wards, clinics and designated service points. Maintain a clean, safe and organised working environment in accordance with Occupational Health and Safety requirements and departmental procedures. Report operational concerns, delays, incidents and stock-related issues to supervisors timeously. Maintain professional conduct and compliance by adhering to attendance requirements, working hours, departmental policies, confidentiality requirements and the Code of Conduct. Demonstrate accountability, effective communication and positive working relationships while carrying out assigned duties.
ENQUIRIES : W Rosant Tel No: (021) 402-6460
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment.

POST 39/393 : **FOOD SERVICE AID (X2 POSTS)**
Cape Winelands Health District

SALARY : R144 024 per annum
CENTRE : Montagu Hospital, Langeberg Sub-district
REQUIREMENTS : Minimum educational qualification: Basic numeracy and literacy. Experience: Appropriate experience in a food service unit, which includes the operating of scale kitchen equipment as well as the preparation of normal and therapeutic diets. Inherent requirements of the job: Ability to do physical tasks and operate heavy-duty kitchen and cleaning equipment. Be able to work with cleaning materials, do high-dusting and lifting of heavy equipment and supplies. Ability

to be on your feet for a period of 12 hours per day. Ability to work shifts during the day, weekends, public holidays and overtime if requested. Competencies (knowledge/skills): The ability to prepare meals according to standardized recipes, as well as safely and correctly handle industrial equipment. Basic knowledge of the food service hygiene and safety principles. Conflict management.

DUTIES : Rendering Food Services. Apply and maintain quality and reduce risk. Maintain apparats and equipment. Clean and maintain all areas, utensils and equipment in the food service unit and maintain safety and hygiene standards. Provide support to supervisor.

ENQUIRIES : Ms. E Le Roux Tel No: (023) 626-8551

NOTE : No payment of any kind is required when applying for this post. It should be noted that advertised posts are linked to the Institution/Facility that forms part of the Ecosystem Service platform. Upon appointment, incumbents will be expected to render clinical services across institutions in the Ecosystem, as needed to sustain health service delivery.

POST 39/394 : **MEDICAL SPECIALIST GRADE 1 TO 3 (OTORHINOLARYNGOLOGY) (SESSIONAL:10 HOURS PER WEEK)**
(Contract)
Chief Directorate: Rural Health Services

SALARY : Grade 1: R671 per hour
Grade 2: R766 per hour
Grade 3: R887 per hour

CENTRE : George Regional Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Otorhinolaryngology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Otorhinolaryngology. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Otorhinolaryngology. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Otorhinolaryngology. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Otorhinolaryngology. Inherent requirement of the job: A valid (Code B/EB) driver's license. Competencies (knowledge/skills): Good work etiquette; excellent communication skills; conflict management; cost conscious care provision. Manage own theatre lists and provide clear guidance on outpatient bookings. Good technology and computer skills; problem-solving experience; leadership and mentoring experience. Performance of audits, research and publications. Experience in teaching, conducting and supervising research. Proven knowledge of public health policies, guidelines and related prescript to manage resources effectively.

DUTIES : Provision of definitive Otorhinolaryngology care within the scope of a regional hospital service, including assessment, management, elective surgery, ongoing care, and appropriate referral of complex cases in accordance with established referral pathways to tertiary facilities. Delivery of high-quality, patient-centred Otorhinolaryngology services, ensuring efficient management of patient workload while maintaining clinical standards, patient safety, and service satisfaction. -Support and supervision of junior medical staff in the assessment, diagnosis, and management of Otorhinolaryngology conditions, including bedside and procedural guidance within the clinical environment. Commitment to structured teaching and training of junior doctors, interns, and other healthcare professionals through informal bedside teaching, as well as formal academic activities such as lectures, tutorials, and case discussions. Render an efficient, cost-effective high-quality clinical service to patients managed by the hospital and district as the Rural East Ecosystem, by balancing throughput with quality. -Active participation in departmental training programmes, continuing medical education (CME) activities, workshops, and professional development forums relevant to Otorhinolaryngology and district/regional service delivery. Involvement in clinical audits, quality assurance processes, and service improvement initiatives to strengthen Otorhinolaryngology service delivery within the district and regional health

system. -Participation in data collection, clinical data management, and reporting of service statistics to support governance, monitoring, and planning of Otorhinolaryngology services. Support clinical governance and administrative functions within the Otorhinolaryngology service, including medico-legal documentation, reporting requirements, staff-related administration, and compliance with departmental policies and protocols. -Active participation in the development and maintenance of clinical guidelines, protocols, and referral systems to ensure safe and effective Otorhinolaryngology service delivery within a regional hospital platform. Strong ethical standards and sound clinical judgement, with appropriate counselling skills for patients and families. Strong leadership, communication, interpersonal, teamwork, and organisational skills suitable for a multidisciplinary regional hospital environment.

ENQUIRIES : Prof L Jenkins at (083) 795-1065

NOTE : No payment of any kind is required when applying for this post. Candidates are subjects to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

POST 39/395 : **RADIOGRAPHER GRADE 1 TO 3 (DIAGNOSTIC) (SESSIONAL) (20 HOURS PER WEEK)**
(Contract till 30 November 2027)
Chief Directorate: Metro Health Services

SALARY : Grade 1: R273 per hour
Grade 2: R318 per hour
Grade 3: R373 per hour

CENTRE : Oral Health Centre, Tygerberg/Mitchells Plain

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Diagnostic Radiography. Registration with a professional council: Registration with the HPCSA as Radiographer in Diagnostics. Experience: **Grade 1:** None after registration with the HPCSA as Radiographer in Diagnostic Radiography in respect of SA qualified employees. 1-year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years relevant experience after registration with the HPCSA as Radiographer in Diagnostic Radiography in respect of SA qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 20 years relevant experience after registration with the HPCSA as Radiographer in Diagnostic Radiography in respect of SA qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: Valid driver's licence (Code B/EB). Competencies (knowledge/skills): Good Computer literacy (MS Word, Excel and Outlook). Good interpersonal skills and perform effectively as part of a multidisciplinary team. Professional ethics. Ability to work independently. Ability to work under pressure. Appropriate knowledge of Department of Radiography techniques and protocols. Appropriate knowledge of radiation protection and equipment safety.

DUTIES : Render optimal Radiographic service within a multidisciplinary team using the ALARA principles. Recording of patient and examination statistics. Effective stock management. Monitor and perform regular quality assurance checks and tests. Supervise, train students during clinical session. Attend departmental meetings and CPD activities.

ENQUIRIES : Dr. T. van Zyl Tel No: (021) 937-3110

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written and oral assessment. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable 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)".