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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 43 OF 2025

DATE ISSUED 21 NOVEMBER 2025

1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

**PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
OFFICE OF THE PREMIER**

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

APPLICATIONS

: NB: Kindly note that the Department provides for four methods of submitting a job application, namely: Post, online e-Recruitment system, hand delivery and email. Applicants are urged to choose/ utilise one of the methods provided above. You may forward your application, quoting reference, addressed to: The Acting Director-General, KwaZulu-Natal Office of the Premier, Private Bag X9037, Pietermaritzburg, 3200 or hand delivered to: The Acting Chief Director: Corporate Services, Office of the Premier, 1st Floor, Invesco Centre, 16 Chatterton Road, Pietermaritzburg, 3201 and marked for the attention of the Acting Director-General.

Another option is to submit application through email as a single scanned document/ One PDF attachment to the email addresses specified for each position. (Kindly note that the emailed applications and attachments should not exceed 15mb). NB: It is the sole responsibility of an applicant to ensure that their application reaches the Department on or before the set deadline.

CLOSING DATE

: 12 December 2025 at 16h15 (Walk-in) 23h59 (online).

NOTE

: Applications must be submitted on the recent Z83 application form which came into effect from 01 January 2021 as issued by the Minister of Public Service Administration in line with regulation 10 of the Public Service Regulations, 2016 as amended, which is obtainable online from www.gov.za and www.dpsa.gov.za. All sections of the Z83 must be completed (In full, accurately, legibly, honestly, initialled, signed and dated), and accompanied by a comprehensive/ detailed Curriculum Vitae only. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will be required from shortlisted candidates only on or before the day of the interview. The Curriculum Vitae must have at least three (3) reference persons and their contacts. Failure to provide accurate information on a job application as well as incomplete information will result in a disqualification. Job applicants in possession of a foreign qualification(s), must also provide an evaluation certificate obtainable from the South African Qualification Authority (SAQA). If an invitation for an interview is not received within three (3) months after the closing date, please regard your application as unsuccessful. Requirements stated on the advertised posts are minimum inherent requirements; therefore, criteria for shortlisting will depend on the proficiency of the applications received. Shortlisted candidates will be assessed through practical exercise and an oral interview. Applicants must note that personnel suitability checks (PSC) will be conducted on the short-listed applicants, therefore shortlisted applicants will be required to give consent in terms of the POPI Act in order for the Department to conduct this exercise. PSC includes security screening and vetting, qualification verification, criminal records and financial records checks. Applicants who do not comply with the above-mentioned requirements, as well as application received after the closing date will not be considered. If an applicant wishes to withdraw an application, He/ She must do so in writing. It is also important to note that the Department reserves the right not to fill any advertised post at any stage of the recruitment process. 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.

MANAGEMENT ECHELON**POST 43/149**

: **DIRECTOR-GENERAL REF NO: 022022/11/2025**
(5 years fixed-term contract)

SALARY

: R2 352 642 per annum (Level 16), (all-inclusive package)

<u>CENTRE</u>	:	Head Office, Pietermaritzburg
<u>REQUIREMENTS</u>	:	An appropriate postgraduate qualification (NQF level 8) in Public Administration/Public Management / Social Sciences and/or Leadership, as recognized by the South African Qualifications Authority (SAQA) Minimum of 10 years experience at a senior management level. Computer Literacy. Pre-Entry Certificate for SMS (Nyukela) submitted prior to appointment. A Valid driver's license. An appropriate NQF level 9 qualification will serve as an added advantage. Plus the following key competencies: Knowledge of: Strong strategic capabilities as well as leadership Extensive knowledge and understanding of national and provincial legislation Sound knowledge and understanding of government economic policies. Ability to engage leaders in government, businesses and labour at high level. Experience in working with organized labour and unions. Facilitation and organizing skills Good negotiation skills. Experience in running a large organization as well as interacting with senior officials/human resources within and outside the country. Knowledge of Constitution of South Africa, Public Service Act, Public Service Regulations, Labour Relations act, Public Finance Management Act, Treasury Regulations Knowledge, interpretation and Application of all Legislative Framework/ Policies Project Management Skills Financial Management Skills Strategic Management Skills and Planning Skills People Management and empowerment skills Analytical, creative and innovative thinking skills.
<u>DUTIES</u>	:	Provide strategic direction and perform all functions and responsibilities attached to the post of the Head of the Provincial Administration and Head of Department for the Office of the Premier, in terms of the Public Service Act and Public Service Regulations. Perform all functions as both Head of Department and Accounting Officer of the Department of the Office of the Premier KwaZulu-Natal, as stipulated in the Public Finance Management Act, 1999, Treasury Regulations and Public Service Act, 1994, as amended. Perform secretariat duties to the Executive Council (Cabinet) of the KwaZulu-Natal Provincial Government Provide the Premier with sufficient support, information and advice to enable the Premier to execute his responsibilities and other responsibilities as may be directed in line with the existing legislation framework Lead and manage Premier's key programmes, namely Stakeholder Coordination, Institutional Development and Integrity Management, Provincial Strategic Management, and Corporate Management Services. Provide leadership, development and preparation of the strategic plan in line with the key priorities of the province as well as to ensure that the performance and operations of the Provincial Government and Office of the Premier are coordinated effectively and efficiently Ensure the coordination of an effective implementation of departmental policies, programmes and projects in line with National, Provincial and Departmental priorities.
<u>ENQUIRIES</u>	:	Ms N.Z. Chili Tel No: (033) 307 0846
<u>APPLICATIONS</u>	:	Email to recruitment@kznpremier.gov.za / www.kznonline.gov.za/kznjobs
<u>NOTE</u>	:	Females from all races, Indian, Coloured and White males are encouraged to apply. Candidates will undergo a practical, technical exercise and integrity assessments.

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

<u>APPLICATIONS</u>	:	Direct your application quoting the reference number of the post you are applying for and the name of the publication in which you saw the advertisement to The Director: Human Resource Management Department of Public Works, Private Bag X9142, Pietermaritzburg, 3200. Alternatively, applications can be delivered to 191 Prince Alfred Street, Pietermaritzburg. Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs . Applicants can submit their Z83 and CV online. Applicants may also visit any one of our Designated Online Application Centre's (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 Centers (DOACS) at www.kznonline.gov.za/kznjobs ."
<u>FOR ATTENTION</u>	:	Mrs ZJ Hlongwane
<u>CLOSING DATE</u>	:	12 December 2025
<u>NOTE</u>	:	Directions To Candidates Note to applicants: The Provincial Administration of KwaZulu-Natal is an equal opportunity, affirmative action employer and Women and people with disabilities are encouraged to apply. Applications must be submitted individually on the prescribed new approved Z83 form, the form is

available from the website www.kznworks.gov.za or can be obtainable from any Public Service department, and must be accompanied by a comprehensive Curriculum Vitae (CV). Certified copies of supporting documents need not accompany your application and CV, as these will be requested from shortlisted candidates only. Faxed or electronic copies will not be considered. Candidates are urged to view the guidelines available to all prospective candidates applying for vacant position on the departmental website before completing applications for posts. Direct your application quoting the reference number of the post you are applying for and the name of the publication in which you saw the advertisement to Candidates are also advised not to send their applications through registered mail, as the Department will not take responsibility for non-collection thereof. It is the applicants' responsibility to have foreign qualifications assessment for equivalent by the South African Qualifications Authority (SAQA). Applications that do not comply with the above-mentioned instructions will be disqualified. Please note that the Department reserves the right not to fill the post. Recommended candidate's personal information will be subject to vetting prior to an offer of appointment being made. Candidates are expected to be available on the date set for the interviews or they may be disqualified. Should you not have been contacted by this office within 3 months of the closing date of the advertisement, kindly consider your application being unsuccessful. Please note that further communication shall be restricted to those candidates who will have been shortlisted. The appointed candidate shall be required to sign a performance agreement. Please note that reference checks and/or confirmation of employment will be done with the current employer and candidates are advised to include references from the current employment to facilitate this. The filling of this post will be guided by the Department's Employment Equity targets. Please note that requests for higher salaries will not be entertained for the advertised posts, however it may only be considered for posts falling within the Occupational Specific Dispensation (OSD) subject to the existing provisions. Candidates applying for advertised posts in the Department, will be deemed to have granted consent to their personal information being used to determine suitability in terms of the POPIA Act, 4 of 2013. Please note that employment verifications shall be undertaken for all experience which has been recognized for shortlisting purposes, experience in the public service will need to be supported with a signed job description and PERSAL service record history and experience from the private sector needs to be supported by a certificate of service confirming the name of company, position held, periods of employment and duties performed. Experience that cannot be verified will result in the applicant being disqualified.

OTHER POST

<u>POST 43/150</u>	:	<u>DEPUTY DIRECTOR: BUDGET AND ACCOUNTING SERVICES REF NO: DD/BAS/HO-112025</u>
<u>SALARY</u>	:	R896 436 per annum (Level 11), (all-inclusive package) to be structured in accordance with the rules for Middle Management Services (MMS)
<u>CENTRE REQUIREMENTS</u>	:	Head Office, Pietermaritzburg
	:	A relevant tertiary qualification in Financial Management at NQF level 7 with a minimum of three (3) years relevant experience in management accounting at junior management level (ASD). Computer literacy in the office software packages namely Word, Excel, PowerPoint and Outlook. A valid driver's licence.
<u>DUTIES</u>	:	Manage budget control services. Manage financial monitoring reporting. Manage financial planning. Develop policies and strategies aimed at improving service delivery. Manage resources of the Sub-directorate.
<u>ENQUIRIES</u>	:	Ms N Orrie Tel No: (033) 355 5432
<u>NOTE</u>	:	NB: Recommended candidates will be subjected to a security clearance, competency assessment and will also be required to disclose their financial interests and will also be subjected to a technical assessment during the selection process.

DEPARTMENT OF TRANSPORT

The Provincial Administration of KwaZulu-Natal is an equal opportunity affirmative action employer

<u>APPLICATIONS</u>	:	Address: Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs . Applicants may also
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visit any one of our Designated Online Application Centres (DOACs) where our friendly staff will assist you with applying for jobs on the KZN online e-Recruitment system or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACs) at www.kznonline.gov.za/kznjobs. Please note that applicants should only use one of the following methods when applying for a post: either through the online e-Recruitment system or submit a hardcopy application as directed. Forward your application, quoting the relevant reference number to: Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applications may alternatively be hand-delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg.

CLOSING DATE

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

NOTE

: Applications must be submitted on the NEW Application for Employment Form, Z83 (obtainable on the internet at www.dpsa.gov.za-vacancies). The Z83 form must be completed in terms of DPSA circular 03 of 2025. The completed and signed Z83 must be accompanied by a detailed CV. Dates of starting and leaving employment must be given as DD/MM/YYYY. Kindly take note that only shortlisted candidates will be required to provide certified copies of required documents on or before the date of the interviews following communication from Human Resources. Failure to comply with these instructions will lead to applications being disqualified. Should an applicant wish to apply for more than one post, separate applications must be submitted for each post applied for. Non-RSA Citizens/Permanent Resident Permit holders must provide a copy of their Permanent Residence Permits if shortlisted for an interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such if shortlisted for an interview. Under no circumstances will faxed or emailed applications be accepted. Receipt of applications will not be acknowledged due to the volume of applications, and should you not receive an invitation to attend an interview within three (3) months of the closing date applicants should assume that their application was unsuccessful. Please note that where experience is a requirement for the post, the successful candidate will be required to submit documentary proof of such work experience prior to assuming duty. A personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification) will be conducted prior to employment. Prior to appointment being made to an SMS post, the appointee must have completed the pre-entry certificate and must be in possession of such prior to taking up the post. The Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS (certificate is submitted prior to appointment). The duration of the online Pre-Entry Programme is 120 notional hours. Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department of Transport reserves the right not to fill the advertised post(s) at any stage of the recruitment process.

OTHER POSTS

POST 43/151

: **CONTROL PROVINCIAL INSPECTOR REF NO: DOT 417/2025**
Kindly note that this is a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.

SALARY

: R896 436 per annum (Level 11), (all-inclusive remuneration package)

<u>CENTRE</u>	:	Public Transport Enforcement Services Public Transport Enforcement Unit: Mkondeni
<u>REQUIREMENTS</u>	:	A relevant tertiary qualification (3 year Diploma/Degree in a Traffic / Management / Law field – NQF 6 or higher); plus A Basic Traffic Officer's / Law Enforcement Diploma; plus Registered as a Traffic Officer / Peace Officer; plus 3-5 years' management experience in a Traffic / Law Enforcement field; plus 7-10 years' working experience in a Traffic / Law Enforcement field; plus A valid driving licence (minimum code B); plus No criminal record. Knowledge, Skills and Competencies Required: Knowledge on how to manage the implementation of Public Transport and Traffic Law Enforcement policies and regulations. Knowledge of driver fitness inspections. Knowledge of vehicle fitness inspections. Knowledge on the completion of Law Enforcement documents. Knowledge of operator fitness inspections. Knowledge of investigations. Working knowledge of applicable legislations – Public transport and traffic environment. Records, resource and customer relationship management skills. Performance, finance and conflict management skills. Projects, time and self-management skills. Risk, change and public information management skills. Planning, organising and people management skills. Service delivery, communication and decision-making skills. Results and quality management skills. Problem solving, report writing and workplace relations skills. Conflict management, monitoring and evaluation and management skills. Results/quality management skills. Innovation/continuous improvement skills. Analytical, negotiation and innovative skills. Computer literacy.
<u>DUTIES</u>	:	Provide effective and efficient leadership: Co-ordinate stakeholder relations with other state departments and Law Enforcement Agencies (LEAs). Provide strategic guidance and leadership to law enforcement officials. Evaluate the activities of the Regional/District Operational plans to ensure strategic alignment with the Strategic plan, budget statements and national and provincial strategies: Co-ordinate the development of standardised operational plans. Monitor and evaluate operational performance of the region to ensure continuous alignment and development. Develop and maintain corrective action on identified problem areas. Research and capture national and international traffic law enforcement best practice. Promote a holistic integrated management approach in terms of support and other functions. Create and facilitate an enabling environment between provincial and local government in respect of traffic law enforcement and ensure alignment across these spheres. Co-ordinate the collection and analysis of regional law enforcement statistics, conduct research, formulate policy and develop new strategies and models to improve service delivery: Ensure that environmental analysis of each centre is updated on an annual basis and reviewed on a quarterly basis. Develop a monitoring mechanism to co-ordinate law enforcement operations and statistics. Develop provincial policies in terms of operations, public transport, legislation, equipment and prosecutions. Provide strategic leadership and mentoring to regional/district role-players regarding strategies, developments and trends. Manage and co-ordinate human resource processes in the region/district. Manage and co-ordinate the budget process and utilisation of facilities, vehicles and equipment of the region/district: Monitor the budget of the region to prevent over/under spending on a monthly basis. Monitor the procurement and utilisation of equipment of and services provided to the centre. Ensure appropriate use of all facilities.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr S.Sithole Tel No: (033) 355 8826
	:	Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabonzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs
<u>FOR ATTENTION NOTE</u>	:	Mr C McDougall
	:	It is the intention of this Department to consider equity targets when filling this position.
<u>POST 43/152</u>	:	<u>CONTROL ENGINEERING TECHNICIAN GRADE A REF NO: DOT 418/2025</u>
<u>SALARY CENTRE</u>	:	R551 413 per annum, (level OSD)
	:	Cost Centre, Pietermaritzburg

<u>REQUIREMENTS</u>	:	A National Diploma in Engineering (NQF level 6), plus 6 (Six) years post qualification technical experience; plus Compulsory Registration with Engineering Council of South Africa (ECSA) as a Professional Engineering Technician; plus A valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required: Knowledge of project management. Technical design and analysis knowledge. Knowledge of research and development. Knowledge of computer-aided engineering applications. Knowledge of legal compliance. Knowledge of technical report writing. Knowledge of technical consulting. Problem solving and analysis skills. Decision making skills. Teamwork skills. Creativity skills. Financial management skills. Customer focus and responsiveness skills. Communication skills. Computer skills. People management skills. Planning and organizing skills. Change management skills. The ideal candidate should be innovative, independent, time-frame driven, meticulous, proactive and maintain confidentiality. He/she should also be honest, have integrity, be reliable, patient, show commitment and professionalism, perseverance and be punctual.
<u>DUTIES</u>	:	Manage technical services. Manage administrative and related functions. Research and development.
<u>ENQUIRIES</u>	:	Mr S Madela Tel No: (033) 392 6600
<u>APPLICATIONS</u>	:	Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs
<u>FOR ATTENTION NOTE</u>	:	Mr B Hornsby It is the intention of this Department to consider equity targets when filling this position.
<u>POST 43/153</u>	:	<u>ENGINEERING TECHNICIAN PRODUCTION GRADE A-C (X29 POSTS)</u>
<u>SALARY</u>	:	Grade A: R371 253 per annum, (OSD) Grade B: R419 325 per annum, (OSD) Grade C: R472 812 per annum, (OSD) (Salary will be determined according to post registration experience as per OSD prescripts)
<u>CENTRE</u>	:	<u>Inkosi Mhlabunzima Maphumulo House (X3 Posts):</u> Traffic Engineering & Geometric Design: Engineering Services Directorate Ref No: DOT 419/2025 (X2 Posts) Road Control: Engineering Services Ref No: DOT 420/2025 (X1 Post) <u>Empangeni Region (X18 Posts):</u> Material Testing: Cost Centre, Eshowe Ref No: DOT 421/2025 (X1 Post) Road Control & Project Documentation: Cost Centre, Hluhluwe Ref No: DOT 422/2025 (X3 Posts) Project Implementation (External): Cost Centre, Hluhluwe Ref No: DOT 423/2025 (X1 Post) Material Testing: Cost Centre, Vryheid Ref No: DOT 424/2025 (X1 Post) KZ265 Project Implementation (External): Area Office, Nongoma Ref No: DOT 425/2025 (X2 Posts) KZ262 Project Implementation (External): Area Office, Pongola Ref No: DOT 426/2025 (X1 Post) Material Testing: Cost Centre, Ulundi Ref No: DOT 427/2025 (X1 Post) KZ273/274 & 275 Project Implementation (External): Cost Centre, Hluhluwe Ref No: DOT 428/2025 (X1 Post) Road / Pavement & Traffic Engineering: Regional Office, Empangeni Ref No: DOT 429/2025 (X4 Posts) Material Testing: Cost Centre, Hluhluwe Ref No: DOT 430/2025 (X2 Posts) <u>Pietermaritzburg Region (X5 Posts):</u> Project Implementation (External) (Umzimkhulu): Cost Centre, Ixopo Ref No: DOT 431/2025 (X1 Post) Road Control & Project Documentation: Cost Centre, Pietermaritzburg Ref No: DOT 432/2025 (X2 Posts) Material Testing: Cost Centre, Pietermaritzburg Ref No: DOT 433/2025 (X1 Post) Material Testing: Cost Centre, Ixopo Ref No: DOT 434/2025 (X1 Post) <u>Ladysmith Region (X1 Post):</u> Material Testing: Cost Centre, Newcastle Ref No: DOT 435/2025 (X1 Post)

Durban Region (X2 Posts):

Road/ Pavement & Traffic Engineering: Regional Office, Durban Ref No: DOT 436/2025 (X1 Post)

Material Testing, Durban: Regional Office, Durban Ref No: DOT 437/2025 (X1 Post)

<u>REQUIREMENTS</u>	:	An appropriate recognised Bachelor's Degree / National Diploma in Civil Engineering; plus A minimum of 3 (three) years post qualification technical experience in a roads environment (Experience: Grade A is 0 to 12 years post registration and Grade B is 14 years to 24 years post registration and Grade C is 26 years and over); plus Compulsory registration with Engineering Council of South Africa as a "Professional Engineering Technician"; plus A valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required: Knowledge of Project Management. Knowledge of Technical design and analysis. Knowledge of Research and Development. Knowledge of computer-aided engineering applications. Knowledge of legal compliance. Knowledge of Technical report writing. Knowledge of Technical consulting. Problem solving and analysis skills. Decision making skills. Team work skills. Creativity skills. Customer focus and responsiveness skills. Communication skills. Computer skills. People management skills. Planning and organizing skills. Change management skills. The ideal candidate should be innovative, receptive to suggestions and ideas, accurate, honest, have integrity and be open and transparent. She/He must also be reliable, co-operative, courteous, professional, have a positive attitude and be able to work in a team.
<u>DUTIES</u>	:	Render technical services. Perform administrative and related functions. Research and Development. Supervise and control technical and related personnel and assets.
<u>ENQUIRIES</u>	:	Ms SM Ngcobo Tel No: (033) 355 8023
<u>APPLICATIONS</u>	:	Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabanzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs .
<u>FOR ATTENTION</u>	:	Mr B Hornsby
<u>NOTE</u>	:	It is the intention of this Department to consider equity targets when filling these positions.
<u>POST 43/154</u>	:	<u>SURVEY TECHNICIAN PRODUCTION GRADE A-C REF NO: DOT 438/2025 (X8 POSTS)</u> Road Declaration & Mapping Directorate
<u>SALARY</u>	:	Grade A: R371 253 per annum, (OSD) Grade B: R419 325 per annum, (OSD) Grade C: R472 325 per annum, (OSD) (Salary will be determined according to post registration experience as per OSD prescripts)
<u>CENTRE</u>	:	Inkosi Mhlabanzima Maphumulo House, Pietermaritzburg
<u>REQUIREMENTS</u>	:	A National Diploma in Survey or Cartography or relevant qualification; plus A minimum of 3 (three) years post qualification technical experience. (Experience: Grade A is 0 to 12 years post registration and Grade B is 14 years to 24 years post registration and Grade C is 26 years and over); plus Compulsory registration with PLATO / SAGC as a Survey Technician; plus A valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required: Knowledge of programme and project management. Knowledge of Survey design and analysis. Knowledge of research and development. Knowledge of computer aided survey applications. Knowledge of legal compliance. Knowledge of Technical report writing. Analytical skills. Decision making skills. Teamwork skills. Analytical skills. Creativity skills. Self-management skills. Financial Management skills. Customer focus and responsive skills. Communication skills (verbal, written and networking). Computer Literacy. Planning and organizing skills. Conflict management. Problem solving skills. People management skills. Innovation skills.
<u>DUTIES</u>	:	Provide technical survey services and support. Perform administrative and related functions. Research and development.
<u>ENQUIRIES</u>	:	Ms M Vosloo Tel No: (033) 355 8917
<u>APPLICATIONS</u>	:	Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabanzima Maphumulo House, 172 Burger Street,

		Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs .
<u>FOR ATTENTION NOTE</u>	:	Mr B Hornsby
	:	It is the intention of this Department to consider equity targets when filling these positions.
<u>POST 43/155</u>	:	<u>GISC TECHNICIAN PRODUCTION GRADE A-C REF NO: DOT 439/2025</u> Road Declaration & Mapping Directorate
<u>SALARY</u>	:	Grade A: R371 253 per annum, (OSD) Grade B: R419 325 per annum, (OSD) Grade C: R472 325 per annum, (OSD) (Salary will be determined according to post registration experience as per OSD prescripts)
<u>CENTRE REQUIREMENTS</u>	:	Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
	:	A National Diploma in GISc or Cartography or relevant qualification; plus A minimum of 3 (three) years post qualification technical (GISc) experience (Experience: Grade A is 0 to 12 years post registration and Grade B is 14 years to 24 years post registration and Grade C is 26 years and over); plus Compulsory registration with SAGC as a GISc Technician; plus A valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required: Knowledge and understanding of GIS applications and spatial data queries. Knowledge of Theory, principles and practices of GIS Standards. Knowledge and capabilities of different GIS software. Understanding of technologies such as GPS, Photogrammetry and Remote sensing. Knowledge of Projections. Knowledge of principles of cartography. Problem solving and analytical skills. Decision making skills. Teamwork skills. Creativity skills. Self-management skills. Customer service skills. Excellent Communication skills (verbal, written and networking). Interpersonal skills. Advanced computer skills. Planning, organizing and execution skills. Language proficiency skills. Project management skills. The ideal candidate should be innovative, receptive to suggestions, accurate, honest and have integrity. He/She should be open transparent, reliable, co-operative, courteous, professional, and have a positive attitude and be able to work in a team.
<u>DUTIES</u>	:	Perform technical GISc activities. Maintain GISc unit effectiveness. People Management. Functional requirement analysis. Perform Road declaration and other related functions.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms SM Ngcobo Tel No: (033) 355 8023
	:	Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs
<u>FOR ATTENTION NOTE</u>	:	Mr B Hornsby
	:	It is the intention of this Department to consider equity targets when filling this position.
<u>POST 43/156</u>	:	<u>DESKTOP PUBLISHER REF NO: DOT 440/2025</u> Communications Support Directorate) Kindly note that this is a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
<u>REQUIREMENTS</u>	:	NQF Level 6 in Graphic Design/Art and Design; plus 1 year experience in a Graphic Design environment or related field; plus A valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required: Knowledge of Apple Mac computers and software. Knowledge of Desktop Publishing and Graphic Design. Knowledge of Microsoft package. Knowledge of Protection of Personal Information Act. Knowledge of Corporate Identity and Branding Guidelines. Knowledge of Advanced printing and publishing. Knowledge of Public Finance Management Act and Treasury Regulations. Knowledge of layout and typography. Knowledge of Digital Marketing, social media, intranet and internet. Knowledge of Communication Policy and internet

communication. Knowledge of Branding guidelines/manual. Ability to conceptualize from brief to final artwork. Communication skills (verbal and written). Organising skills. Interpersonal relations skills. Report writing skills. Problem solving skills. Computer literacy. Project management skills. Inspection and analytical skills. Adobe creative suite skills (inDesign, Photoshop, Illustrator, Microsoft word, etc.). The ideal candidate must be honest, have integrity, commitment, and be professional. He/she should have the ability to maintain confidentiality, be creative and innovative and be a team player.

DUTIES

Plan and design exhibitions for all Departmental and interdepartmental events and functions. Prepare and develop graphic design items for the Department. Develop and maintain the department's brand identity. Provide advice and technical support to regional offices and other departmental offices/facilities. Conduct research on the latest developments in relation to graphic design and branding.

ENQUIRIES APPLICATIONS

: Mr H. Gunpath Tel No: (033) 355 0628
: Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs

FOR ATTENTION NOTE

: Mr B Hornsby
: It is the intention of this Department to consider equity targets when filling this position.

POST 43/157

: **ADMINISTRATIVE OFFICER: PROTECTIVE AND EVENTS SECURITY REF NO: DOT 441/2025**
Security Services Directorate

SALARY CENTRE REQUIREMENTS

: R325 101 per annum (Level 07)
: Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
: A Senior Certificate / National Certificate (Vocational) NQF Level 4; plus A minimum of 3 years' experience in a Security Management Environment and or Investigations; plus A valid driver's licence (minimum Code B). Knowledge, Skills and Competencies Required: Knowledge of the Constitution of the Republic of South Africa. Knowledge of Minimum Information Security Standards (MISS) document. Knowledge of Protection of Information Act. Knowledge of SSA and SAPS Directives. Knowledge of Control of Access to Public Premises and Vehicle Act. Knowledge of National Key Points Act. Knowledge of Promotion of Access to Information Act. Knowledge of Minimum Physical Security Standards (MPSS). Knowledge of National Strategic Intelligence Act. Knowledge of Public Service Act and Regulations. Knowledge of Public Finance Management Act. Knowledge of Administrative Justice Act. Knowledge of Criminal Procedure Act. Knowledge of Occupational Health and Safety Act. Knowledge of Departmental Security Policy. Knowledge of Private Security Industrial Regulatory Act. Knowledge of Electronic Security Systems. Knowledge of Control room operations. Planning and organizing skills. Investigation skills. Interpersonal relations skills. Negotiating skills. Research and data analysis skills. Report writing skills. Presentation skills and facilitation skills. Supervisory skills. Diplomacy and Decision-making skills. Project planning/ management skills. Conflict management skills. Computer skills. The ideal candidate must be reliable, trustworthy and must be a person with integrity. He/ She must also display ethical behaviour and time management.

DUTIES

: Supervise control room operations, emergency plans and electronic security system. Control Departmental keys. Control and maintain security registers. Compile and submit system reports to the Assistant Director. Record and report all security breaches.

ENQUIRIES APPLICATIONS

: Mr B Tibe Tel No: (033) 355 8088
: Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs.

FOR ATTENTION

: Mr B Hornsby

<u>NOTE</u>	:	It is the intention of this Department to consider equity targets when filling this position.
<u>POST 43/158</u>	:	<u>ADMINISTRATIVE CLERK (SUPERVISOR): ROAD SAFETY CAMPAIGNS & ENFORCEMENT SUPPORT REF NO: DOT 442/2025</u> (Road Safety Directorate)
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
<u>REQUIREMENTS</u>	:	A Senior Certificate / National Certificate (Vocational) NQF Level 4; plus A minimum of three (3) years supervisory experience in the road safety environment; plus A valid (minimum) code EB driver's licence. Knowledge, Skills and Competencies Required: Job knowledge. Working knowledge of Hardcat, BAS and PERSAL. Communication skills. Interpersonal relation skills. Flexibility. Teamwork. Computer literacy. Planning and organizing skills. Language skills. Good verbal and written communication skills. The ideal candidate should be trustworthy, loyal, friendly and courteous, responsible, accurate, conscientious, diplomatic, integrity, self-disciplined, self-motivated, professionalism, confidentiality, accuracy, innovative thinker, teamwork orientated and able to work independently, interest in development, service delivery excellence, compliance with performance agreements and commitment to organizational goals.
<u>DUTIES</u>	:	Render general clerical supervisory services. Provide supply chain services within the component. Provide personnel administration supervisory services within the component. Provide financial administration support services in the component.
<u>ENQUIRIES</u>	:	Ms T Hadebe Tel No: (033) 355 8782
<u>APPLICATIONS</u>	:	Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs .
<u>FOR ATTENTION</u>	:	Mr B Hornsby
<u>NOTE</u>	:	It is the intention of this Department to consider equity targets when filling this position.
<u>POST 43/159</u>	:	<u>ARTISAN PRODUCTION GRADE A-C (MECHANICAL) REF NO: DOT 443/2025 (X1 POST)</u> Mechanical, Structure Shop Kindly note that this is a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.
<u>SALARY</u>	:	Grade A: R243 597 per annum, (dependent on experience), (OSD) Grade B: R285 816 per annum, (dependent on experience), (OSD) Grade C: R332 061 per annum, (dependent on experience), (OSD) (Salary will be determined according to post registration experience as per OSD prescripts)
<u>CENTRE</u>	:	Pietermaritzburg Region
<u>REQUIREMENTS</u>	:	Grade A: (No experience required) Grade B: (At least 18 years' experience) Grade C (At least 34 years' experience) An appropriate Trade Test Certificate in a Building Related Field; plus A valid driver's licence (minimum code C1). Knowledge, Skills and Competencies Required: Technical analysis knowledge. Technical Report writing knowledge. Knowledge of Computer Aided technical applications. Knowledge of legal compliance. Knowledge of production process and skills. Knowledge of technical consulting. Problem solving and analysis skills. Decision making skills. Teamwork skills. Creativity skills. Self – management skills. Customer focus and responsiveness skills. Communication skills. Computer skills. Planning and organizing skills. The ideal candidate must be analytical, reliable, accurate, open, transparent, innovative and have integrity.
<u>DUTIES</u>	:	Design: Produce designs according to client specifications and within limits of production capability. Production: Produce objects with material and equipment according to job specification and recognized standards. Quality assurance of produced objects. Maintenance: Inspect equipment and plant for technical faults. Repair equipment and facilities according to standards. Test repaired equipment and plant against specifications. Service equipment and plant

		according to schedule. Quality assure serviced and maintained equipment and/or facilities. Perform administrative and related functions: Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register; and Supervise and mentor staff. Maintain and advance expertise: Continuous individual development to keep up with new technologies and procedures. Research/literature studies on technical /engineering technology to improve expertise.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr L Songca (Pietermaritzburg Region) Tel No: (033) 392 6600
	:	Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs .
<u>FOR ATTENTION NOTE</u>	:	Mr B Hornsby
	:	It is the intention of this Department to consider equity targets when filling this position.
<u>POST 43/160</u>	:	<u>HUMAN RESOURCE CLERK (PRODUCTION): BENEFITS SECTION REF NO: DOT 444/2025</u> Human Resource Administration Directorate
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 annum (Level 05)
	:	Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
	:	A Senior Certificate / National Certificate (Vocational) NQF Level 4; plus A valid driver's licence (minimum Code B). Knowledge, Skills and Competencies Required: Knowledge of Human Resource Management policies, procedures, practices and prescripts. Knowledge of computer-based HR Information systems e.g PERSAL. Knowledge and ability to keep and maintain acts, regulations etc. Computer literacy (MS Word, MS Excel, E-mail). Ability to interpret and apply policy and regulations. Problem solving skills. Good communication skills (both verbal and written). The ideal candidate must be honest, reliable, innovative/creative and have the ability to work under pressure. He/she should have the ability to work individually and as part of a team and have the ability to maintain confidentiality, have good interpersonal relations, be trustworthy, loyal, have a friendly disposition and be efficient and responsible.
<u>DUTIES</u>	:	Provide general benefits services to head office staff. Administer all types of Leave and Incapacity leave applications. Provide Administration support with regard to Employee Performance Management and Development System for the Head Office staff (Salary level 1-10). Process all rank and salary related matters. Maintain database, ensure safekeeping of documents and filing of all related documents for Head Office staff.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms F Mwelase Tel No: (033) 355 8742
	:	Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs .
<u>FOR ATTENTION NOTE</u>	:	Mr B Hornsby
	:	It is the intention of this Department to consider equity targets when filling this position.
<u>POST 43/161</u>	:	<u>ADMINISTRATIVE CLERK (PRODUCTION): COMMUNITY OUTREACH SERVICES REF NO: DOT 445/2025</u> Road Safety Directorate
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 annum (Level 05)
	:	Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
	:	A Senior Certificate / National Certificate (Vocational) NQF Level 4. Knowledge, Skills and Competencies Required: Job knowledge. Communication skills. Good interpersonal relation skills. Flexibility. Teamwork. Computer literacy. Planning and organizing skills. Language skills. Good verbal and written communication skills. The ideal candidate should be trustworthy, loyal, friendly and courteous, responsible, accurate, conscientious, diplomatic, integrity, self-disciplined, self-motivated, professionalism, confidentiality, accuracy,

		innovative thinker, teamwork orientated and able to work independently, interest in development, service delivery excellence, compliance with performance agreements and commitment to organizational goals.
<u>DUTIES</u>	:	Render general clerical support services. Provide supply chain clerical support services within the component. Provide personnel administration clerical support services within the component. Provide financial administration support services in the component.
<u>ENQUIRIES</u>	:	Ms T Hadebe Tel No: (033) 355 8782
<u>APPLICATIONS</u>	:	Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs
<u>FOR ATTENTION</u>	:	Mr B Hornsby
<u>NOTE</u>	:	It is the intention of this Department to consider equity targets when filling this position.
<u>POST 43/162</u>	:	<u>SENIOR STORES CLERK REF NO: DOT 446/2025</u>
<u>SALARY</u>	:	R228 321 annum (Level 05)
<u>CENTRE</u>	:	Area Office, Nongoma
<u>REQUIREMENTS</u>	:	A Senior Certificate / National Certificate (Vocational) NQF Level 4. Knowledge, Skills and Competencies Required: Knowledge of Assets and Inventory control, procedures, processes and Practice Notes i.e. ordering, issuing stock takes, reconciliation of stock. Knowledge of tenders/ contract procedures pertaining to stores. Knowledge of procurement procedures and processes to stores. Knowledge of Legislation, policies, procedures pertaining to the Public Sector. Knowledge of departmental reporting and communication structures. Knowledge of computerised stores systems in use by the by the Department of Transport. Knowledge of Stores policies and procedures. Knowledge of asset management and BOS procedures. Knowledge of losses/ thefts procedures and Practice Notes. Knowledge of Safety Standards as per the Occupational Health and Safety Act. Computer Literacy. Knowledge of general administration procedures. Ability to interpret and apply legislation, policy, Practice Notes and Contracts. Problem solving skills. Interpersonal skills. Numeracy skills. Analytical and Innovative thinking skills. Planning and organising skills. Good communication skills (verbal & written). Ability to learn, understand and apply. Ability to perform in team. The ideal candidate should be honest, loyal, reliable, accurate, open, transparent, punctual, comply with the code of conduct, self- disciplined, responsible, accurate and be receptive to ideas and suggestions. He/she should have good interpersonal relations, be conscientious, dedicated committed to organisational objectives, projects/ programmes, be able to work in a team and/ or under pressure.
<u>DUTIES</u>	:	Receive and distribute store items and/or fuel. Procure store items for office and ensure sufficient store holdings. Ensure effective record keeping of store items and monthly stock takings. Dispose effectively of redundant, broken and outdated stores. Attend audit queries and inspections.
<u>ENQUIRIES</u>	:	Ms NG Nxumalo Tel No: (035) 879 8120
<u>APPLICATIONS</u>	:	Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs
<u>FOR ATTENTION</u>	:	Mr B Hornsby
<u>NOTE</u>	:	It is the intention of this Department to consider equity targets when filling this position.
<u>POST 43/163</u>	:	<u>SUPPLY CHAIN CLERK (PRODUCTION) REF NO: DOT 447/2025 (X2 POSTS)</u>
<u>SALARY</u>	:	R228 321 annum (Level 05)
<u>CENTRE</u>	:	Regional Office, Empangeni
<u>REQUIREMENTS</u>	:	A Senior Certificate / National Certificate (Vocational) NQF Level 4. Knowledge, Skills and Competencies Required: Basic knowledge of Supply Chain duties, practices as well as he ability to capture data and operate computer and

		collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Knowledge of the Public Finance Management Act. Knowledge of Asset Management. Knowledge of Loss Control. Knowledge of HARDCAT. Knowledge of LOCO and BAS. Computer Literacy. Computerised financial systems decision-making skills. Communication skills (verbal and written). Interpersonal relations skills. Listening skills. Numeric skills. Presentation skills. Problem solving skills. Strong analytical skills. Time management skills. Word processing and spreadsheet skills. The ideal candidate should have integrity, be honest, reliable, innovative, creative, trustworthy, loyal, friendly, efficient and responsible. He/she should have the ability work under pressure, maintain confidentiality, work individually and part of a team.
<u>DUTIES</u>	:	Render asset management clerical support. Render demand and acquisition clerical support. Render logistical support services. Provide SCM Administration support in the component.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms ZS Ngobese Tel No: (035) 787 1442
	:	Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs
<u>FOR ATTENTION NOTE</u>	:	Mr B Hornsby
	:	It is the intention of this Department to consider equity targets when filling these positions.
<u>POST 43/164</u>	:	<u>ADMINISTRATIVE CLERK (PRODUCTION): STORES REF NO: DOT 448/2025</u> (Procurement & Provisioning)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 annum (Level 05)
	:	Cost Centre, Pietermaritzburg
	:	A Senior Certificate / National Certificate (Vocational) NQF Level 4, plus A valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required: Basic knowledge of stores duties, procurement procedures, practices. Basic knowledge and understanding of the legislative framework governing Public Service. Basic knowledge of work procedures in terms of the working environment. Ability to collect statistics and capture data. Computer skills. Planning and organizing skills. Good verbal and written communication skills. Ability to perform in a team. The ideal candidate should be committed to organizational objectives/ projects and programmes, receptive to ideas and suggestions, comply with Code of Conduct, punctual, accurate, honest, responsible, loyal and conscientious. He/she should also be able to work in a team, perform well under pressure and also be neat and tidy.
<u>DUTIES</u>	:	Control stock in the stores to ensure sufficient stock holdings in accordance with computerized stores system and Practice Notes requirements. Ensure effective stock record keeping. Dispose of redundant, broken, outdated stores items. Control and maintaining of Zibambele and Vukuzakhe tools. Supervise store assistant person.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms C Dlamini Tel No: (033) 392 6600
	:	Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs
<u>FOR ATTENTION NOTE</u>	:	Mr B Hornsby
	:	It is the intention of this Department to consider equity targets when filling this position.
<u>POST 43/165</u>	:	<u>TRADESMAN AID (X4 POSTS)</u>
<u>SALARY CENTRE</u>	:	R163 680 per annum (Level 03)
	:	Ladysmith Region: Cost Centre Dundee (X1 Post) Mechanical Dundee Ref No: DOT 449/2025 (X1 Post)

Cost Centre, Estcourt (X2 Posts)
Mechanical (Bergville) Ref No: DOT 450/2025 (X2 Posts)

Empangeni Region:

Regional Office, Empangeni (X1 Post)

Ground Survey, Empangeni Ref No: DOT 451/2025 (X1 Post)

REQUIREMENTS

: Grade 10 / Junior Certificate; plus A minimum of 6 months trade related experience. Knowledge, Skills and Competencies Required: Ability to use electrical and hand tools. Good interpersonal, communication and organizational skills. Ability to work independently.

DUTIES

: Provide assistance in the maintenance of facilities, vehicles and equipment. Arrange suitable tools and sort out parts for maintenance. Drain used oils from components, refill with new oils and change all types of filters. Check vehicles and equipment fluid levels for correctness and grease all greasing points. Repair and replace worn or damaged wheels. Discard used oils, sawdust, filters, rags, scrapped metals and tyres in the designated areas. Repair, clean, service and safe keeping of equipment and tools according to standards under supervision. Regularly clean and ensure tidiness of the workshop, vehicles, equipment and tools. Ensure the safekeeping of, and report missing or defective equipment and tools. Assist in the removal, stripping and assembling of components of vehicles and equipment. Secure loose bolts, nuts, screws, clamps, plugs and terminals. Report all hazards and potential hazards to the supervisor.

ENQUIRIES

: Mr M Ntuli (Ladysmith Region) Tel No: (036) 638 4400

Ms BW Xaba (Empangeni Region) Tel No: (035) 787 1442

APPLICATIONS

: Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs

**FOR ATTENTION
NOTE**

: Mr B Hornsby

: It is the intention of this Department to consider equity targets when filling these positions.

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF PUBLIC WORKS, ROADS AND INFRASTRUCTURE**

APPLICATIONS

- : Applicants should apply through the following website <http://erecruitment.limpopo.gov.za>. The application on the eRecruitment system should be accompanied by the new Z83 and recent comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and duration/dates) as well as copies of all qualifications, Identity Document and valid driver's license only. Failure to attach required documents will result in the application not being considered/disqualified.
- Applications may also be hand delivered/posted to: **Department of Public Works, Roads and Infrastructure**: Private Bag X9490, Polokwane, 0700 or hand delivered at Works Tower Building, No. 43 Church Street, Polokwane, 0699.
- For Capricorn District**: Private Bag X9378, Polokwane, 0700 Or hand deliver at 15 Landros Mare street, next to Correctional Services.
- For Mopani District**: Private Bag X576, Giyani, 0826 or hand deliver at 570 Parliamentary Building, Giyani.
- For Sekhukhune District**: Private Bag X02, Chuenespoort, 0745 or hand deliver at Lebowakgomo Zone A, next to traffic department.
- For Vhembe District**: Private Bag X2248, Sibasa, 0970 or hand deliver at Cnr. Traffic and Raluswielo Street, Sibasa.
- For Waterberg District**: Private Bag X1028, Modimolle, 0510 or hand deliver at Cnr. Thabo Mbeki & Elias Motsoaledi Street.

CLOSING DATE
NOTE

- : 12 December 2025 at 16h30
- : Applications must be submitted on a duly completed prescribed Z83 application for employment form (2021 version) obtainable from any public service department or can be downloaded from www.dpsa.gov.za. Applications must be accompanied by a detailed CV. Applicants are not required to submit copies of qualifications and other relevant documents on application except when applying through the erecruitment system. All fields in Part A, Part C and Part D of the Z83 form should be completed. In Part B, all fields should be completed in full. Part E, F & G applicants often indicate "refer to CV or see attached", this is acceptable as long as the CV has been attached and provides the required information. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). Successful incumbent will be expected to sign a performance agreement within one month after assumption of duty. The successful candidate will also be required to disclose his or her financial interests in accordance with the prescribed regulations. Shortlisted candidates for SMS posts will be subjected to a competency-based assessment and a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. All shortlisted candidates will be subjected to a security clearance and verification of qualifications. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS posts. Proof of the completion of the SMS pre-entry programme (Nyukela) must be submitted prior appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. The recommended candidate for appointment will be subjected to Personnel Suitability Check for security reasons. Failure to comply with the above requirements will result in the disqualification of the application. The Department reserve the right not to make any appointment(s) to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. Correspondence will be limited to shortlisted candidates only. If you do not hear from us within three (3) months after the closing date, please consider your application as being unsuccessful. However, should there be any dissatisfaction, applicants are advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No. 3 of 2000. The department will not carry any related costs (transport, accommodation or meals) for candidates attending interviews. The Department of Public Works, Roads and Infrastructure is an equal opportunity and affirmative action employer. Women and people living with disabilities are encouraged to apply.

MANAGEMENT ECHELON

<u>POST 43/166</u>	:	<u>DIRECTOR: INFRASTRUCTURE DELIVERY: OTHER PROVINCIAL DEPARTMENTS REF NO: S.4/3/15/9</u> Component: Infrastructure Delivery: Other Provincial Departments
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), (to be structured according to Individual needs)
<u>CENTRE</u>	:	Head Office - Polokwane
<u>REQUIREMENTS</u>	:	Grade 12/Matric certificate and a qualification at NQF level 7 qualification in the Built environment as recognized by SAQA. Five (05) years of experience at a middle / Senior managerial level. Registration with the relevant professional council (i.e. SACPCMP, SACAP, ECSA or SACQSP) as professional Construction Project Manager, Architect, Quantity Surveyor will be an added advantage. Valid driver's license, with the exception of applicants with disabilities. Knowledge and Skills: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the Public Service such as: Public Finance Management Act. Strategic Capability and Leadership. Programme and Project Management, Financial Management, Change Management, Treasury Notes, Labour, Promotion of Access to Information Act. Public Service Regulations. Government Immovable Assets Management Act (GIAMA). Technical Competencies: Programme and project management. Engineering, legal and operational compliance. Engineering operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment and analysis knowledge. Research and development. Computer- aided engineering applications and MS software including power point. Creating high performance culture. Technical consulting.
<u>DUTIES</u>	:	Manage the technical portfolio for Provincial Departments Infrastructure. Manage the provision of professional inputs to the Provincial Departments in terms of preparation of the User Asset Management Plan. Manage the review of infrastructure project lists in terms of feasibility in consultation with Provincial Departments and make recommendations. Manage the assessment of the suitability of site allocations in terms of the provision of integrated multi-purpose government services in the province. Manage the determination of lifecycle costs for immovable assets of the Provincial Departments. Manage the planning, design and budgeting for technical condition assessment for Provincial Departments facilities in consultation with Provincial Departments. Manage the procurement of construction projects: Provide the professional inputs to the Provincial Departments in terms of the packaging of projects and finalisation of the procurement strategy. Assist the Provincial Departments to adhere to all requirements stated in the Division of Revenue Act [DoRA]. Manage the procurement of projects and framework contracts for the Provincial Departments. Manage the preparation of project execution plans up to the point of procurement. Manage the implementation of the construction procurement for all projects on behalf of the other Provincial Departments. Monitor the effective management of financial resources for projects. Manage delivery of infrastructure programmes and projects: Provide the professional inputs to the Provincial Departments in terms of the preparation of the Infrastructure Programme Management Plan [IPMP]. Provide the professional inputs to the Provincial Departments in terms of the packaging of projects and finalisation of the procurement strategy. Develop IPIP and provide the professional inputs and appropriate systems to the Provincial Departments to submit successful infrastructure bids for the allocation of performance-based grants. Assist the Provincial Departments to adhere to all requirements stated in the Division of Revenue Act [DoRA]. Provide the professional inputs to the Provincial Departments in terms of the determination of technical norms and standards. [Mainly cost norms]. Manage the validation of building plans in terms of National and Local Government Building Regulations. Manage the finalisation of the Infrastructure Programme Implementation Plan [IPIP] for the Provincial Departments. Manage the preparation and implementation of Service Delivery Agreements. Manage the procurement of projects and framework contracts for the Provincial Departments. Manage the preparation of project execution plans up to the point of procurement. Manage the implementation of the construction procurement for all projects on behalf of the Provincial Departments. Monitor the effective management of financial resources for projects. Provide

maintenance for provincial departments infrastructure: Ensure updating of the document management system and the project management system. Ensure the adherence to timeframes, budgets and quality assurance standards for all contracts: Report progress regarding implementation of infrastructure projects to relevant government structures. Provide the inputs for the preparation of financial and non – financial reports that should be submitted to the Provincial Department of Health Maintenance strategy. Manage and monitor the implementation of user-asset management plan. Manage maintenance operations. Manage the infrastructure inputs for longer integrated infrastructure planning and development: Participate in the development and updating of the longer term integrated provincial infrastructure plan as referred to as the Limpopo Master Infrastructure Plan. · Interact with municipalities and the public Entities to promote delivery of services within the required timelines of the Limpopo Master Infrastructure Plan and the Municipal Integrated Development plans. Collaborate with other Chief Directorates in LDPWRI to consider the possible packaging of infrastructure delivery projects across sectors for seamless procurement. Participate in the review and updating of the Limpopo Infrastructure Delivery Management System based on institutional changes and areas identified for improvement. Manage and utilize resources (human, financial & physical) in accordance with relevant directives and legislation. Give direction to team in realising the Directorate's strategic objectives. Develop action plans to execute strategic initiatives. Ensure proper implementation of the budget by monitoring, projecting & reporting expenditure. Monitor and report on the utilisation of equipments. Co-ordinate memorandum of understanding, service level agreements and expenditure review. Ensure that the division is adequately staffed. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Manage discipline.

ENQUIRIES

Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ, Ms. Motsai S Tel No: (015) 284 7570/7586/7627,7262.

POST 43/167

: **DIRECTOR: STRATEGIC MANAGEMENT REF NO: S.4/3/8/97**
Component: Corporate Services

SALARY

: R1 266 714 per annum (Level 13), (to be structured according to Individual needs)

CENTRE

: Head Office - Polokwane

REQUIREMENTS

: Grade 12/Matric certificate and a qualification at NQF level 7 qualification as recognized by SAQA. Five (05) years of experience at a middle / Senior managerial level in Strategic Management environment. Valid driver's license, with the exception of applicants with disabilities. Knowledge and Skills: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the Public Service such as: Public Finance Management Act. Treasury Notes. Promotion of Access to Information Act. Public Service Regulations. Strategic Capability and Leadership. Programme and Project Management, Financial Management, Change Management, Knowledge Management. Service Delivery Innovation (SDI). Problem Solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus, Communication and Honesty and Integrity.

DUTIES

: Manage the provision of integrated planning and reporting services: Develop and maintain strategic planning and reporting guidelines. Coordinate and facilitate strategic and operational planning processes. Coordinate the submission and analysis of quarterly reports, annual reports and budget vote documents. Monitor and facilitate reporting on departmental programmes and activities against government's POA and Cluster projects and intergovernmental working groups. Analyse organisational performance and provide strategic inputs. Manage and conduct integrated monitoring and evaluation services. Develop, manage and maintain M& E Frameworks and system. Develop and implement monitoring and evaluation principles and practices. Evaluate the implementation of departmental policies and assess the impact and sustainability of programmes. Collect, store, analyze and disseminate research and M&E information. Ensure the accuracy and integrity of captured information. Produce monthly, quarterly and annual performance reports. Manage the implementation of service delivery programmes: Coordinate the development and implementation of coherent service standards. Coordinate the development and implementation of service delivery improvements plans.

Develop and provide customer care and complaints management strategy and processes. Manage and resolve complaints from call centre, presidential hotline, premiers office, communities chapter 10 institutions. Manage and utilize resources (human, financial & physical) in accordance with relevant directives and legislation. Give direction to team in realising the Directorate's strategic objectives. Develop action plans to execute strategic initiatives. Ensure proper implementation of the budget by monitoring, projecting & reporting expenditure. Monitor and report on the utilisation of equipments. Co-ordinate memorandum of understanding, service level agreements and expenditure review. Ensure that the division is adequately staffed. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff Manage discipline.

ENQUIRIES

: Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ, Ms. Motsai S Tel No: (015) 284 7570/7586/7627,7262.

OTHER POSTS

POST 43/168

: **CHIEF CONSTRUCTION PROJECT MANAGER: GRADE A REF NO: S.4/3/1/70**
Component: Building Infrastructure Maintenance

SALARY CENTRE REQUIREMENTS

: R1 266 450 per annum, OSD, (to be structured according to individual needs)
: Mopani District
: Grade 12/Matric certificate and a qualification at NQF level 7 as recognized by SAQA in Built Environment with a minimum of 6 years' experience as a registered Professional Construction Project Manager with the SACPCMP, Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Programme and project management. Project Management skills, principles and methodologies. Project and professional judgement. Computer-aided engineering and project applications. Project design and analysis knowledge. Project operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating skills. Legal and operational compliance. Research and development. Creating high performance culture. Technical consulting. Generic Competencies: Strategic capability and leadership, problem solving and analysis, decision making, team leadership, creativity, financial management, customer focus and responsiveness, communication, computer skills, people management, planning and organizing, conflict management, negotiation skills, change management.

DUTIES

: Project design and analysis effectiveness: Perform final review and approvals or audits on project designs according to design principles or theory. Co – ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Maintain project operational effectiveness: Manage the execution of project management strategy through the provision of appropriate structures, systems and resources. Set project standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor project management efficiencies according to organizational goals to direct or redirect project services for the attainment of organizational objectives. Financial Management: Ensure availability and management of funds to meet the MTEF objectives within the project environment/ services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Manage the commercial added value of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. Allocate, monitor, control, expenditure according to budget to ensure efficient cashflow management. Governance Allocate, monitor and control resources. Compiles risk logs (database) and manages significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation of project related matters to minimise possible project risks. Manage and implement knowledge sharing initiatives e.g. short – term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. People management Direct the

development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of project services according to organisational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

ENQUIRIES : For Mopani district: Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075

POST 43/169 : **CHIEF ENGINEER GRADE A REF NO: S.4/3/15/3**
Component: Provincial Maintenance Hub
Re-advert

SALARY : R1 266 450 per annum, OSD, (to be structured according to individual needs)
CENTRE : Head Office - Polokwane
REQUIREMENTS : Grade 12 / Matric certificate and a qualification at NQF Level 7 as recognize by SAQA in B Engineering or B Sc in Engineering. Six years' post qualification experience required as a registered Professional Engineer. Compulsory registration with the ECSA as a Professional Engineer. Valid driver's license with the exception of persons with disabilities. Generic Competencies: Strategic capability and leadership. Problem solving and analysis. Decision Making. Team Leadership. Creativity. Financial Management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organizing. Conflict Management. Negotiation skills. Change management. Technical Competencies: Programme and project management. Engineering, legal and operational compliance. Engineering operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment and analysis knowledge. Engineering design and analysis knowledge. Research and development. Computer- aided engineering applications. Creating high performance culture. Technical consulting. Engineering and professional judgement.

DUTIES : Engineering design and analysis effectiveness: Perform final review and approvals or audits on new engineering designs according to design principles or theory. Coordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Pioneering of new engineering services and management methods. Maintain engineering operational effectiveness. Manage the execution of management strategy through the provision of appropriate structures, systems and resources. Set engineering maintenance standards, specifications and service levels according to organisational objectives to ensure optimum operational availability. Monitor management efficiencies according to organisational goals to direct or redirect engineering services for the attainment of organizational objectives. Financial management: Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Manage the commercial value add of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. Governance: Allocate, control, monitor and report on all resources. Compile risk log and manages significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation of engineering related matters to minimize possible engineering risks. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. People management: Manage the development, motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

<u>ENQUIRIES</u>	:	Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ and Ms. Motsai S Tel No: (015) 284 7570/7586/7627,7262
<u>POST 43/170</u>	:	<u>DEPUTY DIRECTOR: MUNICIPAL RATES AND TAXES REF NO: S.4/3/3/123</u> Component: Municipal Rates and Taxes
<u>SALARY</u>	:	R896 436 per annum (Level 11), (to be structured according to individual needs)
<u>CENTRE</u>	:	Head Office - Polokwane
<u>REQUIREMENTS</u>	:	Grade 12/Matric, National Diploma NQF 6 / NQF level 7 in Real Estate, Bsc property studies and Degree in Property valuation as recognised by SAQA. 5 years' experience in property management environment with a minimum of three (3) years at Junior management/ASD level. Computer literacy. Valid driver's license, with the exception of applicants with disabilities. Knowledge and Skills: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Government Immovable Asset Management Act of 2007. Provincial Infrastructure Delivery Management System. Provincial Land Administration Act, 1998. Spatial Planning and Land Use Management Act, 2013. Property valuation. Strategic capability and leadership. Problem solving and analysis. Decision making. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. Planning and organising.
<u>DUTIES</u>	:	Manage payments of rates and taxes. Develop, manage and implement municipal services policy and processes. Develop strategies and plan for payments of rates and taxes. Develop budget and financial projections for payments of rates and taxes. Manage the verifications of tariffs approved by the municipal council. Manage and monitor the inspection of properties to ensure correct billing in relation to correct land use of properties. Manage, facilitate and analyse submission of monthly and quarterly reports from the district according to set target dates. Liaise with Land Management sub – directorate on immovable assets registered in the name of the province. Manage and monitor the application of MPRA Standard Procedures. Manage and analyse the district reports. Provide and monitor the municipal services reconciliation report. Liaise with district on identified incorrect information. Manage and analyse the pattern for rates and taxes and identify areas for investigation. Manage the compilation of municipal services expenditure pattern reports. Coordinate the debt owed to municipalities by the province. Manage payments of municipal levies: Develop and implement municipal levies policy and processes. Develop strategies and plan for payments of municipal levies. Develop budget and financial projections for payments of municipal levies. Manage and liaise with districts for submission of invoices. Manage the compilation of monthly municipal services report. Manage valuation services. Develop and implement valuation policy and processes. Develop strategies and plan for property valuations. Liaise with municipalities to check the valuation roll. Manage compliance in terms of objection period of the valuation rolls. Manage and conduct research and advice the department. Manage the tariffs objection processes where necessary and ensure adherence to time frames. Coordinate confirmation reports from municipalities: Coordinate confirmation reports from municipalities on outstanding amounts at the end of each financial year. Assist user departments in verifying their debts with municipalities. Assist in the preparation of Annual Financial Statements. Manage application for zoning certificate: Develop and implement processes for application of zoning certificates. Manage and investigate the property in terms of property rights (e.g. height, function, coverage and building lines). Manage the compilation of report in term of restricted and relaxed rights of the approved zoning certificate. Manage compliance with town planning scheme. Manage and facilitate the application for relaxation of rights in the zoning certificate. Manage and facilitate the application to change land use. Manage and utilise resources (human, financial, & physical) in accordance with relevant directives and legislation. Report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of subordinates. Provide capacity development of subordinates. Enhance and maintain subordinates' motivation and cultivate a culture of performance management. Provide job description to subordinates. Manage leave matters.
<u>ENQUIRIES</u>	:	Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ and Ms. Motsai S Tel No: (015) 284 7570/7586/7627,7262

<u>POST 43/171</u>	:	<u>DEPUTY DIRECTOR: PROPERTY AND FACILITIES REF NO: S.4/3/103</u> Component: Property and Facilities Management
<u>SALARY</u>	:	R896 436 per annum (Level 11), (to be structured according to individual needs)
<u>CENTRE</u>	:	Sekhukhune District Office
<u>REQUIREMENTS</u>	:	A qualification at NQF Level 06 in Real Estate. NQF level 07 in Property Studies as recognised by SAQA. Five (5) years' experience in property management environment with a minimum of three (3) years at Junior management / ASD level. Valid driver's license, with the exception of applicants with disabilities. Knowledge of: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Government Immovable Asset Management Act of 2007. Provincial Infrastructure Delivery Management System. Provincial Land Administration Act, 1998. Spatial Planning and Land Use Management Act, 2013. Skills: Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. Facilitation. People management. Planning and organising. Conflict management.
<u>DUTIES</u>	:	Manage land management matters: Facilitate land acquisition processes for the district. Manage the identification, verification and gather documentation for property to be acquired. Participate in the integrated development planning process i.r.o. acquisition. Manage, maintain and update property assets register. Manage and administer property systems. Manage and facilitate vesting of district property and land. Manage and facilitate disposal of state land. Manage and facilitate transfers. Manage leases and municipal services: Manage and provide residential accommodation as required. Manage residential accommodation register for leases and status. Manage and facilitate the rental collection and schedules. Manage and facilitate matter pertaining to refunds and arrears on rental recovery. Manage and facilitate monthly submission of rates and taxes invoices according to stipulated due dates. Manage monthly payment of municipal levies. Facilitate and analyse leases, municipal rates and taxes. Manage property inspections and sub-lettings. Compile the arrear accounts report including recovery projections. Manage facilities services: Manage physical security services and monitor adherence to service level agreement. Develop, manage and implement waste management plan. Manage cleaning services. Manage landscaping services. Manage resource (Human, Financial and Equipment): Manage the component's budget against its strategic objectives. Coordinate budget monitoring, projecting & reporting expenditure. Ensure that spending is maximized in line with strategic objective. Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Provide job description to subordinates. Manage division leave matters.
<u>ENQUIRIES</u>	:	Ms Makalela RC, Ms Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330
<u>POST 43/172</u>	:	<u>CONSTRUCTION PROJECT MANAGER GRADE A REF NO: S.4/3/2/34</u> Component: Building Maintenance Re-advert
<u>SALARY</u>	:	R879 342 per annum, OSD, (to be structured according to Individual needs)
<u>CENTRE</u>	:	Capricorn District – Polokwane
<u>REQUIREMENTS</u>	:	A qualification at NQF level 6 as recognised by SAQA in Built Environment, 04 years' experience in Built Environment (04 years and 06 months experience), or A qualification at NQF level 7 as recognised by SAQA in Built Environment (04 years' experience in Built Environment), or A qualification at NQF level 8 as recognised by SAQA in Built Environment, 03 years' experience in Built Environment. Compulsory registration with the SACPCMP as a Professional Construction Project Manager. Valid driver's license, with the exception of applicants with disabilities. Core and Process Competencies: Strategic Capability and Leadership; People Management and Empowerment; Programme and Project Management; Financial Management; Change

		Management; Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client Orientation and Customer focus; Communication. Skills: Programme and project management. Project management skills, principles and methodologies. Project and professional judgement. Computer-aided engineering and project applications. Project design and analysis knowledge. Project operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating skills. Legal and operational compliance. Research and development. Creating high performance culture Technical consulting. Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organizing. Conflict management. Negotiation skills. Change management.
<u>DUTIES</u>	:	Manage and coordinate all aspects of projects under the supervision of the Chief Construction Project Manager: 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, Effectively apply methodology and enforce project standards to minimize risk on projects. Project accounting and financial management: Report project progress to Chief Construction Project Manager, Manage project budget and resources. Office administration: Provide inputs to other professionals with tender administration. Liaise and interact with service providers, client departments, and management, Maintain the record management system and the architectural library, Utilise allocated resources effectively. Research and development: Keep up with new technologies and procedures. Research/literature on new developments on project management methodologies, Liaise with relevant bodies/ councils on project management.
<u>ENQUIRIES</u>	:	Ms Mothiba MM, Mr Seleka BN, Mr Maleka KJ, Mabolola DP Tel No: (015) 287 5613/5610/5611/5612
<u>POST 43/173</u>	:	<u>CONTROL WORKS INSPECTOR REF NO: S.4/3/2/127</u> Component: Inspectorate Services
<u>SALARY</u>	:	R582 444 per annum (Level 10)
<u>CENTRE</u>	:	Vhembe District
<u>REQUIREMENTS</u>	:	Grade 12/ Matric and a qualification at National Diploma (T/N/S streams) or equivalent as recognised by SAQA, or N3 Certificate and a trade test certificate in the building environment, or Registration as an Engineering Technician. More than six (6) years appropriate experience. A valid driver's license with the exception of applicants with disabilities. Technical Competencies: Project Management, Technical analysis, Computer Literacy, Technical report writing, Production, process knowledge and skills, Problem solving and analysis. Decision making, Team work, Customer focus and responsiveness, Planning and organising. Generic Competencies: Problem solving and analysis. Decision making, Team work. Creativity. Change Management Financial Management Customer focus and responsiveness. Communication. Computer skills.
<u>DUTIES</u>	:	Manage inspectorate: Manage the process for the identification of needs, new services and requirements for minor new work and repairs to existing work by ensuring that customer complaints are Facilitate, co-ordinate and control the implementation of new work, repair and renovation and maintenance: Allocate tasks and projects in relation to the maintenance of existing and new works. Monitor the progress and expenditure on current maintenance and minor new work projects. Attend monthly project progress meetings with relevant stakeholders. Ensure that the works control system is updated provide reports and estimates and recommend and monitor expenditure and payments. Ensure accuracy of tender documents, specifications and bills of quantities. Ensure that relevant project documentation for new and existing structures is compiled: Develop and interpret plans and sketches. Draw – up quotation documents and compile specifications, bills of quantities and bid documents. Manage the activities of contractors and consultants: Provide advice and guidance to contractors and consultants in respect of the compliance to legislation and procedures. Put systems and procedures in place to ensure contractors and consultants adhere to legislation, regulations and procedure. Verify invoices and certify progress of payments. Check and progress variation

		orders and make recommendations on requirements for the extension of deadlines. Provide extended Public Works Programme: Gather and submit information in terms of the extended Public Works Programme. Supervise the performance and conduct of works inspectors through inter alia the following: Identify skills development needs and provide training and development opportunities for works inspectors. Provide advice and guidance on the interpretation and application of legislation, policies and procedures. Ensure quality control and efficient workflow of work done by works inspectors and report on all work allocated.
<u>ENQUIRIES</u>	:	Mr MF Mavhungu, Ms M Muthabi & Mr TI Tshipuke Tel No: (015) 963 3790.
<u>POST 43/174</u>	:	<u>CHIEF ARTISAN GRADE A (X2 POSTS)</u> Component: Building Maintenance
<u>SALARY</u>	:	R480 261 per annum, OSD
<u>CENTRE</u>	:	Sekhukhune District – Carpentry Services Ref No: S.4/3/2/86 Vhembe District – Malamulele Building Maintenance Ref No: S.4/3/2/91
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate in Carpentry. Ten years post qualification experience as an Artisan/ Artisan Foreman. Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Project Management, Technical Design and analysis, Computer aided technical applications, Legal compliance, Technical report writing, technical Consulting, Production, process knowledge and skills.
<u>DUTIES</u>	:	Manage Technical Services: Manage technical services and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory regulatory requirements. Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure Quality assurance in line with specifications. Manage administrative and related functions: Provide inputs in the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update database. Manage artisans and related personnel and assets. Financial Management: Control and monitor expenditure according to budget to ensure efficient cash flow management. Manage the commercial value add of the discipline related activities and services. People management: Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical services according to organizational needs and requirement. Manage subordinate: Key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Maintain and advance expertise: Continuous individual development to keep up with new technologies and procedures. Research/literature studies on technical/ engineering technology to improve expertise. Liaise with relevant bodies/councils on technical/engineering-related matters.
<u>ENQUIRIES</u>	:	Mr MF Mavhungu, Ms M Muthabi & Mr TI Tshipuke Tel No: (015) 963 3790.
<u>POST 45/175</u>	:	<u>CHIEF ARTISAN GRADE A REF NO: S.4/3/10/120</u> Component: Drainage Structures Re-advert
<u>SALARY</u>	:	R480 261 per annum, OSD
<u>CENTRE</u>	:	Sekhukhune district: Drainage Structures
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate. Ten years post qualification experience as an Artisan/ Artisan Foreman in Shuttering / Steel Fixing / Concrete. Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Project Management, Technical Design and analysis, Computer aided technical applications, Legal compliance, Technical report writing, technical Consulting, Production, process knowledge and skills. Generic Competencies: Problem solving and analysis. Decision making. Teamwork. Creativity. Change Management. Financial Management. Customer focus and responsiveness. Communication. Computer skills. Planning and organising.
<u>DUTIES</u>	:	Manage technical services: Manage technical services and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Provide inputs into existing technical manuals,

standard drawings and procedures to incorporate new technology. Ensure quality assurance in line with specifications. Manage administrative and related functions: Provide inputs to budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update database. Manage artisans and related personnel and assets. Financial Management: Control and monitor expenditure according to budget to ensure efficient cash flow management. Manage the commercial value add of the discipline related activities and services. People management: Manage the development, motivation and utilization of human resource for the discipline to ensure competent knowledge base for the continued success of technical services according to organizational needs and requirement. Manage subordinate: Key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Maintain and advance expertise: Continuous individual development to keep up with new technologies and procedures. Research/literature studies on technical/ engineering technology to improve expertise. Liaise with relevant bodies/councils on technical/engineering-related matters.

ENQUIRIES : Ms Makalela RC, Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330

POST 43/176 : **CHIEF ARTISAN GRADE A REF NO: S.4/3/2/109**
Component: Nebo Building Maintenance

SALARY : R480 261 per annum, OSD
CENTRE : Sekhukhune district: Nebo
REQUIREMENTS : Appropriate Trade Test Certificate in Plumbing/ Carpentry/ Bricklaying/ Electrical. Ten years post qualification experience as an Artisan/ Artisan Foreman. Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Project Management, Technical Design and analysis, Computer aided technical applications, Legal compliance, Technical report writing, technical Consulting, Production, process knowledge and skills. Generic Competencies: Problem solving and analysis. Decision making. Teamwork. Creativity. Change Management. Financial Management. Customer focus and responsiveness. Communication. Computer skills. Planning and organising.

DUTIES : Manage Technical Services: Manage technical services and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory regulatory requirements. Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure Quality assurance in line with specifications. Manage administrative and related functions: Provide inputs to budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update database. Manage artisans and related personnel and assets. Financial Management: Control and monitor expenditure according to budget to ensure efficient cash flow management. Manage the commercial value add of the discipline related activities and services. People management: Manage the development, motivation and utilization of human resource for the discipline to ensure competent knowledge base for the continued success of technical services according to organizational needs and requirement. Manage subordinate: Key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Maintain and advance expertise: Continuous individual development to keep up with new technologies and procedures. Research/literature studies on technical/ engineering technology to improve expertise. Liaise with relevant bodies/councils on technical/engineering-related matters.

ENQUIRIES : Ms Makalela RC, Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330

POST 43/177 : **ASSISTANT DIRECTOR: RECORDS MANAGEMENT REF NO: S.4/3/8/17**
Component: Records Management

SALARY : R468 459 per annum (Level 09)
CENTRE : Mopani District

<u>REQUIREMENTS</u>	:	Grade 12/Matric certificate and a qualification at NQF level 06 as recognised by SAQA in Records Management, Information Management/Science/Studies/Archival Studies. Three (03) years' of experience at a supervisory position in Records Management environment. Valid driver's license, with the exception of applicants with disabilities. Knowledge And Skills: Knowledge of relevant Public Service Acts, regulations and frameworks, Knowledge and understanding of policy analysis, development and interpretation, Strategic capability and leadership.
<u>DUTIES</u>	:	Supervise the provision of Human Resource records: Assist in the development of file plan, manage security of records and monitor the classification and reference of records, Manage filling of documents. Supervise the provision of General records: Assist in the development of file plan, manage security of records, Monitor the classification and reference of records. Manage filling of documents. Supervise the provision of postal and messaging services: Implement postal and messaging strategy and plans, monitor registering and delivery of documents/ correspondence, Manage courier services, Manage renewals of franking machine and mailbags. Facilitate and coordinate the disposal of records: Identify the disposable records, Facilitate the approval process to dispose identify records, Facilitate the evaluation process of identify records, Transfer the valuable records to Provincial Archive repository, Dispose the outdate records. Manage and utilise resources (human, financial, & physical): Report on the utilisation of equipment's, Evaluate and monitor performance and appraisal of subordinates, Provide capacity development of subordinates, Enhance and maintain subordinates motivation and cultivate a culture of performance management, Provide job description to subordinates, Manage leave matters.
<u>ENQUIRIES</u>	:	For Mopani district: Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075.
<u>POST 43/178</u>	:	<u>ASSISTANT DIRECTOR: ROADS PROJECT IMPLEMENTATION REF NO: S4/3/10/179</u> Component: Roads Projects Implementation Re-advert
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Head Office - Polokwane
<u>REQUIREMENTS</u>	:	Grade 12 / Matric certificate and a qualification at NQF Level 06 as recognized by SAQA in Project Management/ Public Management/Community Development Studies. Three (03) years' relevant experience. A Valid driver's license with the exception of applicants with disabilities. Skills And Knowledge: Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Conflict management. Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of Roads Maintenance Manual. Knowledge and understanding of policy analysis, development and interpretation. PFMA and Treasury Regulations. Strategic capability and leadership.
<u>DUTIES</u>	:	Coordinate development of EPWP Business plan: Establish steering committee of Local Municipal Councilor, Community Development Workers and Transformation and ensure that this committee identifies EPWP projects to be implanted. Select projects in term of priority and suitability in line with EPWP. Manage the design and costing of EPWP projects. Ensure the setting up of database of potential participants for EPWP project implementation. Arrange the advertising of projects as well as the appointment of participants. Facilitate compliance to EPWP Guidelines. Register all planned LIC projects in the EPWP Reporting System. Ensure the signing of employment contracts by participants. Ensure Basic Life Skills Training for all labourers. Registration of participants/contractors with CETA. Monitor the performance of EPWP projects. Ensure programming of the works and strict adherence to set dates in line with the EPWP Business plan. Insist on setting of manageable daily task for workers in with Ministerial. Determination for EPWP projects. Ensure strict adherence to the carrying out of activities according to specifications. Ensure performance of tasks is done under proper supervision to ensure quality production and application of correct approved materials. Ensure similarity in scope of work for all districts. Ensure the application of civil construction industry guidelines, viz general conditions of contract 2000, SABS and EPWP

Ministerial Determination. Encourage registration of participants/contractor with standards authorities such as CIDB. Ensure the establishment of code of best practice for EPWP. Develop projects specification and contracts for service providers. Ensure project design is per Labour Intensive Construction Methods. Draw up specifications and terms of reference that will govern the operations of the projects. Provide OHSA training for participants. Ensure that consultants appointed have CETA Accreditation and are registered with recognized bodies controlling civil construction industry,e.g. SAICE. Confirm validity of contract documentation drawn up by consultants with departmental legal directorate. Facilitate community participation in the projects with the relevant directorate. Ensure good relations and closer cooperation between the Roads Projects Implementation Directorate, Departmental District Offices, Cost Centers and Local Authorities through Social Facilitation. Convene and conduct EPWP workshops and seminars during project identification on community participation. Compile an analysis of household status of projects participants in line with EPWP targeted demographics i.e. %women, %youth and %disabilities.

ENQUIRIES : Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ, Ms. Motsai S Tel No: (015) 284 7570/7586/7627,7262.

POST 43/179 : **ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT AND DEVELOPMENT REF NO: S.4/3/8/100**
Component: Performance Management and Development

SALARY : R468 459 per annum (Level 09)
CENTRE : Head Office – Polokwane
REQUIREMENTS : Grade 12/ Matric and a qualification at NQF Level 6 as recognised by SAQA in Human Resource Management / Personnel Management/ Public Management / Administration. 3-5 years' experience in human resource management environment with a minimum of three (3) years at supervisory level. Valid driver's license, with the exception of applicants with disabilities. PERSAL certificate/results to be attached. Knowledge And Skills: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge of Performance Management Framework. Knowledge and understanding of policy analysis, development and interpretation. Facilitation skills. Problem solving and analysis. Decision making. Team leadership. Creativity. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Conflict management. Negotiation skills.

DUTIES : Facilitate performance management evaluation: Implement performance management policies and procedures and ensure adherence to mandates and directives. Conduct performance evaluation against operational plans of the directorates and districts. Develop circulars and time – table for the submission of annual evaluation forms. Monitor that circulars and time – table are available and accessible. Monitor the updating of PMDS submission database. Monitor issuing timeous PMDS submission statistics reports. Liaise with directorates with regard to outstanding evaluation forms. Conduct quality assurance of performance evaluation forms: Monitor that evaluation form are aligned to the performance agreement. Conduct the process of quality assurance on the performance evaluation forms. Monitor submission process and provide guide on the evaluation process. Facilitate performance management evaluation workshop. Conduct performance evaluation workshop at the district, head office, institutions and cost centers. Distribute performance evaluation forms. Coordinate performance management evaluation and capacity building: Compile submission for appointment of performance management moderation committee members. Provide logistics for moderation committee meeting. Render secretariat for the moderating committee meetings. Implement moderation committee recommendations. Facilitate performance bonus/ incentive appraisal and rewards: Compile performance evaluation schedules. Approve performance bonus transaction on PERSAL system. Compile performance bonus report. Issue feedback letter for satisfactory and unsatisfactory performance. Facilitate probation processes. Liaise with HR on recruited list. Liaise with officer on probation and supervisors to fill the quarterly probation forms. Monitor capturing of probation forms on PERSAL system. Facilitate submission to HOD for permanent appointments of officers. Compile confirmation letter for completion of probation. Provide resource (Human, Financial and Equipment): Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Ensure

		capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Provide job description to subordinates. Manage division leave matters.
<u>ENQUIRIES</u>	:	Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ and Ms. Motsai S Tel No: (015) 284 7570/7586/7627,7262
<u>POST 43/180</u>	:	<u>GEOTECHNICAL ENGINEERING TECHNOLOGIST GRADE A REF NO: S.4/3/10/65</u> Component: Roads & Bridges
<u>SALARY</u>	:	R453 576 per annum, OSD
<u>CENTRE</u>	:	Head Office - Polokwane
<u>REQUIREMENTS</u>	:	Grade 12 / Matric certificate and a qualification at NQF Level 7 as recognize by SAQA in Civil Engineering (Geotechnical or Materials). Three years' post qualification in Civil Engineering Technologist experience required. Compulsory registration with ECSA as Civil Engineering Technologist. Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Project Management. Technical designs and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Professional judgement. Networking. Generic Competencies: Decision making, team leadership, analytical skills, creativity, self-management, financial management, customer focus and responsiveness, communication, computer literacy, planning and organizing, conflict management, problem solving and analysis and people management.
<u>DUTIES</u>	:	Provide technological advisory services. Support Engineers, Technicians and associates in field, workshop and office activities. Promote safety standards in line with statutory and regulatory requirements; - 126 – Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Solve broadly defined technological challenges through application of proven techniques and procedures. Develop, maintain and manage current technologies. Identify and optimize technical solutions by applying engineering principles. Perform administrative and related functions. Compile and submit monthly and quarterly reports. Provide inputs to the operational plan. Develop, implement and maintain databases. Research and development. Keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. To liaise with relevant boards/councils on engineering-related matters.
<u>ENQUIRIES</u>	:	Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ and Ms. Motsai S Tel No: (015) 284 7570/7586/ 7627,7262.
<u>POST 43/181</u>	:	<u>CHIEF WORKS INSPECTOR (X3 POSTS)</u> Component: Inspectorate Services.
<u>SALARY</u>	:	R397 116 per annum (Level 08)
<u>CENTRE</u>	:	Mopani District Ref No: S.4/3/2/110 (X1 Post) Vhembe District Ref No: S.4/3/2/100 (X1 Post) Waterberg District Ref No: S.4/3/2/100 (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 12/ Matric and a qualification at NQF level 6 (T/N/S streams) as recognized by SAQA or N3 and a Trade Test Certificate in building environment, or registration as and Engineering Technician. Minimum of three (03) years of experience in inspectorate (Building) environment. A valid driver's license with the exception of applicants with disabilities. Technical Competencies: Project Management. Technical analysis. Computer Literacy. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Team work. Customer focus and responsiveness. Planning and organizing. Generic Competencies: Problem solving and analysis. Decision making. Team work. Creativity. Change Management. Financial Management. Customer focus and responsiveness. Communication. Computer skills. Planning and organising.
<u>DUTIES</u>	:	Identify needs and requirements of new work and repairs through the investigation of customer complaints and new services. Prepare specifications for unplanned maintenance and minor new work. Develop bill of quantities. Develop proposals on the associated costs. Render an inspection service of work done on new projects and existing structures. Inspect new and/or maintenance work undertaken on project sites to ensure that it is being done in compliance with all relevant regulations and legislation and that proper

quality control is maintained. Compile and estimate of repairs and costs for minor new work and maintenance work to be undertaken. Develop, implement and maintain an electronic record system for work being done and work that was finalized. Develop progress reports on outstanding and finalized work. Analyse and compile relevant project documentation for new and existing structures. Develop and interpret plans and sketched. Draw – up quotation documents and compile specifications, bills of quantities and bid documents. Adjudicate and provide recommendations on quotations and bids. Liaise with relevant stakeholders in respect of technical aspects. Manage the activities of contractors on project sites. Advice and guide contractors in respect of the compliance to legislation and procedures. Verify invoices and certify progress of payments. Check and process variation orders and make recommendations on requests for the extension of deadlines. Brief contractors and consultants on projects and certify claims for fees. Ensure effective contract administration. Facilitate and resolve problems emanating from projects and develop progress reports on projects. Provide extended public works Programme. Gather and submit information in terms of the extended Public Works Programme. Supervise the performance and conduct of works Inspectors. Identify skills development needs and provide training and development opportunities for Works Inspector. Provide advice and guidance on the interpretation and application of legislation, policies and procedures. Ensure quality control and effective and efficient workflow of work done by works Inspectors and report on all work allocated. Monitor proper utilization of equipment, stores and expenditure. Administer the departmental performance management and development system.

ENQUIRIES : For Mopani district: Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075
For Vhembe district: Mr MF Mavhungu, Ms M Muthabi & Mr TI Tshipuke Tel No: (015) 963 3790
For Waterberg: Ms MD Mokonyane, Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027

POST 43/182 : **ROAD WORK SUPERINTENDENT REF NO: S.4/3/10/194 (X1 POST)**
Component: Letaba Roads Maintenance

SALARY : R397 116 per annum (Level 08)
CENTRE : Mopani District: Letaba Roads Maintenance
REQUIREMENTS : Grade 12/ Matric and a qualification at NQF level 6 in Civil Engineering or Construction Management as recognized by SAQA. Grade 12. Six (6) years road work maintenance/Construction experience. Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Knowledge of Artisan-related activities. Knowledge of relevant Acts and regulations. Knowledge and understanding of policy analysis, development and interpretation. Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organizing. Conflict management.

DUTIES : Monitor the maintenance and repair of road surfaces on all surfaced roads such as resurfacing interval, culvert/bridge replacement, line painting, replacement of signs, grade and resurface gravel on loose top roads. Road surfaces maintenance and repair reports. Develop maintenance schedules for assets (roads, plant, equipment, etc.) Maintenance schedule plan. Plan and prepare weekly/monthly site programme. Weekly/monthly site programme. Manage contracted services, project management and final inspection for capital projects. Monthly contract services performance report. Project management and final inspection for capital projects report. Provide technical advice on claims against the department. Sound technical advice. Monitor and check the quality of work done by contractors/maintenance teams. Quality assurance report for the work done by contractors/maintenance teams. Manage and utilize resources (human, financial, & physical) in accordance with relevant directives and legislation. Performance Agreement and assessment report. Updated job description. Updated assets register. Updated leave register. Work attendance register.

ENQUIRIES : Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075. For Sekhukhune district: Ms Makalela RC, Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330

<u>POST 43/183</u>	:	<u>INSPECTOR: MAINTENANCE OPERATIONS REF NO: S.4/3/10/31</u> Component: Roads Infrastructure Maintenance: Inspectorate
<u>SALARY</u>	:	R397 116 per annum (Level 08)
<u>CENTRE</u>	:	Mopani District
<u>REQUIREMENTS</u>	:	Trade Diploma. Grade 12. Three (3) years road work maintenance experience. Valid driver's license, with the exception of applicants with disabilities. Skills & Knowledge: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge of Artisan related activities. Knowledge of machinery and occupational safety act. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Conflict management.
<u>DUTIES</u>	:	Inspect roads maintenance works to monitor compliance with standards/specifications: Check and monitor compliance with standards and specifications. Write reports on quality of the work. Identify gaps and give advice accordingly. Provide expert advice to workers. Recommend actions to be taken. Provide roads maintenance expertise to maintenance teams: Provide work guidance. Identify training needs. Conduct skills audit. Facilitate training. Conduct in-house training. Monitor progress on capital projects: Conduct inspection of capital projects. Attend capital projects meetings. Provide reports. Liaise with communities and RAL on the quality of roads maintenance: Attend joint meetings with RAL and communities on the status of the quality of the roads. Attend road maintenance queries. Provide written reports.
<u>ENQUIRIES</u>	:	Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075.
<u>POST 43/184</u>	:	<u>ARTISAN FOREMAN GRADE A (X3 POSTS)</u> Component: Building Maintenance
<u>SALARY</u>	:	R382 047 per annum, OSD
<u>CENTRE</u>	:	Vhembe district: Thohoyandou building maintenance-Electrical Ref No: S.4/3/2/113 (X2 Posts) Capricorn District: Mankweng building maintenance- Electrical Ref No: S.4/3/2/114 (X1 Post) Sekhukhune District: Nebo building maintenance-Welding Ref No: S.4/3/2/115 (X1 Post)
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate. Five years of post-qualification experience as an Artisan. Valid driver's license with the exception of people with disabilities. Technical Competencies: Team leadership. Technical analysis. Computer aided technical applications. Legal compliance. Technical report writing. Production, process knowledge and skills. Generic Competencies: Problem solving and analysis. Decision making. Team work. Creativity. Self-Management. Customer focus and responsiveness. Communication. Computer skills. Planning and organising. Conflict management.
<u>DUTIES</u>	:	Design: Supervise and produce designs according to client specifications and within limits of production capability. Production: Produce objects with material and equipment's according to job specifications and recognised standards. Quality assurance of produced objects. Maintenance: Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Quality assures serviced and maintained equipment and/or facilities. Perform administrative and related functions: Update register of maintained and repaired faults. Provide Supply Chain Management with specification to obtain quotations and purchase equipment and materials. Compile and submit reports as required. Provide inputs to the operational plan. Ensure adherence to safety standards, requirements and regulations. Human and capital resource management: Supervise and mentor staff. Planning of resources. Scheduling work. Maintain expertise: Continuous individual development to keep up with new technologies and procedures. Research/literature studies on technical/engineering technology to improve expertise.
<u>ENQUIRIES</u>	:	For Capricorn: Ms Mothiba MM, Mr Seleka BN, Mr Maleka KJ, Mabolola DP Tel No: (015) 287 5613/5610/5611/5612. For Waterberg: Ms MD Mokonyane, Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027.

For Sekhukhune: Ms Makalela RC, Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330.
 For Vhembe: Mr MF Mavhungu, Ms M Muthabi & Mr TI Tshipuke Tel No: (015) 963 3790.
 For Mopani: Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075

<u>POST 43/185</u>	:	<u>ARTISAN FOREMAN GRADE A REF NO: S.4/3/10/195</u> Component: Drainage Structures
<u>SALARY</u>	:	R382 047 per annum, OSD
<u>CENTRE</u>	:	Vhembe District
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate. Five years post qualification experience as an Artisan. Valid driver's license with the exception of people with disabilities. Knowledge: Project Management. Technical design and analysis. Computer aided technical applications. Legal compliance. Technical report writing. Technical consulting. Production, process knowledge and skills. Problem solving and analysis. Decision making. Team work. Creativity. Change Management. Financial Management. Customer focus and responsiveness. Communication. Computer skills. Planning and organizing. Technical Competencies: Team leadership. Technical analysis. Computer aided technical applications. Legal compliance. Technical report writing. Production, process knowledge and skills. Generic Competencies: Problem solving and analysis. Decision making. Team work. Creativity. Self-Management. Customer focus and responsiveness. Communication. Computer skills. Planning and organising. Conflict management.
<u>DUTIES</u>	:	Design: Supervise and produce designs according to client specification and within limits of production capability. Production: Produce objects with material and equipment's according to job specification and recognised standards. Quality assurance of produced objects. Maintenance: Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Quality assures serviced and maintained equipment and/or facilities. Perform administrative and related functions: Update register of maintained and repaired faults. Provide Supply Chain Management with specification to obtain quotations and purchase equipment and materials. Compile and submit reports as required. Provide inputs to the operational plan. Ensure adherence to safety standards, requirements and regulations. Human and capital resource management: Supervise and mentor staff. Planning of resources. Scheduling of work. Maintain expertise: Continuous individual development to keep up with new technologies and procedures. Research/literature studies on technical/engineering technology to improve expertise.
<u>ENQUIRIES</u>	:	Mr MF Mavhungu, Ms M Muthabi & Mr TI Tshipuke Tel No: (015) 963 3790
<u>POST 43/186</u>	:	<u>PERSONNEL PRACTITIONER: EMPLOYEE HEALTH AND WELLNESS REF NO: S.4/3/8/68</u> Component: Employee Health and Wellness (Re-advert)
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Head Office - Polokwane
<u>REQUIREMENTS</u>	:	A qualification at NQF level 06 as recognized by SAQA. A qualification at NQF level 06 in Health Sciences/ Administration as recognized by SAQA. 02 years' experience in compensation and medical claims processing environment. Computer literacy. Valid driver's license with the exception of applicants with disabilities. Skills & Knowledge: Problem solving and analysis, Confidentiality, Creativity, Customer focus and responsiveness, Communication. Computer skills, People management, Planning and organising. Conflict management, Presentation and Report writing.
<u>DUTIES</u>	:	Coordinate Compensation for Occupational Injuries and Diseases (COID) programme in the Department: Collate the statistical information on Occupational Injuries and Diseases (IOD) in the department. Manage proper implementation of COID cases. Conduct audit on OI in the Department. Record fatal and report critical OI cases to the Department of Labour. Ensure that all notified IOD/occupationally acquired diseases cases are reported to the Office of the Compensation Commissioner. Maintain COID data base and IOD register for all cases in the department. Ensure payment of the Administration

fee to the Office of the Compensation Commissioner as prescribed by law. Report all IOD/occupationally acquired diseases cases online with the Department of Labour Systems. Payment of goods and services in line with PFMA and Supply Chain Management framework, for both the Head Office and the District offices. Liaise with employees and medical specialists/other service providers regarding the submission of medical reports and bills. Verify and prepare submissions for the payment of medical bills for OI/occupationally acquired cases. Advice on the budget projection for COI/occupationally acquired cases. Collect proof of payment of all medical bills and administration fees and keep records thereof/ update commitment register. COI Administration: Ensure that all notified cases are finalized with the Office of the Compensation Commissioner. Ensure that outstanding documents of all notified cases are followed up with the office of the Compensation Commissioner, Provincial and National Treasury, Serviced providers, Family members & etc. Liaise with employees and medical specialists/ other service providers regarding the submission of medical reports and bills. Advise employees on further management of cases once closed by the Department of Labour. Administer awards as issued by Department of Labour. Support OHS Assistant Director: Perform delegated task and give feedback. Support OHS Assistant Director on the realization of sectional goals. Supervise OHS intern. Manage leave for intern.

ENQUIRIES : Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ and Ms. Motsai S Tel No: (015) 284 7570/7586/7627,7262

POST 43/187 : **PERSONNEL PRACTITIONER REF NO: S.4/3/8/91**
Human Resource Management

SALARY : R325 101 per annum (Level 07)
CENTRE : Vhembe District
REQUIREMENTS : A qualification at NQF level 6 as recognised by SAQA in HRM /Public Management / Public Administration/ Training / Development. 02 (Two) years of experience within Human Resource environment. Valid driver's license, with the exception of applicants with disabilities. Knowledge And Competencies: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Strategic capability and leadership. Knowledge of PERSAL will be an added advantage. Skills: Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Conflict management.

DUTIES : Provide recruitment services: Receive applications from registry and keep record thereof. Provide statistics of received application per post. Compile scheduling of district posts. Provide the administration for district selection services. Facilitate shortlisting and interviews in the district. Provide the administration for district appointment services. Provide the administration of conditions of services: Provide the administration for service termination due to death/ resignation, retirement (normal and early retirement). Provide the administration for employee benefits such as pensions, housing allowances, medical aid scheme recognition of long service awards. Facilitate state guarantees. Monitor attendance and leave registers. Facilitate PILIR. Conduct district leave auditing. Provide the administration of post establishment and HR system: Provide the administration for transfer and translation of personnel. Effect the translation and transfer of personnel upon receipt of approval from the HOD. Conduct district head count. Capture PERSAL transaction. Facilitate and coordinate district human resource development services: Assist in the development of district workplace skills plan. Liaise with head office on schedule of courses to be attended. Provide the administration for the learnerships and internships. Verify the compilation of performance management and development system documentation. Render secretariat services in performance management and development system moderation. Conduct performance management and development system workshops. Provide the administration for performance management and development system rewards/incentives. Coordinate the employment relations services: Liaise with head office on grievances and misconducts. Facilitate district labour forums. Provide secretariat to the labour forums. Manage and utilise resources (human, financial, & physical): Report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of subordinates. Provide

		capacity development of subordinates. Enhance and maintain subordinates motivation and cultivate a culture of performance management. Provide job description to subordinates.
<u>ENQUIRIES</u>	:	Mr MF Mavhungu, Ms M Muthabi & Mr TI Tshipuke Tel No: (015) 963 3790.
<u>POST 43/188</u>	:	<u>ADMINISTRATIVE OFFICER: LEASE MANAGEMENT REF NO: S.4/3/3/82</u> Component: Lease Management
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Head Office - Polokwane
<u>REQUIREMENTS</u>	:	A qualification at NQF level 6 as recognised by SAQA in Property Management, Property Law, Real Estate and Property Valuation. 03-05 years' experience in property management. Valid driver's license, with the exception of applicants with disabilities. Knowledge And Skills: Knowledge of relevant Public Service Acts, regulations and frameworks, Knowledge and understanding of policy analysis, development and interpretation, Government Immovable Asset Management Act of 2007, Provincial Infrastructure Delivery Management System, Provincial Land Administration Act, 1998, Spatial Planning and Land Use Management Act, 2013.
<u>DUTIES</u>	:	Administer leases: Facilitate the appointment of the landlord, Facilitate the signing of service level agreement by the landlord and user department, Administer lease contracts, Receive notices of non-compliance in terms of maintenance from the user departments, Receive and record complaints with regard to non-adherence to conditions in lease contracts, Analyse leases to identify once that will expire in six month, Notify occupants about lapsing leases, Update Asset Register on Leases. Renewals of leases: Facilitate the extension of leases, communicate the outcome of lease extension and the new terms if the service level agreement, Facilitate signing of revised service level agreement, Update the lease Asset Register. Provide leases: Validate the need of office space by user departments, Analyse needs using space norms and standards, Conduct research and identify available office space/areas according to the needs of user departments, Negotiate with prospective landlords around the requested area. Provide lease agreements in respect of unutilized state-owned properties rented out to private entities/institutions: Facilitate the appointment of Values to determine market rentals, Facilitate the signing of the lease agreements with the applicant, Monitor lease agreements.
<u>ENQUIRIES</u>	:	Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ and Ms. Motsai S Tel No: (015) 284 7570/7586/7627,7262
<u>POST 43/189</u>	:	<u>PROPERTY INSPECTOR: LAND MANAGEMENT REF NO: S.4/3/3/124</u> Component: Properties and Facility Management
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Mopani District
<u>REQUIREMENTS</u>	:	Grade 12/ Matric and a qualification at NQF 06 in Property Management/Real Estate as recognised by SAQA. 2-3 Years' experience in property management/real estate. Valid driver's license, with the exception of applicants with disabilities. Skills And Knowledge: Written communication, Ability to act with tact and discretion, Good grooming and presentation, Investigation skills.
<u>DUTIES</u>	:	Inspect property for rental purposes: Conduct regular inspections, Verification of provincial properties, Conduct property inspections before handing over to occupants for rental purposes, Conduct inspection of physical condition of properties on termination of rental, Compile the reports for the physical conditions of residential properties. Monitor adherence to terms and conditions of lease agreements during the rental period. Investigate property complaints and compliance to lease agreements. Opening of job cards on behalf of tenants. Conduct space audit (Residential): Provide office measurements. Monitor adherence to space norms. Monitor adherence to OHS Act.
<u>ENQUIRIES</u>	:	Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075,
<u>POST 43/190</u>	:	<u>STATE ACCOUNTANT (X2 POSTS)</u> Component: Financial Management
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Sekhukhune district Ref No: S.4/3/9/43 (X1 Post) Vhembe district Ref No: S.4/3/9/44 (X1 Post)

<u>REQUIREMENTS</u>	:	Grade 12/ Matric and a qualification at NQF Level 6 in Financial Accounting, Financial Management/ Administration/ Cost Accounting as recognized by SAQA. 2-3 years' experience in the finance environment. Valid driver's license, with the exception of applicants with disabilities. Knowledge And Competencies: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Knowledge of Treasury Regulations, PFMA, DORA, PPPFA. Knowledge of PERSAL & BAS systems will be an added advantage. SKILLS: People management. Planning and organising. Conflict management. Problem solving and analysis. Decision making. Creativity. Financial management. Communication. Computer skills.
<u>DUTIES</u>	:	Process payments and accounts: Receive order from supply chain. Check for delivering note and invoice. Compile payment voucher for EBT transfer. Capture/ approve payment voucher on LOGIS. Receive EBT stubs. Link stubs and invoices and dispatch copy of stubs to suppliers. File payment vouchers according to system. Reconcile supplier statements against payments. Negotiate with suppliers regarding payments. Compile monthly register for fruitless and wasteful expenditure and submit to Head Office. Compile monthly report for payments made after thirty (30) days. Capture EPWP stipends on BAS. Provide salary: Check authenticity of documents to be capture on PERSAL system. Capture PERSAL transactions such as allowances, deductions, fringe benefits and IRP deductions. Provide PERSAL administration in salary enquiries and reports. Monitor submission of taxpayers IRP 3A to SARS. Identify and specify state liabilities on pension fund. Provide revenue: Collection of Government money. Issue receipts manual or online under correct allocation. Register receipts in cash book. Deposit money. Balance receipts, cash book and deposit book. Verify bank money. Verify and approve receipts in the BAS. Day-end receipts on BAS. Confirm deposits on BAS. Monitor online receipts and deposits for reconciliation. Compile monthly reports. Keep a register for reserve face value forms. Facilitate debt: Open debt file for relevant employer. Complete BAS Debt take on and attached supporting documents for submission to Head Office for implementation of debt on suspense account. Receive advices from Head Office to implement DEBT ON PERSAL in cases where the debtor is a government/department employee. Liaise with Head Office in updating BAS records. Conceive reports from Head Office in clearing of Debts. Close Debt files. Provide resource (Human, Financial and Equipment): Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Provide job description to subordinates. Manage division leave matters.
<u>ENQUIRIES</u>	:	For Sekhukhune: Ms Makalela RC, Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330. For Vhembe: Mr MF Mavhungu, Ms M Muthabi & Mr TI Tshipuke Tel No: (015) 963 3790
<u>POST 43/191</u>	:	<u>ARTISAN PRODUCTION GRADE A REF NO: S.4/3/10/196</u> Component: Groblersdal Mechanical Workshop
<u>SALARY</u>	:	R230 898 per annum, OSD
<u>CENTRE</u>	:	Sekhukhune District - Groblersdal Mechanical Workshop
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate as Diesel Mechanic. Experience will be an added advantage. Valid driver's license, with the exception of applicants with disabilities. Knowledge Of: Relevant Acts and regulations. Road maintenance Manual. Health and safety measures. Technical Competencies: Technical analysis. Computer aided technical applications, Legal compliance, Technical report writing, Technical consulting, Production, process knowledge and skills. Generic Competencies: Problem solving and analysis, Decision making, Team work, Creativity, Self-Management, Customer focus and responsiveness, Communication, Computer skills, Planning and organising.
<u>DUTIES</u>	:	Perform services and repairs to roads related plant and equipment: Repairs: Receive job card. Stabilize machine or vehicle. Run the engine until warm. Turn engine off. Drain oil into container. Re-install the drain plug. Remove filters (oil, fuel & air filter). Examine filter debris. Install new filters. Refill oil and check for leaks and level. Test drive. Service: Check the condition of working area for safety. Determine problem existing. State problem in writing. Visual inspection on machine/ vehicle (for further damage such as leaks boots bolts and cracks).

		Fix the problem and re-test. Analyse the failure. List all possible causes. Run test and record information. Eliminate and isolate. Provide mechanical expertise: Carry out services as per service category and complete standards. Doing visual and pre-checks inspection on plant before and after service/repairs is carried out as well as the compiling of inspection sheet. Making full report of the findings and completing of job cards after completing any repair or service. Perform per-inspection for additional defects before repairs: Dismantling. Lay-out. Check condition of worn out parts. Repair or replace where necessary and assemble. Clean the object/part and test it. Perform administrative and related functions: Provide inputs on the compilation of technical reports. Keep and maintain job records and other registers. Maintain and adhere to agreed development plan.
<u>ENQUIRIES</u>	:	Ms Makalela RC, Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330
<u>POST 43/192</u>	:	<u>ARTISAN PRODUCTION GRADE A (X8 POSTS)</u> Component: Building Infrastructure Maintenance
<u>SALARY CENTRE</u>	:	R243 597 per annum, OSD
	:	<u>Mopani:</u> Giyani Building Maintenance- Bricklaying Ref No: S.4/3/2/116 (X1 Post) Plumber Ref No: S.4/3/2/117 (X1 Post) Ba-Phalaborwa Electrical Ref No: S.4/3/2/118 (X1 Post) Naphuno Building Maintenance – Carpentry Ref No: S.4/3/2/119 (X1 Post)
	:	<u>Waterberg District:</u> Modimolle Building Maintenance (Painter) Ref No: S.4/3/2/120 (X1 Post)
	:	<u>Sekhukhune District:</u> Tubatse Building Maintenance (Electrical) Ref No: S.4/3/2/121 (X1 Post)
	:	<u>Vhembe District:</u> Thohoyandou Building Maintenance (Plumber) Ref No: S.4/3/2/21
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate. Valid driver's license, with the exception of applicants with disabilities. Skills & Knowledge: Technical analysis, Computer aided technical applications, legal compliance, technical report writing, Technical consulting. Production, Knowledge process and skills.
<u>DUTIES</u>	:	Design: Produce designs according to client specification and within limits of production capability. Production: Produce objects with material and equipment's according to job specification and recognizes standards, Quality assurance of produced objects. Maintenance: Inspect equipment and/or facilities for technical faults, Repair equipment and facilities according to standards, Test repair equipment and/or facilities against specification, Service equipment and/or facilities according to schedule, quality assure serviced and maintained equipment and or facilities. Perform administrative and related functions: Compile and submit reports, Provide inputs on the compilation of technical reports, Keep and maintain job record and other registers, Maintain and adhere to agreed development plan, Supervise and mentor staff. Maintain expertise: Continuous individual development to keep up with new technologies and procedures.
<u>ENQUIRIES</u>	:	For Mopani: Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075 For Waterberg: Ms MD Mokonyane, Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027. For Sekhukhune: Ms Makalela RC, Mankge LJ and Mr Mathabatha MJ Tel No 015 636 8300/8330 For Mopani: Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075 For Vhembe: Mr MF Mavhungu, Ms M Muthabi & Mr TI Tshipuke Tel No: (015) 963 3790
<u>POST 43/193</u>	:	<u>ADMINISTRATION CLERK REF NO: S.4/3/9/195 (X2 POSTS)</u> Component: Finance: Acquisition Management
<u>SALARY CENTRE</u>	:	R228 321 per annum (Level 05)
	:	Vhembe district
<u>REQUIREMENTS</u>	:	A qualification at NQF level 04 as recognized by SAQA. Valid driver's license with the exception of applicants with disabilities. Knowledge And Skills: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Generic

	Competencies Job Knowledge Communication Interpersonal relations Flexibility Teamwork. Technical Competencies Computer skills Planning and organising Language Good verbal and written communication skill.
<u>DUTIES</u>	: Provide the acquisition of goods and services: Render acquisition clerical support. Request for quotation. Receive quotation. Place order. Issue purchase order. Capture specification on the electronic purchasing system. Provide supplier database: Update and maintain a supplier (including contractors) database. Register suppliers on Logis or similar system. Provide bids: Issue bids. Receive bids. Provide logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Provide bids evaluation: Make arrangements for evaluation of bids and quotations. Captured information for all bids and quotations. Customise changes on standard evaluation criteria.
<u>ENQUIRIES</u>	: Mr MF Mavhungu, Ms M Muthabi & Mr TI Tshipuke Tel No: (015) 963 3790
<u>POST 43/194</u>	: <u>ADMINISTRATION CLERK (X5 POSTS)</u> Component: Fetakgomo Tubatse Stores, Ba-Phalaborwa Stores & Modimolle/Mookgopong Stores, Thohoyandou Stores, Colins Chabane Stores
<u>SALARY CENTRE</u>	: R228 321 per annum (Level 05) : <u>Sekhukhune district:</u> Fetakgomo Tubatse Stores Ref No: S.4 /3/9/196 (X1 Post) <u>Mopani district:</u> Ba-Phalaborwa Stores Ref No: S.4/3/9/197 (X1 Post) <u>Waterberg District:</u> Modimolle/Mookgopong Stores Ref No: S.4/3/9/198 (X1 Post) <u>Vhembe district:</u> Thohoyandou Ref No: S.4/3/9/191 (X1 Post) Colins Chabane Ref No: S.4/3/9/193 (X1 Post)
<u>REQUIREMENTS</u>	: A qualification at NQF level 04 as recognized by SAQA. Valid driver's license, with the exception of applicants with disabilities. Knowledge Of: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collect statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Generic Competencies Job Knowledge Communication Interpersonal relations Flexibility Teamwork. Technical Competencies Computer skills Planning and organising Language Good verbal and written communication skill.
<u>DUTIES</u>	: Place order: Receive request of goods from the end user. Receive stock from the supplier: Verify stock received against the invoice. Sign off the invoice for received goods. Update and maintain register of suppliers. Capture goods in registers databases. Receive stock into the system. Capture the received stock into the system. Verify and update the register in line with the system stock. Issue goods to end users. Receive request of goods from the end user (LOGIS FORM). Issue the stores on the system. Issue the stores to end user. Receive issuing form back from the end-user. File the issuing form.
<u>ENQUIRIES</u>	: For Sekhukhune: Ms Makalela RC, Ms Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330. For Mopani: Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075 For Waterberg: Ms MD Mokonyane, Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027.
<u>POST 43/195</u>	: <u>SWITCHBOARD OPERATOR REF NO: S.4/3/8/101</u> Component: Auxiliary Services
<u>SALARY CENTRE</u>	: R193 359 per annum (Level 04) : Vhembe District Office
<u>REQUIREMENTS</u>	: A qualification at NQF Level 04 as recognised by SAQA. Core And Process Competencies: People Management and Empowerment; Programme and Project Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client Orientation and Customer focus; Communication. Skills And Knowledge: Machine Operations. Working procedures in respect of working environment. Basic Interpersonal relationship. Basic literacy. Organising.
<u>DUTIES</u>	: Render switchboard services: Attend to incoming and outgoing telephone calls. Transfer calls to relevant extensions. Provide clients with relevant information. Take messages and convey to relevant staff. Keep record of all outgoing calls.

		Print and issue telephone accounts. Maintain telephone database. Allocate pin codes when authorised. Maintain switchboard system: Identify and report telephone faults to the supervisor. Notify the staff if telephones are out of order. Record maintenance of the switchboard. Bar and activate telephone extensions when authorised.
<u>ENQUIRIES</u>	:	Mr MF Mavhungu, Ms M Muthabi & Mr TI Tshipuke Tel No: (015) 963 3790.
<u>POST 43/196</u>	:	<u>DRIVER/OPERATOR (X6 POSTS)</u> Component: Routine Maintenance
<u>SALARY CENTRE</u>	:	R163 680 per annum (Level 03)
	:	Capricorn District: Dendron Roads Maintenance Ref No: S.4/3/10/192 (X1 Post)
		Waterberg District: Lephalale Roads Maintenance Ref No: S.4/3/10/199 (X1 Post) George Masebe Roads Maintenance Ref No: S.4/3/10/200 (X1 Post) Dwaalboom Roads Maintenance Ref No: S.4/3/10/201 (X1 Post) Bela-Bela Roads Maintenance Ref No: S.4/3/10/202 (X1 Post) Vaalwater Roads Maintenance Ref No: S.4/3/10/203 (X1 Post)
<u>REQUIREMENTS</u>	:	A qualification at NQF Level 04 as recognized by SAQA. A valid driver's license Code EC and Operating Certificate. Seven (7) to twelve (12) months driving experience. Skills And Knowledge: Knowledge of relevant Acts and regulations. Operating roads machinery. Health and safety measures. Working procedures in respect of roads environment. Decision making Creativity Communication Planning and organizing.
<u>DUTIES</u>	:	Perform activities in respect of operation through: Operating specialized equipment. Load and offload goods/equipment's. Inspection and maintenance of equipment and report defects. Keep log sheets of vehicles and machineries. Application of safety and precautionary measures. Cleaning and lubrication of machinery and equipments. Grading of gravel roads. Regravelling / shoulder maintenance. Render driving services. Perform activities in respect of operation through inter alia the following: Transportation of work teams and materials/equipments. Detect and repair minor civil problems on the vehicle and take steps to have it repaired (checked level and condition of oil, fuel, tyres and water). Inspection of the vehicles / equipments and report defects. Complete vehicle log book, trip authorization for the vehicle.
<u>ENQUIRIES</u>	:	For Waterberg: Ms MD Mokonyane, Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027. For Capricorn: Ms Mothiba MM, Mr Seleka BN, Mr Maleka KJ, Mabolola DP Tel No: Tel 015 287 5613/5610/5611/5612
<u>POST 43/197</u>	:	<u>ROAD WORKER (X16 POSTS)</u> Component: Routine Maintenance
<u>SALARY CENTRE</u>	:	R163 680 per annum (Level 03)
	:	Capricorn District: Mothapo Roads Maintenance Ref No: S.4/3/10/204 (X1 Post) Sandriver Roads Maintenance Ref No: S.4/3/10/205 (X1 Post) Regravelling Ref No: S.4/3/10/206 (X2 Posts) Skeiding Ref No: S.4/3/10/133 (X1 Post)
		Mopani District: Ba-Phalaborwa Roads Maintenance Ref No: S.4/3/10/207 (X2 Posts)
		Sekhukhune District: Veeplaas Roads Maintenance Ref No: S.4/3/10/193 (X1 Post) Groblersdal Roads Maintenance Ref No: S.4/3/10/189 (X1 Post) Nebo Roads Maintenance Ref No: S.4/3/10/191 (X1 Post)
		Waterberg District: Mookgophong Ref No: S.4/3/10/195 (X2 Posts) (Re-advert) Roedtan Ref No: S.4/3/10/198 (X2 Posts) (Re-advert) Alma Ref No: S.4/3/10/199 (X1 Post) (Re-advert) Tolwe Ref No: S.4.3.10/172 (X1 Post)
<u>REQUIREMENTS</u>	:	A qualification at NQF Level 04 as recognized by SAQA. Skills And Knowledge: Relevant Acts and Regulations. Operating roads machinery. Health and safety measures. Working procedures in respect of roads environment. Acts and regulations. Decision making. Creativity. Communication. Planning and organizing. Team player.

<u>DUTIES</u>	:	Perform routine activities in respect of road maintenance and construction through: Construction of culvert and side drains, erect and maintain steel guardrails and gabions, construction of road earth and layer works. Clean and maintain roads, sidewalks and resting areas. Surfacing and pothole patching. Road fencing and pipe laying. Setting of road markings and road studs. Install road signs, distance markers and barricade the work area, crushing of road material, bush clearing and grass cutting.
<u>ENQUIRIES</u>	:	For Capricorn: Ms Mothiba MM, Mr Seleka BN and Ms K Kganakga Tel No: (015) 287 5600. For Mopani: Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075 For Sekhukhune: Ms Makalela RC, Ms Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330.
<u>POST 43/198</u>	:	<u>DRIVER (X2 POSTS)</u> Component: Tubatse & Nebo Building Maintenance
<u>SALARY CENTRE</u>	:	R163 680 per annum (Level 03) Sekhukhune District: Tubatse Building Maintenance Ref No: S.4/3/8/102 (X1 Post) Nebo Building Maintenance Ref No: S.4/3/10/148 (X1 Post)
<u>REQUIREMENTS</u>	:	A qualification at NQF level 4 as recognized by SAQA. A valid driver's license with PDP. Seven (7) to twelve (12) months driving experience. Knowledge And Skills: Procedures to operate the motor vehicle e.g. procedures to obtain trip authorities, complete the logbooks, consumables and basic services. Prescripts for the correct utilisation of the motor vehicle. Procedure to ensure that the vehicle is maintained properly. Confidentiality Flexible Good communication High standard of workmanship.
<u>DUTIES</u>	:	Core driver functions: Drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents). Perform routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and logs books with regard to the vehicle and the goods handled.
<u>ENQUIRIES</u>	:	Ms Makalela RC, Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330.
<u>POST 43/199</u>	:	<u>TRADESMAN AID (X4 POSTS)</u> Component: Mechanical Services
<u>SALARY CENTRE</u>	:	R163 680 per annum (Level 03) Waterberg district: Mokopane Mechanical Workshop Ref No: S.4/3/10/208 (X2 Posts) Thabazimbi Mechanical Workshop Ref No: S.4/3/10/163 (X1 Post) Mopani district: Tzaneen Mechanical Workshop Ref No: S.4/3/10/164 (X1 Post)
<u>REQUIREMENTS</u>	:	A qualification at NQF Level 04 as recognized by SAQA. Knowledge And Skills: Cleaning equipment. Safety. Health and safety measures. Working procedures in respect of working environment. Basic Numeracy. Basic Interpersonal relationship. Basic literacy. Organising. Accuracy. Flexibility. Co-operative. Team player.
<u>DUTIES</u>	:	Bring the working tools to the work area. Help with repairs. Clean grease in working bays. Clean oil in the workshop. Wash the floor of the workshop. Wash the vehicle after repairs. Check if all items e.g. jack, wheel spanner etc. Park the vehicle. Help in the marking of vehicle to be auction.
<u>ENQUIRIES</u>	:	For Waterberg: Ms MD Mokonyane, Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027. For Mopani: Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075.
<u>POST 43/200</u>	:	<u>TRADESMAN AID (X7 POSTS)</u> Component: Building Maintenance
<u>SALARY CENTRE</u>	:	R163 680 per annum (Level 03) Sekhukhune District: Thabamoopo Building Maintenance Ref No: S.4/3/2/122 (X2 Posts) Ephraim Mogale Building Maintenance Ref No: S.4/3/2/123 (X1 Post) Waterberg District: Bela-Bela Building Maintenance Ref No: S.4/3/2/124 (X2 Posts) Mopani district:

<u>REQUIREMENTS</u>	:	Sekgosese Building Maintenance Ref No: S.4/3/2/125 (X2 Posts) A qualification at NQF Level 04 as recognized by SAQA. Skills And Knowledge: Ability to use electrical and hand tools, good interpersonal communication and organizational skills, an ability to work independently.
<u>DUTIES</u>	:	Provide assistant in maintenance of facilities and equipment: Conduct regular building inspections. Attend to minor electrical, plumbing, plastering, and carpentry problems. Report defects. Repair, clean service and safe keeping of equipments and tools according to standard: Repair broken furniture and equipment. Clean equipment and machinery after use. Report faults.
<u>ENQUIRIES</u>	:	For Sekhukhune: Ms Makalela RC, Ms Mankge LJ and Mr Mathabatha MJ Tel No: (015)636 8300/8330. For Waterberg: Ms MD Mokonyane, Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027. For Mopani: Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075.
<u>POST 43/201</u>	:	<u>GENERAL WORKER/STORES ASSISTANT</u> Component: Giyani Stores
<u>SALARY CENTRE</u>	:	R138 486 per annum (Level 02)
	:	Mopani district: Giyani Stores Ref No: S.4/3/9/199 (X1 Post)
	:	Waterberg district: Thabazimbi Stores Ref No: S.4/3/9/188 (X1 Post)
	:	Vhembe district: Thohoyandou Stores Ref No:S.4/3/9/192 (X1 Post)
<u>REQUIREMENTS</u>	:	An NQF level 3 as recognised by SAQA (Adult Education and Training (AET). Knowledge And Skills: Cleaning equipment and safety. Health and safety measures. Working procedures in respect of working environment. Basic Numeracy. Basic Interpersonal relationship. Basic literacy. Organising.
<u>DUTIES</u>	:	Provide general assistant work: Off – load equipment's and goods to the stores during delivery. Load equipment's or goods upon request. Deliver stores to relevant offices. Clean stores and government vehicles: Clean government vehicles. Clean relevant workstation.
<u>ENQUIRIES</u>	:	Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075 For Waterberg: Ms MD Mokonyane, Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027
<u>POST 43/202</u>	:	<u>GROUNDSMAN (X2 POSTS)</u> Component: Facilities Services
<u>SALARY CENTRE</u>	:	R138 486 per annum (Level 02)
	:	Mopani district: Tzaneen Cost Centre Ref No: S.4/3/3/125 (X1 Post)
	:	Vhembe District Office Ref No: S.4/3/126 (X1 Post)
<u>REQUIREMENTS</u>	:	A qualification at NQF Level 3 as recognized by SAQA. Skills And Knowledge: cleaning equipment. Safety. Health and safety measures. Working procedures in respect of working environment. Basic numeracy. Basic interpersonal relationship. Basic literacy. Organizing.
<u>DUTIES</u>	:	Maintain premises and surroundings: clean premises and surroundings. Empty dirty bins. Maintain the Garden: Watering the garden. Prune and trim flowers and trees. Mow the grass. Remove weeds and garden refuse. Apply insecticides. Cultivate the soil for trees and flowers. Maintain gardening equipment and tools: Detect and report malfunction of gardening equipment and tools. Repair minor defects of gardening equipment and tools. Keep gardening materials and equipment: Cleaning of machines and equipment after use request gardening materials.
<u>ENQUIRIES</u>	:	For Mopani: Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075. For Vhembe: Mr MF Mavhungu, Ms M Muthabi & Mr TI Tshipuke Tel No: (015) 963 3790. For Vhembe: Mr MF Mavhungu, Ms M Muthabi & Mr TI Tshipuke Tel No: (015) 963 3790.
<u>POST 43/203</u>	:	<u>CLEANER (X3 POSTS)</u> Component: Facilities Services
<u>SALARY CENTRE</u>	:	R138 486 per annum (Level 02)
	:	Waterberg district:

Bela-Bela Cost Centre Ref No: S.4/3/3/128 (X1 Post)

Mopani district office:

Facilities services Ref No: S.4/3/3/100

Ba-Phalaborwa Cost Centre Ref No: S.4/3/3/127

REQUIREMENTS

: A qualification at NQF level 1(ABET) as recognized by SAQA. Core And Process Competencies: Cleaning equipment. Safety. Health and safety measures. Working procedures in respect of working environment. Basic Numeracy. Basic Interpersonal relationship. Basic literacy. Organising.Flexibility.co-operative. Team player.

DUTIES

: Provide cleaning services: office corridors, elevators and boardrooms: Dusting and waxing office furniture. Sweeping, scrubbing and waxing of floor. Vacuuming and shampooing floors. Cleaning walls, windows and doors. Emptying and cleaning of dirty bins. Collect and removing of waste papers. Freshen the office areas. Provide cleaning services: kitchen and rest rooms by: clean basins. Wash and keep stock of kitchen utensils. Provide cleaning services in restrooms: Refill hand wash liquid soap. Re – place toilet papers, hand towels and refreshers. Empty and wash waste bins. Keep and maintain cleaning materials and equipment: Report broken cleaning machines and equipment's. Cleaning of machines. (microwares, vacuum cleaners etc.) and equipment's after use. Request cleaning materials.

ENQUIRIES

: For Waterberg: Ms MD Mokonyane, Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027.

For Mopani: Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075.

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF HEALTH**

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

- APPLICATIONS** : Please note applications can be hand delivered to the James Exum Building, Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed to nchealthhr@ncpg.gov.za. All applicants must complete an application register when an application is hand delivered.
- CLOSING DATE** : 05 December 2025
- NOTE** : Applications must be submitted on the new prescribed application form Z83 obtainable from any Public Service Department or any Public Service Administration website. The fully completed and signed Z83 should be accompanied by a detailed/comprehensive Curriculum Vitae, indicating positions held, dates and key performance responsibilities. Only short-listed candidates will be required to submit certified copies of their qualifications and relevant documents on or before the day of the interview proceedings following communication from the Human Resource Management Recruitment and Selection Unit. Failure to submit the requested documents or information will result in your application not being considered. The employment decision shall be informed by the Employment Equity Plan of the 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. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The request for certified documents will be limited to shortlisted candidates. The Human Resource Administration of the Department will inform shortlisted candidate for a post to submit certified documents on or before the day of the interview. Should an applicant wish to apply for more than one post, separate applications must be submitted for all posts.

OTHER POST

- POST 43/204** : **LEGAL ADMINISTRATION OFFICER (MR1-5) REF NO: NCDOH 148/2025 (X3 POSTS)**
- SALARY** : MR 1: R252 855 per annum
MR 2: R292 596 per annum
MR 3: R324 579 per annum
MR 4: R388 392 per annum
MR 5: R464 634 per annum
- CENTRE REQUIREMENTS** : Provincial Office, Kimberley
- : LLB Degree any recognized legal qualification. Display knowledge and understanding and drafting of legal documents. Understand and have advanced knowledge of legal and research principles. Display and understanding of case law relevant to the legal matter at hand and be guided in presenting motivation or proposals on how the specific case should be approached to obtain desirable/justifiable outcome. Knowledge of Litigation, Advocacy, Legal research, Legal drafting, dispute resolution and cash flow management. Skills in problem solving analysis, communication, honesty and integrity, research and computer literacy. Experience: **Grade 1:** No previous legal experience required. **Grade 2:** At least 1 (one) year appropriate legal experience after post qualification. **Grade 3:** At least 2 (two) years appropriate legal experience after post qualification. **Grade 4:** At least 8 (eight) years appropriate legal experience after post qualification. **Grade 5:** At least 14 (fourteen) years appropriate legal experience after post qualification.

DUTIES

: Conduct, analyse, interpret, advise and mentor juniors on research that will provide information and case law relevant to the legal matter at hand. Present on and advise and mentor juniors on motivation/proposals on how the specific case should be approached to obtain a desirable/justifiable outcome/result. Draft legal documents and advise on and ore mentor juniors on the drafting of legal documents that provide clear motivation/justification for a particular position pertaining to the case, also proposing the approach to be followed to ensure success in this regard. Successfully conduct an interview in order to determine the client's goals and objectives. Advise the department on possible courses of acting during the consultation process, in relation to legal entitlements and client's instructions. Document interview and all advice given during legal consultation in writing and provide advice and guidance to lower level production employees on advanced interview techniques to address more sensitive or complicated issues as guide employees on the advice that should be rendered to the client. Provide support on medico-legal services (litigation and legal advisory services).

ENQUIRIES

: Ms L. Japhta Tel No: (053) 8300 511

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

- APPLICATIONS** : Applications must be forwarded for attention: The Director-General, Office of the Premier, Private Bag X129, Mmabatho, 2735 or hand delivered at the Directorate of Human Resource Practices and Administration, Ground Floor, Ga-rona Building or can be emailed to recruitment2@nwpg.gov.za
- CLOSING DATE** : 05 December 2025, (Applications must have reached the Office by 16h30 pm on the closing date, otherwise they will not be considered).
- NOTE** : In terms of the Departmental Equity Plan, females and persons with disabilities will receive preference. The Office is an equal opportunity, affirmative action employer. It is our intention to promote gender and disability in the HoD echelons through the filling of these posts. Candidates whose transfer/promotion/appointment will promote the aforementioned will receive preference. The office reserves the right not to make an appointment to this post. The Applicant must fully complete all fields on the New Amended Z83 Form (81/971431) as prescribed with effect from 01 January 2021, which must be signed, initialled on every page. The new Z83 Form obtainable from any Public Service Department or on the Department of Public Service and Administration (DPSA) website link: <http://www.dpsa.gov.za/newsroom/psvc/> and must be accompanied by a recently updated and Comprehensive/Detailed Curriculum Vitae with competencies and experience, including three (3) names of contactable referees. Applicants are not required to submit copies of qualifications and other relevant documents on application. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to submit the requested documents will result in your application not being considered. Shortlisted candidates for senior management posts will be subjected to a technical assessment and the selected interviewed candidates will be subjected to a two-day competency assessment. The successful candidate will be required to enter into an employment contract and a performance agreement. Successful candidate will be subjected to security vetting. The candidate will have to disclose his/her financial interest. Please note: It is a responsibility of a person in possession of a foreign qualification to furnish the Department with an evaluation certificate from South African Qualifications Authority (SAQA) only when shortlisted. Applications with incorrect information and/or those received after the closing date indicated below will, as a rule, not be accepted. Due to the large number of applications we envisage to receive, applications will not be acknowledged. If you do not receive any response from us within 90 days of the closing date, please accept that your application was unsuccessful. The Department reserves the right not to make any appointments to the advertised posts.

MANAGEMENT ECHELON

- POST 43/205** : **HEAD OF DEPARTMENT (HOD) REF NO: NWP/OOP/2025/79**
(5-year Fixed-Term Contract)
- SALARY** : R1 813 182 per annum (Level 15), (all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee's Pension Fund and a flexible portion that may be structured i.r.o. the applicable rules) plus non-pensionable Head of Department's allowance equal to 10% of the all-inclusive remuneration package.
- CENTRE** : Mmabatho
- REQUIREMENTS** : An appropriate post-graduate qualification (NQF 8) as recognised by SAQA. A minimum of ten (10) years' experience at Senior Managerial Level. Applicants who do not possess SMS Pre-Entry Certificate shall be considered for shortlisting and interviews, but the successful candidate shall not be appointed before successfully obtaining the certificate (SMS Pre-Entry/Programme) offered by the National School of Government. Information can be accessed via this link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Core management competencies: Strategic capability and leadership skills, Client orientation and customer focus, Financial

management, People management and empowerment, Communication, Project and programme management, Change management, Knowledge management and service delivery Problem solving and analysis, Knowledge of MS Word, MS Excel and MS PowerPoint.

DUTIES

: Provide effective, efficient management and administration in the Department. Provide strategic direction and leadership for the department. Ensure effective utilisation and training of staff. Maintain sound labour relations and discipline of staff. Ensure proper use, care and maintenance of state assets and resources. Render sound financial management in the department, including serving as an Accounting Officer of the department. Implement all laws and policies applicable to the department, any other function that may in law be entrusted, assigned, or delegated to an Accounting Officer and or Head of Department. Manage and Oversee Agricultural Regulatory and Technical Services, Agricultural Development and Farmer Support Services and Integrated Rural Development Services and Provide technical support on Public Private Partnership projects. Liaise with and co-ordinate partnerships with other government, non- governmental institutions and other partners.

ENQUIRIES

: Ms. Yvonne Modubu Tel No: (018) 389 5638

DEPARTMENT OF HEALTH

APPLICATIONS

: Applications must be forwarded for attention: The Director-General, Office of the Premier, Private Bag X129, Mmabatho, 2735 or hand delivered at the Directorate of Human Resource Practices and Administration, Ground Floor, Ga-rona Building or can be emailed to recruitment1@nwpg.gov.za

CLOSING DATE

: 05 December 2025, (Applications must have reached the Office by 16h30 pm on the closing date, otherwise they will not be considered).

NOTE

: In terms of the Departmental Equity Plan, females and persons with disabilities will receive preference. The Office is an equal opportunity, affirmative action employer. It is our intention to promote gender and disability in the HoD echelons through the filling of these posts. Candidates whose transfer/promotion/ appointment will promote the aforementioned will receive preference. The office reserves the right not to make an appointment to this post. The Applicant must fully complete all fields on the New Amended Z83 Form (81/971431) as prescribed with effect from 01 January 2021, which must be signed, initialled on every page. The new Z83 Form obtainable from any Public Service Department or on the Department of Public Service and Administration (DPSA) website link: <http://www.dpsa.gov.za/newsroom/psvc/> and must be accompanied by a recently updated and Comprehensive/Detailed Curriculum Vitae with competencies and experience, including three (3) names of contactable referees. Applicants are not required to submit copies of qualifications and other relevant documents on application. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to submit the requested documents will result in your application not being considered. Shortlisted candidates for senior management posts will be subjected to a technical assessment and the selected interviewed candidates will be subjected to a two-day competency assessment. The successful candidate will be required to enter into an employment contract and a performance agreement. Successful candidate will be subjected to security vetting. The candidate will have to disclose his/her financial interest. Please note: It is a responsibility of a person in possession of a foreign qualification to furnish the Department with an evaluation certificate from South African Qualifications Authority (SAQA) only when shortlisted. Applications with incorrect information and/or those received after the closing date indicated below will, as a rule, not be accepted. Due to the large number of applications we envisage to receive, applications will not be acknowledged. If you do not receive any response from us within 90 days of the closing date, please accept that your application was unsuccessful. The Department reserves the right not to make any appointments to the advertised posts.

MANAGEMENT ECHELON

<u>POST 43/206</u>	:	<u>SUPERINTENDENT GENERAL/ HEAD OF DEPARTMENT (HOD) REF NO: NWP/OOP/2025/78</u> (5-year Fixed-Term Contract)
<u>SALARY</u>	:	R2 352 642 per annum (Level 16), (all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee's Pension Fund and a flexible portion that may be structured i.r.o. the applicable rules) plus non-pensionable Head of Department's allowance equal to 10% of the all-inclusive remuneration package.
<u>CENTRE REQUIREMENTS</u>	:	Mmabatho An appropriate post-graduate qualification (NQF 8) as recognised by SAQA. A minimum of ten (10) years' experience at Senior Managerial Level. Applicants who do not possess SMS Pre-Entry Certificate shall be considered for shortlisting and interviews, but the successful candidate shall not be appointed before successfully obtaining the certificate (SMS Pre-Entry/Programme) offered by the National School of Government. Information can be accessed via this link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . Core management competencies: Strategic capability and leadership skills, Client orientation and customer focus, Financial management, People management and empowerment, Communication, Project and programme management, Change management, Knowledge management and service delivery Problem solving and analysis, Knowledge of MS Word, MS Excel and MS PowerPoint.
<u>DUTIES</u>	:	Provide effective, efficient management and administration in the Department. Provide strategic direction and leadership for the department. Ensure effective utilisation and training of staff. Maintain sound labour relations and discipline of staff. Ensure proper use, care and maintenance of state assets and resources. Render sound financial management in the department, including serving as an Accounting Officer of the department. Implement all laws and policies applicable to the department, any other function that may in law be entrusted, assigned, or delegated to an Accounting Officer and or Head of Department.
<u>ENQUIRIES</u>	:	Mr. Erik Sekgoro Tel No: (018) 391 4282

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

<u>APPLICATIONS</u>	:	Applications must be submitted by using the following URL https://wcedonline.westerncape.gov.za/home/ , via Google Chrome or Mozilla Firefox.
<u>CLOSING DATE</u>	:	12 December 2025
<u>NOTE</u>	:	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.

OTHER POSTS

<u>POST 43/207</u>	:	<u>CHIEF ENGINEER: CIVIL REF NO: 313</u> Directorate: Physical Resource Planning & Property Management
<u>SALARY</u>	:	R1 266 450 per annum. Salary depending on years of experience after registration as a professional with the professional body.
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Degree in Engineering; Registered as a Professional Engineer with ECSA (Civil engineer); Six years' experience post qualification; Valid Drivers' Licence; Computer literate. Job Summary: To provide civil engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, norms, standards aligned to the Provincial Infrastructure Delivery Management (IDMS). Knowledge: Relevant Experience: Six years post qualification and relevant experience working on Infrastructure Projects from inception to completion. Candidate must be able to work independently and within a team. Need a good understanding of infrastructure planning and systems that can contribute towards the timeous development of education infrastructure. Need a good understanding of and experience in project management. Understanding of the IDMS would be advantageous. Skills: Candidates must have the ability to prepare reports and draft submissions. Develop strategies and systems for the planning and implementation of education infrastructure. Plan and manage the implementation of infrastructure projects. Project management skills, critical thinking, cost benefit analysis and stakeholder engagement skills would be beneficial.
<u>DUTIES</u>	:	Customise architectural functional and technical norms and standards for all schools. Determine architectural policies, strategies, plans, procedures and criteria for all infrastructure projects and programmes. Undertake master planning and prepare project briefs, business cases, accommodation schedules and operational narratives. Prepare and/or approve Packages / Individual Project Briefs. Participate in the procurement of Professional Service Providers and Contractors. Plan and monitor the implementation of Programme / Project and budget. Manage the interface between end-user / community structures and implementing agent(s). Make inputs to the User Asset Management Plans and Project Lists Undertake research. Experience

		at managing projects from inception, planning, implementation to close out would be beneficial.
<u>ENQUIRIES</u>	:	Mr. G Coetzee Tel No: (021) 467 9261
<u>POST 43/208</u>	:	<u>ARCHITECT CHIEF GRADE A REF NO: 306 (X2 POSTS)</u> Chief Directorate: Physical Resource Management
<u>SALARY</u>	:	R1 099 488 per annum. Salary depending on years of experience after registration as a professional with SACAP as professional body.
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Bachelor of Architecture degree. Registration with the SACAP as a Professional Architect. Six years of relevant experience post qualification. Valid Driver's License. Computer literate. Additional Requirements: Relevant experience: Six years post qualification and relevant experience in working on infrastructure projects (both capital / new and maintenance / existing) from inception to completion. Needs a good understanding of- and in project management. Needs a good understanding of infrastructure planning and contribute towards timeous development of education infrastructure. Experience with institutional systems / processes. Candidate must be able to operate independently and as part of a team. To manage the delivery of the infrastructure-built environment programmes and projects in line with the Provincial Infrastructure Delivery Management System (IDMS). Skills: Planning and organizing, research and technical report-writing and programme / project management skills.
<u>DUTIES</u>	:	Prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Prepare and/or approve Packages/Individual Project Briefs. Participate in the procurement of Professional Service Providers and Contractors. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan (IPIP). Monitor the implementation of Programmes/Projects. Approve Project Stage reports and designs. Manage the interface between the end-user/community structures and Implementing Agent[s]. Manage people and budgets.
<u>ENQUIRIES</u>	:	Ms L McGlenatendolf Tel No: (021) 467 2021
<u>POST 43/209</u>	:	<u>QUANTITY SURVEYOR CHIEF GRADE A REF NO: 308</u> Directorate: Infrastructure Delivery Management
<u>SALARY</u>	:	R1 099 488 per annum. Salary depending on years of experience after registration as a professional with the professional body.
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	B Degree in Quantity Surveying. Be registered as a Professional Quantity Surveyor with SACQSP (South African Council for the Quantity Surveying Profession). Have six years relevant experience post qualification. Have a current / valid Drivers License and be computer literate. Job Summary: To assist in the management of the delivery of the education infrastructure built environment programmes and projects in line with the Provincial Infrastructure Delivery Management System (IDMS). Knowledge: Relevant experience: Six years post qualification and relevant experience in working on infrastructure projects (both capital / new and maintenance / existing) from inception to completion. Needs a good understanding of- and in project management. Needs a good understanding of infrastructure planning and contribute towards timeous development of education infrastructure. Experience with institutional systems / processes. Candidate must be able to operate independently and as part of a team. Skills: Planning and organizing, research and technical report-writing and Programme / project management skills. Experience in all financial aspects of a projects from inception to close-out is required.
<u>DUTIES</u>	:	Coordinate and / or contribute to the preparation of the Construction Procurement Strategy (CPS) and the Infrastructure Programme Management Plan (IPMP). Coordinate and / or contribute to the preparation and / or approve Packages / Individual Project Briefs inclusive of the determination of the Control Budget. Participate in the preparation and / or assessment of the procurement process related to Professional Service Providers (PS) and / or contractors. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan (IPIP). Management and / or monitoring of the implementation of Programmes. Approve Project Stage reports & designs. Manage the interface between the end-user / community structures and Implementing Agent[s]. Manage people and budgets.

<u>ENQUIRIES</u>	:	Mr GP Niewoudt Tel No: (021) 467 2021
<u>POST 43/210</u>	:	<u>ENGINEER: CIVIL REF NO: 310</u> Directorate: Physical Resource Planning & Property Management
<u>SALARY</u>	:	R761 157 per annum. Salary depending on years of experience after registration as a professional with the professional body.
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Degree in Engineering; Registered as a Professional Engineer with ECSA; Three years' experience post qualification; Valid Driver's Licence; Computer literate. Job Summary: Assist with the provision of civil engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, norms, standards aligned to the Provincial Infrastructure Delivery Management System (IDMS). Knowledge: Relevant experience: Three years post qualification and relevant experience working on Infrastructure Projects from inception to completion. Candidate must be able to work independently and within a team. Need a good understanding of infrastructure planning and systems that can contribute towards the timeous development of education infrastructure. Need a good understanding of and experience in project management. Skills: Candidates must have the ability to prepare reports and draft submissions. Contribute towards the development of strategies and systems for the planning and implementation of education infrastructure. Plan and manage the implementation of infrastructure projects.
<u>DUTIES</u>	:	Assist to develop and maintain functional and technical norms and standards from an engineering perspective. Perform condition assessments and credibility of technical information. Adhere to environmental and occupational health & safety aspects. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications from an engineering perspective. Assist to prepare the User Asset Management Plan. Make inputs to the Construction Procurement Strategy and the Infrastructure Programme Management Plan. Conduct post project and post occupancy evaluations. Candidates must be able to undertake research related to innovative and sustainable infrastructure development and be able to plan and implement projects related to this.
<u>ENQUIRIES</u>	:	Mr. G Coetzee Tel No: (021) 467 9261
<u>POST 43/211</u>	:	<u>ENGINEER: ELECTRICAL REF NO: 312</u> Directorate: Physical Resource Planning & Property Management
<u>SALARY</u>	:	R761 157 per annum. Salary depending on years of experience after registration as a professional with the professional body.
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Degree in Engineering; Registered as a Professional Engineer with ECSA; Three years' experience post qualification; Valid Driver's Licence; Computer literate. Job Summary: Assist with the provision of electrical engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, norms, standards and signing off on electrical installations. Skills: Candidates must have the ability to prepare reports and draft submissions. Contribute towards the development of strategies and systems for the planning and implementation of education infrastructure. Plan and manage the implementation of infrastructure projects.
<u>DUTIES</u>	:	Develop and maintain technical and functional norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile electrical briefing documentation and specifications. Provide inputs to the determination of the Construction Procurement Strategy, the User Asset Management Plan and the Infrastructure Programme Management Plan. Investigate electrical engineering installations and oversee commissioning of electrical engineering installations. Candidates must be able to undertake research related to innovative and sustainable infrastructure development and be able to plan and implement projects related to this.
<u>ENQUIRIES</u>	:	Mr. G Coetzee Tel No: (021) 467 9261

<u>POST 43/212</u>	:	<u>ARCHITECT PRODUCTION GRADE A REF NO: 307</u> Chief Directorate: Physical Resource Management
<u>SALARY</u>	:	R660 612 per annum. Salary depending on years of experience after registration as a professional with the professional body.
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Bachelor of Architecture degree. Registration with the SACAP as a Professional Architect. Three years of relevant experience post qualification. Valid Driver's License. Computer literate. Three years post qualification and relevant experience in working on infrastructure projects (both capital / new and maintenance / existing) from inception to completion. To manage the planning of the education infrastructure-built environment and projects. Review of designs for school building purposes, planning of infrastructure in a client department, approve guidelines and technical specification, organizing, research and report writing. Need understanding of- and experience in project management and contracts. Project management skills and understanding of the IDMS would be advantageous. Critical thinking, cost-benefits analysis and stakeholder engagement skills would be beneficial.
<u>DUTIES</u>	:	Customise architectural functional and technical norms and standards for all schools. Determine architectural policies, strategies, plans, procedures and criteria for all infrastructure projects and programmes. Undertake master planning and prepare project briefs, business cases, accommodation schedules and operational narratives. Prepare and/or approve Packages / Individual Project Briefs. Participate in the procurement of Professional Service Providers and Contractors. Plan and monitor the implementation of Programme / Project and budget. Manage the interface between end-user / community structures and implementing agent(s). Make inputs to the User Asset Management Plans and Project Lists Undertake research. Experience at managing projects from inception, planning, implementation to close out would be beneficial.
<u>ENQUIRIES</u>	:	Mr. GP Nieuwoudt Tel No: (021) 467 2052
<u>POST 43/213</u>	:	<u>QUANTITY SURVEYOR PRODUCTION GRADE A REF NO: 309 (X2 POSTS)</u> Directorate: Physical Resource Planning & Property Management
<u>SALARY</u>	:	R660 612 per annum. Salary depending on years of experience after registration as a professional with the professional body.
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	B Degree in Quantity Surveying. Registered as a Professional Quantity Surveyor with SACQSP. 3 (three) years' experience post qualification or registered as a Candidate Quantity Surveyor with SACQSP and is willing to be part of a developmental programme with condition that the Candidate must register as a Professional within 3 (three) years. Valid Driver's License. Computer literacy. 3 (three) years' post qualification relevant experience in working on infrastructure projects (both capital / new and maintenance / existing) from inception to completion. A good understanding of- and in project management. A good understanding of infrastructure planning and its contribution to the timeous development of education infrastructure. Experience in institutional systems / processes. Candidate must be able to operate both independently and as part of a team. Job Summary: To assist in the management of the delivery of education infrastructure-built environment programmes and projects in line with the Western Cape Infrastructure Delivery Management System (WC-IDMS). Skills: Planning and organizing, research and technical report-writing and programme/ project management skills. The ability to interpret and apply approved design guidelines and technical specification to design solutions.
<u>DUTIES</u>	:	Contribute to the preparation of the Construction Procurement Strategy (CPS) and the Infrastructure Programme Management Plan (IPMP); Contribute to the Preparation and/or approve Packages/ individual Project Briefs inclusive of the determination of the Control Budget; Participate in the preparation and/or assessment of the procurement process related to the appointment of Professional Service Providers (PSPs) and/or contractors; Contribute to the review and/or acceptance of the Infrastructure Programme Implementation Plan (IPIP); Management and/or monitoring of the implementation of Programmes and/or projects; Approval of Project Stage Reports (deliverables) and designs; Manage the interface between the end-user and or community

		and the Implementing Agent (IA). Experience in all financial aspects of a project from inception to close-out is required.
<u>ENQUIRIES</u>	:	Mr. GP Nieuwoudt Tel No: (021) 467 2052
<u>POST 43/214</u>	:	<u>GISC TECHNICIAN PRODUCTION GRADE A REF NO: 311</u> Directorate: Physical Resource Planning & Property Management
<u>SALARY</u>	:	R660 612 per annum. Salary depending on years of experience after registration as a professional with the professional body.
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	National Diploma in GIS or equivalent qualification; Registered as a Professional GIS Technician with PLATO; Three years' experience post qualification; Valid Drivers' Licence; Computer literate. Additional Requirements: Preferable experience: Similar GIS work and responsibilities within government; Candidate must be able to work independently and within a team. Need good understanding of planning how GIS and data management supports and contributes to good planning. Knowledge: Relevant experience: Similar GIS work and responsibilities within government; Candidate must be able to work independently and within a team. Need good understanding of planning how GIS and data management supports and contributes to good planning. Skills: Candidates must have the ability to: Prepare reports and draft submissions; Compile and edit presentations and documents; Present presentations and conduct training; Manage specific projects related to both GIS and infrastructure planning; Candidates must have advance computer skills, be able to manage large data sets, conduct data analysis and write-up conclusions.
<u>DUTIES</u>	:	Candidates must perform technical GIS activities for infrastructure planning through the utilisation of education information systems and the analysis of spatial plans. Candidates must contribute to the design and management of appropriate spatial databases for infrastructure planning in line with existing education information systems. Candidates must assist with general data management and be able to use GIS equipment, software, data and products to develop maps and other end user products that can be used in reports and presentations. Successful candidates must be able to provide GIS and data management training to end users to support and improve Education Infrastructure Planning. Candidates must be able to participate in regular systems audits and the implementation of GIS standards. Candidates must undertake research in various fields to assist with the planning and implementation of education infrastructure projects. Candidates must be able to plan and manage the implementation of infrastructure projects.
<u>ENQUIRIES</u>	:	Mr. GP Nieuwoudt Tel No: (021) 467 2052

DEPARTMENT OF HEALTH AND WELLNESS

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

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

<u>POST 43/215</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (PAEDIATRICS)</u>
<u>SALARY</u>	:	Grade 1: R1 341 855 per annum Grade 2: R1 531 032 per annum Grade 3: R1 773 222 per annum (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	:	Red Cross War Memorial Children's Hospital, Rondebosch
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Paediatrics. Registration with the Professional Council: Registration with the HPCSA as Medical Specialist in Paediatrics. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Paediatrics. 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 Paediatrics. Grade 3: A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employee) as a Medical Specialist in Paediatrics. Inherent requirement of the job: Willingness to travel within the District and Metro Region. Competencies (knowledge/skills): Ability to comprehensively manage all paediatric cases including child protection cases and intensive management of tertiary level patients. Proven leadership abilities. Experience in supervision of staff and students. Experience and effectively management of allocated resources. Proven experience in teamwork. Proven knowledge/skills and experience in principles of service planning, organizing, implementation, monitoring and evaluation. Proven ability to adhere to all departmental requirements and protocols. Proven knowledge of public health and public health policies, guidelines and related prescript to manage resources effectively. Research experience as a primary investigator. Computer literacy.
<u>DUTIES</u>	: Provide comprehensive, high-quality ambulatory, emergency, child protection and general paediatrics clinical services. Clinical leadership and governance of daily clinical operations of a multidisciplinary child protection team and a general paediatrics team in a tertiary setting. Provide outreach and support to referrers and referring institutions, as required. Conduct ward rounds/multidisciplinary clinical meetings. Manage and effectively/efficiently use allocated resources. Effective and efficient administration of clinical services. Teaching (formal and informal) of undergraduate & post graduate students. Create a learning environment for students and junior colleagues both under- and postgraduate as required. Clinical & Corporate Governance of General Paediatrics both inpatients and outpatients Administration of HECTIS patient management system and other WCG health applications. Supervision of junior medical staff to ensure quality of care and good clinical outcomes. Do appropriate clinical audits and research within the department to stay abreast of clinical developments. Participation in existing and conducting new research projects within the department and stay abreast of clinical developments.
<u>ENQUIRIES</u>	: Prof H Buys Tel No: (021) 685-5169/ or Email: Heloise.Buys@uct.ac.za
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Shortlisted candidates may be required to complete a practical test. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within Red Cross Hospital for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	: 05 December 2025
<u>POST 43/216</u>	: <u>MEDICAL SPECIALIST GRADE 1 TO 3 (ORTHOPAEDICS)</u>
<u>SALARY</u>	: Grade 1: R1 341 855 per annum Grade 2: R1 531 032 per annum Grade 3: R1 773 222 per annum (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE</u>	: Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist in Orthopaedics. Registration with the professional council: Registration with the Health Professions Council of South Africa as Medical Specialist in Orthopaedics. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Orthopaedics. 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 Orthopaedics. **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 Orthopaedics. Inherent requirements of the job: Valid driver's license. Commuted overtime is compulsory. Competencies (knowledge/skills): Ability to render high quality surgery for Tertiary Trauma and Emergency Orthopaedics. Ability to initiate own research projects and supervise research projects. Ability to render high quality teaching and training in general orthopaedics to registrars, medical officers, interns and medical students. Ability to run multiple portfolios as an effective "Business Unit Model". Strong ethical principles and relevant clinical and counselling skills. Computer literacy. Leadership-, interpersonal- and organisational skills to run a very busy trauma firm. High level of competencies in the field of Tertiary trauma and emergency Orthopaedics.

DUTIES : Provision of clinical service delivery at specialist level across the full spectrum of trauma and emergency orthopaedic surgery. The specialist will spend daytime working hours at Tygerberg Hospital with outreach responsibilities at Karl Bremer Hospital and will be running one of the TBH orthopaedic trauma firms. Provision of clinical service delivery at specialist level across the full spectrum of fracture arthroplasty surgery and after hour on call duties for trauma and emergency orthopaedics. Supervision of clinical and operative activities of orthopaedic surgeons- in- training. Active participation in the postgraduate and undergraduate teaching programmes of the Department at Tygerberg Hospital and Karl Bremer Hospital. Effective management and administration of a wide range of "Portfolios", example the emergency unit. Develop, conduct and supervise research projects pertinent to tertiary and secondary orthopaedic surgery and health lines.

ENQUIRIES : Prof. J du Toit Tel No: (021) 938-9266
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in 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 as Medical Specialist in Orthopaedics with the relevant council (including individuals who must apply for change in registration status).

CLOSING DATE : 05 December 2025

POST 43/217 : **MEDICAL SPECIALIST GRADE 1 TO 3 (SURGERY)**
 Chief Directorate: Rural Health Services

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

CENTRE : 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 General Surgery. Registration with the professional council: Registration with the HPCSA as a Medical Specialist in General Surgery. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in General Surgery. **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 General Surgery. **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 General Surgery. Inherent requirements of the job: Commuted overtime contract is compulsory, as well as ability to work flexible and after-hours. Valid (Code B/EB) driver's license, as well as willingness and ability to travel. Competencies

(knowledge/skills): Expertise in evidence-based surgical practice and patient safety principles despite the ever-changing healthcare landscape and its impact on a limited resource environment. Strong clinical decision-making, leadership and teaching abilities. Commitment to teamwork, ethical practice, and continuous professional development. Competence in clinical governance, audit, and quality improvement processes – proof of at least a local publication strongly encouraged. Effective interpersonal, organizational, and problem-solving skills. Computer Skills: Proficiency in MS Office and clinical platforms (ECM, NHLS, HECTIS, PACS). Communication: Excellent writing and verbal skills with ability to prepare and interpret complex reports.

DUTIES : Deliver comprehensive, high-quality surgical care at George Hospital and outreach facilities across Eden and Central Karoo. Perform and supervise surgical procedures within the wide scope of practice inherent to a General Surgeon working in the public sector. Support teaching and mentoring of medical officers, registrars, and students. Ensure accurate clinical documentation, patient referrals, and discharge planning. Participate in clinical governance, audits, M&M meetings, and patient safety initiatives. Complete medico-legal documentation accurately and on time. Contribute to responsible HR and financial management, ensuring prudent use of resources. Promote patient education, counselling, and community engagement.

ENQUIRIES : Dr T Koen Tel No: (044) 802-4535
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates are subjects to a practical. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within George Regional Hospital for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

CLOSING DATE : 05 December 2025

POST 43/218 : **MEDICAL OFFICER GRADE 1 TO 3 (EMERGENCY MEDICINE)**
 Chief Directorate: Metro Health Services

SALARY : Grade 1: R1 001 349 per annum
 Grade 2: R1 142 553 per annum
 Grade 3: R1 322 352 per annum
 (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Karl Bremer Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Practitioner. Registration with the Professions Council: Registration with the Health Professional Council of South Africa (HPCSA) as Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as Medical Practitioner with a recognized foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community

		Service as required in South Africa. Inherent requirement of the job: A valid (Code B/EB) driver's licence. Participation in a rotational shift-based roster that requires work on weekends, nights and public holidays. Perform commuted overtime and work after hours as required by operational needs. Competencies (knowledge/skills): Competencies (knowledge/skills): Appropriate experience in an Emergency Centre. Knowledge of the South African Triage Scale & Emergency Medicine in Primary Emergency Care. Competency in resuscitation (participate/lead) & basic and advanced emergency procedures. Computer literacy Skills.
<u>DUTIES</u>	:	Provision of Emergency Care using Evidence Based Medicine. Clinical management of adults, children and neonates. Rational use of scarce resources and medical record keeping. Clinical governance including medicolegal documentation and administrative self-management. Effective communication and professional conduct. Supervision and teaching of medical students and junior doctors.
<u>ENQUIRIES</u>	:	Dr M Abrams Tel No: (021) 918-1904
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for vacancies within (the Chief Directorate: Metro Health Services), for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	05 December 2025
<u>POST 43/219</u>	:	<u>REGISTRAR (MEDICAL) (OBSTETRICS AND GYNAECOLOGY)</u> Chief Directorate: Metro Health Services (5-Year Contract Post)
<u>SALARY</u>	:	R 1 001 349 per annum, (A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).
<u>CENTRE</u>	:	New Somerset Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner: Independent Practice. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner: (Independent Practice). Inherent requirements of the job: Participation in the commuted overtime system is compulsory. Willingness to work after hours and shifts. Valid Driver's licence. Competencies (knowledge/ skills): Successfully completed Primary (Part 1) Fellow of the College of Obstetricians and Gynaecologist (FCOG). Appropriate experience in labour ward management, including operative and assisted deliveries. Appropriate experience in Obstetrics and Gynaecology with minimum of 12 months as Medical Officer: Independent Practice (post community service) under supervision. Completion of ATLS/ACLS. Ability to communicate effectively (verbal and written). Ability to work in integrated multi-disciplinary teams across platforms. Computer literacy in MS Office.
<u>DUTIES</u>	:	In hospital and after hour care to women accessing obstetric and gynaecological health services on the service platform. Participation in the academic activities of with Department.
<u>ENQUIRIES</u>	:	Prof. G Petro Tel No: (021) 402-6324
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as a Registrar will be for a maximum

contract period of 5 years. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. Should registration with the HEI as a student be discontinued for any reason the appointment of Registrar also discontinues. Applicants must indicate whether they have bursary obligations. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. The pool of applicants will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. 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. All applicants must be South African citizens or permanent resident with a valid identity document. Applicants who only have a temporary residence status will not be considered. Registrars will be required to register as post-graduates with the University of Cape Town according to the yearbook and guidelines. Please ensure that you attach an updated CV. The institution 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. This includes, New Somerset Hospital, Mitchells Plein District Hospital, Victoria Hospital and George Provincial Hospital.

<u>CLOSING DATE</u>	:	05 December 2025
<u>POST 43/220</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R1 001 349 per annum Grade 2: R1 142 553 per annum Grade 3: R1 322 352 per annum (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	:	Mfuleni CDC, Khayelitsha Eastern Sub-structure
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with the professional council: Registration with the HPCSA as Medical Practitioner. Experience: None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Valid Code B/EB driver's license. Willingness to do outreach services to clinics throughout the Khayelitsha/Eastern Sub-structure. Competencies (knowledge/skills): Knowledge of South African TB and HIV care guidelines (including drug resistant TB and HIV in children). Computer literacy (MS Excel, Word, Outlook etc.) and good communication, good interpersonal, organizational and teamwork skills. Ability and willingness to do outreach services to clinics throughout the Khayelitsha/Eastern Sub-structure, guiding health care colleagues in managing difficult PHC cases.
<u>DUTIES</u>	:	Provide quality outpatient care to patients in Khayelitsha/Eastern Sub-structure Primary Health Care facilities. Provide an outreach and support service to PHC facilities in the Khayelitsha/Eastern Sub-structure. Provide an efficient

		administration service regarding clinical and non-clinical matters. Relevant administration as required for Medical Legal purposes. Ensure a cost-effective service at clinical level with regards to laboratory services, blood, medicine, consumables and equipment. Actively participate in skills transfer, training, and academic opportunities relevant to the post. Active involvement in the clinical governance of Khayelitsha/Eastern Sub-structure facilities as required.
<u>ENQUIRIES</u>	:	Ms T Matlali Tel No: (021) 810-8101
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within the Department for a period of 3 months from date of advert. Candidates will be subjected to a practical/written and oral assessment.
<u>CLOSING DATE</u>	:	05 December 2025
<u>POST 43/221</u>	:	<u>OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)</u> West Coast District
<u>SALARY</u>	:	R693 096 per annum
<u>CENTRE</u>	:	Graafwater Clinic, Cederberg Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse and Midwife. Post-basic qualification, with duration of at least 1-year, in Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with the Professional Council: Registration with the South African Nursing Council as Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic Diploma qualification in Clinical Nursing Science: Health Assessment, Treatment and Care (R48). Inherent requirements of the job: Computer literacy (MS Word and Excel). Valid (Code B/EB) driver's license. Good interpersonal and communication skills. Good organizing skills. Competencies (knowledge/skills): Information Management regarding PHC indicators. Quality Assurance knowledge. COPC Principles and implementation. Legislation of Ideal clinic and Office of Health standards and compliance.
<u>DUTIES</u>	:	Effective management and execution of relevant Curative Programmes on PHC level. Effective management and execution of integrated child and youth health services. Effective management and execution of the integrated maternal and woman's health services. Effective management and execution of the HAST program. Provide holistic management and leadership in delivering quality services in the PHC facility and coordinate the mobile services.
<u>ENQUIRIES</u>	:	Sr M Sandt Tel No: (027) 482-1484
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test and a competency assessment.
<u>CLOSING DATE</u>	:	05 December 2025
<u>POST 43/222</u>	:	<u>OPERATIONAL MANAGER NURSING (SPECIALTY: OPD & EMERGENCY OPERATING THEATRE AND CSSD)</u> Overberg District
<u>SALARY</u>	:	R693 096 per annum
<u>CENTRE</u>	:	Hermanus Hospital, Overstand Sub-district

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e., diploma or degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency or General or in Medical and Surgical Nursing Science: Operating Theatre. Registration with the professional council: Registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in the specific speciality after obtaining the 1-year post basic qualification as mentioned above. Inherent requirements of the job: Willingness to work shifts, night duty, overtime, public holidays and weekends and relieve duties. Standby duties. A valid (B/EC/C1) driver's licence. Competencies (knowledge/skills): Basic Computer literacy (MS Office Word, Excel, PowerPoint, Outlook). Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Ability to communicate effectively. Knowledge of appropriate legislation, regulations and Departmental Policies. Knowledge of Hospital Centre Triage, Information Systems (HECTIS) AND South African Triage System. Effective interpretation, leadership, execute discipline, decision-making and resolution skills. Knowledge of Operating theatre.
<u>DUTIES</u>	:	Strategic leadership: Provide supervision and direction for the implementation of holistic nursing care in EC and Operating theatre. Clinical patients care according to professional practices, procedures and standards. Effective quality assurance management. Effective information management. Effective management of human and financial resources.
<u>ENQUIRIES</u>	:	Ms AE Klaasen Tel No: (028) 312-1166
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to competency assessment. The pool of applications will be considered for vacancies within Overberg District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	05 December 2025
<u>POST 43/223</u>	:	<u>OPERATIONAL MANAGER NURSING (SPECIALTY: THEATRE)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R693 096 per annum
<u>CENTRE</u>	:	Khayelitsha District Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. A post-basic qualification with a duration of at least 1 year accredited with the South African Nursing Council (SANC) in Medical and Surgical Nursing Science: Operating Theatre Nursing. Registration with the professional council: Registration with the South African Nursing Council as a Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in the specific speciality after obtaining the 1-year post basic qualification as mentioned above. Inherent requirements of the job: The ability to work under pressure, be self-motivated, possess excellent interpersonal skills, leadership skills and the ability to work as part of a team and independently. Work night duty on a planned schedule to relief the night manager. Willingness to work overtime, after hours hospital cover, weekends and Public Holidays as required. Competencies (knowledge/skills): Knowledge of legal framework and regulations regarding nursing practice. Good leadership and people management skills maintain constructive relationships with members of the multi-disciplinary team. Computer literacy and basic financial management skills. Good verbal and written communication skills.
<u>DUTIES</u>	:	Co-ordinate and render holistic comprehensive specialised nursing care provided within a professional / legal framework. Manage and monitor the

		effective utilization of human, financial and physical resources as per departmental policies. Provide effective support, development, education and research activities. Provide effective support service to the Nursing Division. Effectively maintained professional growth and ethical standards in the Theatre department.
<u>ENQUIRIES</u>	:	Ms D Anthony Tel No: (021) 360-4408
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment.
<u>CLOSING DATE</u>	:	05 December 2025
<u>POST 43/224</u>	:	<u>OPERATIONAL MANAGER NURSING (SPECIALTY UNIT: TRAUMA AND OPD)</u> West Coast District
<u>SALARY</u>	:	R693 096 per annum
<u>CENTRE</u>	:	Swartland Hospital, Swartland Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. Diploma/Degree) in Nursing or equivalent qualification that allows for registration with SANC as a Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency. Registration with the Professional Council: Registration with (SANC) as the Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to work after hours (weekends, public holidays and night duty). Competencies (knowledge/skills): Knowledge of appropriate legislation, regulations and Departmental Policies. Knowledge of Hospital and Emergency Centre Triage Information System (HECTIS) and South African Triage System (Basic knowledge and experience in human resource management, labour relations, financial and supply chain procurement processes. Experience in the use of clinical equipment and control of budget levels. The ability to promote quality patient care through the setting, implementation, and monitoring of standards. Effective communication, interpretation, leadership, execute discipline, decision-making and conflict resolution skills. Computer literacy (MS Word, Excel, PowerPoint, and Outlook).
<u>DUTIES</u>	:	Coordination of optimal, holistic specialised nursing care within set standards and within a professional /legal framework. Manage effectively the utilisation and supervision of resources. Coordination of the provision of effective training and research. Provision of effective Support to Nursing Services. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	:	Ms PE Robyn Tel No: (022) 487-9204
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Candidates may be subjected to a competency-based assessment. The pool of applications will be considered for vacancies within Swartland Sub-District within the period of three months from the date of advert, provided that the job title, core functions, inherent requirements and salary level are the same as those of advertised post.
<u>CLOSING DATE</u>	:	05 December 2025
<u>POST 43/225</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING: OCCUPATIONAL HEALTH AND SAFETY)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	:	Victoria Hospital

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma / degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Occupational Health Nursing Science. Registration with the Professional Council: Registration with the SANC as a Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional nurse with the SANC in General nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional with the SANC in General nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirements of the job: Willingness to work after hours and clinical duties to meet the operational requirements. Competencies (knowledge/skills): Good verbal and communication and computer literacy (Ms Word, Excel, Power point) skills. Practical knowledge of Occupational Health and Risk Management. Practical knowledge of research methodology and Quality Management. Ability to work independently and as part of the multi-disciplinary team.
<u>DUTIES</u>	:	Provide Occupational Health clinical services as required (promoting Health, Safety and Wellness in the workplace) and manage IOD and occupational diseases processes at facility level. Render an effective and efficient Administrative System and Control for the Occupational Health and Safety Service. Conduct Risk assessment audits and manage medical surveillance programme Participate in training programmes in conjunction with People Management and Training Departments as required. Provide supervision and advisory services on all Occupational Health and Safety matters for the hospital.
<u>ENQUIRIES</u>	:	Ms M Dubru-Shunmugam Tel No: (021) 799-1125/ or e-mail address: Mary.Dubru@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Occupational Health Nursing Science. The pool of applicants will be considered for similar posts within Victoria Hospital for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	05 December 2025
<u>POST 43/226</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING: PSYCHIATRY (NEURO CLINIC))</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	:	Stikland Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the 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 Psychiatry Nursing Science. Registration with the Professional Council: Registration with the SANC as Professional Nurse and Psychiatry. 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 as mentioned above. Inherent requirements

	of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet operational requirements. It will be required of the incumbent to rotate within the hospital.
<u>DUTIES</u>	: Provide optimal, holistic specialized psychiatric nursing care within set standards and professional/legal framework. Effective utilization of human, financial and physical resources (equipment and consumables). Participation in appropriate personal /professional development activities: Self, students, other categories of staff. Ensure efficient and accurate documentation, statistical data collection capturing and participation in research activities. Assist with the development and the implementation of nursing quality improvement plans, policies and standard operating procedures.
<u>ENQUIRIES</u>	: Ms S Fredericks Tel No: (021) 940-4416
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in Advanced Psychiatric Nursing Science with the South African Nursing Council. The pool of applications will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	: 05 December 2025
<u>POST 43/227</u>	: <u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MATERNITY, MOU)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	: Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	: Bishop Lavis CHC – extended hours
<u>REQUIREMENTS</u>	: Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Midwife and Neonatal Nursing Science. Registration with the professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing and Midwife. 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 in the relevant specialty. Inherent requirements of the job: Willingness to work in the geographical PHC facilities within the Northern Tygerberg substructure, when operationally required. Willingness to work after hours as well as working overtime and shifts. Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Good interpersonal, leadership and management skills. Ability to direct the team to ensure quality holistic health care and to function independently in a multi-disciplinary team. Computer literacy (MS Word and Excel). Demonstrate an in-depth knowledge of nursing and public service legislation. Knowledge of Human resource, financial and supply chain policies, and guidelines.
<u>DUTIES</u>	: Responsible for the provision and implementation of comprehensive holistic nursing care and treatment to all pregnant clients. Assist with management of people management services with the Department. Effective utilisation of financial resources with the department. Ensure the promotion of Quality Assurance, Infection Control and Prevention & Occupational Health & Safety with the department. Deliver a support service to the Operational Manager and ensure effective coordination of the nursing division after hours.
<u>ENQUIRIES</u>	: Ms P Ngcaba Tel No: (021) 508-4611

<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. "Candidates who are not in possession of the required qualification will be appointed in the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. Candidates without the required post-basic qualifications can only be appointed if no suitable candidates with the required educational qualifications could not be found. "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 post-basic qualification with duration of at least 1 year, accredited with SANC in Advanced Midwifery and Neonatal Nursing Sciences. "The pool of applications will be considered for vacancies within Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post." Candidates will be subjected to a practical/oral assessment.
<u>CLOSING DATE</u>	:	05 December 2025
<u>POST 43/228</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING: PSYCHIATRY)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	:	Delft CHC (24 Hours)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i. e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse with Psychiatry. A post-basic nursing qualification, with duration of at least 1 year, accredited with SANC in Advanced Psychiatry Nursing Science. Registration with the Professional Council: Registration with the SANC as Professional Nurse and Psychiatry. Experience: Grade 1: A Minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Grade 2: A Minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Psychiatry, after obtaining the 1year post-basic qualification in Advanced Psychiatric Nursing Science. Competencies (knowledge/skills): Good interpersonal, planning, and organisational skills. Computer literacy (MS Office). Knowledge of the Mental Health Care Act, Child Care Act, Nursing Act and other relevant legislation.
<u>DUTIES</u>	:	Render effective and comprehensive nursing treatment and care to patients. Provide continuous and comprehensive nursing care, Effective utilization of human, material and physical resources. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial, or religious differences. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the health facility.
<u>ENQUIRIES</u>	:	Ms. I Van Heerden Tel No: (021) 812-1890
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Advanced Psychiatric Nursing Science with the South

African Nursing Council. The pool of applications will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Shortlisted candidates will be subjected to a written/practical and oral assessment.

<u>CLOSING DATE</u>	:	05 December 2025
<u>POST 43/229</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)</u> Central Karoo District
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	:	Leeu-Gamka Clinic, Beaufort West Sub District
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse and Midwife. Post-basic qualification, with duration of at least 1-year, in Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care (R 48) accredited with the SANC. Registration with the professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post-basic qualification in the specific specialty. Inherent requirements of the job: A valid (Code B/EB) driver's licence and willingness to travel. Willingness to work overtime when necessary and to work at other clinics in the Sub-district. Willingness to drive a mobile clinic vehicle. Competencies (knowledge/skills): NIMART training or experience. Problem-solving, report writing, liaison and facilitation skills. Basic computer skills in MS Word, Excel, Outlook. Good communication skills Verbal and written).
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms J Nel Tel No: (023) 414-8200
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable 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). The pool of applications will be considered for vacancies within Central Karoo District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	05 December 2025
<u>POST 43/230</u>	:	<u>RADIOGRAPHER GRADE 1 TO 3 (DIAGNOSTIC)</u>
<u>SALARY</u>	:	Grade 1: R397 233 per annum Grade 2: R463 941 per annum Grade 3: R543 099 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer in Diagnostic Radiography. Registration with the professional council: Registration with the HPCSA as a Diagnostic Radiographer. Experience: Grade 1: None after registration with the HPCSA as Diagnostic Radiographer in respect of RSA-qualified employees. 1-year relevant experience after registration with the HPCSA as Diagnostic Radiographer in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 10 years relevant experience after registration with the HPCSA as Diagnostic Radiographer in respect of RSA-qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA as Diagnostic Radiographer in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: A minimum of 20 years relevant experience after registration with the HPCSA as Diagnostic Radiographer in respect of RSA-qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA as Diagnostic Radiographer 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 an after-hour service as part of your 40- hour work week 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. Good communication skills.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms B Dreyer Tel No: (021) 938-5918
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration as Diagnostic Radiographer with the relevant council (including individuals who must apply for change in registration status)".
<u>CLOSING DATE</u>	:	05 December 2025
<u>POST 43/231</u>	:	<u>CLINICAL TECHNOLOGIST GRADE 1 TO 3 (NEUROPHYSIOLOGY)</u>
<u>SALARY</u>	:	Grade 1: R397 233 per annum Grade 2: R463 941 per annum Grade 3: R543 099 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Technologist in Neurophysiology. Registration with the professional council: Registration with the HPCSA as Clinical Technologist: Neurophysiologist. Experience: Grade 1: None after registration with the HPCSA as a Clinical Technologist: Neurophysiology in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA as a Clinical Technologist: Neurophysiology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 10 years' relevant experience after registration with the HPCSA as a Clinical Technologist: Neurophysiology in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as a Clinical Technologist: Neurophysiology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: A minimum of 20 years' relevant experience after registration with the HPCSA as a Clinical Technologist: Neurophysiology in respect of SA qualified employees. A

	minimum of 21 years' relevant experience after registration with the HPCSA as a Clinical Technologist: Neurophysiology 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: After-hours' service is compulsory. Competencies (knowledge/skills): Advanced knowledge of clinical neurology and the skill to work with paediatric, adult and geriatric patients. Relevant experience in all aspects of clinical Neurophysiology.
<u>DUTIES</u>	: Perform electroencephalographs on patients in a laboratory, ward and intensive care unit setting. Perform nerve conduction studies on patients in a laboratory, ward and intensive care unit setting. Perform evoked potentials on patients in a laboratory, ward and intensive care unit setting. Perform overnight polysomnography, multiple sleep latency test and multiple wakefulness test. Perform Intraoperative Monitoring for patients in Theatre. Participate in Research projects. Participate in on-going quality control and infection control. Participate in training of Clinical Technology students. Perform assigned administrative duties.
<u>ENQUIRIES</u>	: Ms. E Mollentze Tel No: (021) 938-5500 or email: emmerentia.mollentze@westerncape.gov.za
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration 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: Neurophysiology with the relevant council (including individuals who must apply for change in registration status).
<u>CLOSING DATE</u>	: 05 December 2025
<u>POST 43/232</u>	: <u>OCCUPATIONAL THERAPIST GRADE 1 TO 3 (CHILD AND ADOLESCENT) (X2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	: Grade 1: R397 233 per annum Grade 2: R463 941 per annum Grade 3: R543 099 per annum
<u>CENTRE REQUIREMENTS</u>	: Lentegour Hospital
	: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Registration with the professional council: Registration with the HPCSA as an Occupational Therapist. Experience: Grade 1: None after registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. One-year relevant experience after registration with the HPCSA as an Occupational Therapist in respect of foreign-qualified employees, of whom 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 Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. A minimum of 11 years relevant experience after registration with the Health Professions Council of South Africa as an Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Grade 3: A Minimum of 20 years relevant experience after registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. A minimum of 21 years relevant experience after registration with the HPCSA as an Occupational Therapist in respect of foreign-qualified employees, of whom it is not required to perform community service, as required in South Africa. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of applicable health legislation, relevant acts and public service policies and procedures. Appropriate Mental Health experience. Understanding of evidence-based practice and knowledge of PSR model in a Mental health environment. Good communication, organizational and planning abilities. Computer literacy.
<u>DUTIES</u>	: Conducting assessment of patients; planning, implementation & evaluation of treatment. Attending of ward rounds, team meetings & team assessments. Intersectoral liaison with Western Cape Education Department & Department

of Social Development. Conducting Outreach. Support & strengthening of infant mental health & family care. Capacity building of OT's at Primary Health Care levels. Delivering vocational rehabilitation interventions within a long-term service. Liaising with the multidisciplinary team, sending referrals to various stakeholders and following up with these persons/organizations. Report writing, file entries and capturing daily stats. Management of material and equipment and ordering of stock. Participate in academics and departmental training.

ENQUIRIES : Ms C Matthee Tel No: (021) 370-1402
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status". The pool of applicants will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

CLOSING DATE : 05 December 2025

POST 43/233 : **CASE MANAGER**

SALARY : R397 116 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Appropriate three-year health related National Diploma/Degree registrable with the Health Professions Council of South Africa (HPCSA) or South African Nursing Council (SANC). Experience: Appropriate experience in Case Management/Medical Aid Environment. Appropriate experience in ICD 10 codes assigned. Appropriate experience in liaison with medical aid (funders) and managed care organisations with regards to MHC policies, protocols, optimal fund utilisation and updated clinical information. Competencies (knowledge/ skills): Knowledge of the Uniform Patient Fees Schedule, Hospital Information Systems and EDI (Electronic Data Interchange). Knowledge of Medical Aid Act 131 of 1998 and the application of Prescribed Minimum Benefit (PMB) legislation i.e. the Chronic Disease List (CDL) and the Diagnostic Treatment Pairs (DTP). Ability to work with MS Excel and Web-based Programmes (medical aids). Ability to link patient diagnosis with procedure codes. Good communication skills (verbal and written).

DUTIES : Perform hospital Case Management functions wrt authorisation, benefit management, and review of clinical information for externally funded clients. Co-ordinate the workflow process between clinical and admin personnel supporting various role players within the hospital wrt ICD-10 codes, prescribed minimum benefits and account queries. Conduct clinical audits of Medical Aids and State Department, eg. RAF and COIDA to ensure accuracy of invoices. Implement Case Management policies, protocols and procedures within the hospital. Relief colleagues. Provide quotations to privately funded and foreign patients and compile statistical reports. Supervision of staff and liaison with relevant role players in matters relating to Case Management.

ENQUIRIES : Mr TJ Langenhoven Tel No: (021) 404-2358
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for these posts. Candidates will be subjected to a competency test. The pool of applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

CLOSING DATE : 05 December 2025

<u>POST 43/234</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: PEOPLE MANAGEMENT (RECRUITMENT AND SELECTION)</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: Appropriate 3-year National Diploma or Degree. Experience: Appropriate Human Resource Management: Recruitment and Selection experience. Appropriate supervisory experience. Competencies (knowledge/skills): Extensive knowledge of HR Policies, procedures, practices relevant to Recruitment and Selection and various OSD's implementation. Communication, interpersonal and problem-solving skills. Computer literacy with proficiency in MS Word and Excel.
<u>DUTIES</u>	:	Ensure an effective and efficient management of the Recruitment and Selection section and the correct implementation of HR policies and circulars relevant to the section. Investigate and respond to queries as well as assist and advise in respect of grievances with regards to Recruitment and Selection. Ensure proper safekeeping of all documents. Supervision and development of subordinate. Render support to supervisor and colleagues when needed.
<u>ENQUIRIES</u>	:	Ms B Alexander Tel No: (021) 404-2271
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may have to undergo a practical test.
<u>CLOSING DATE</u>	:	05 December 2025
<u>POST 43/235</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: SUPPORT SERVICES</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Office of the Chief Director: Metro Health Services
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in Transport, Registry, procurement, systems and contract management. Inherent requirements of the job: Valid driver's licence. Competencies (knowledge/skills): In-depth knowledge of public sector administrative procedures and protocols. Understanding government supply chain management and procurement processes. Strong knowledge of facilities and building maintenance coordination. Familiarity with contract management and service provider liaison (e.g., hostesses and cleaning services). Knowledge of transport scheduling, vehicle management, and logbook control. Registry and records management expertise (electronic and manual systems). Computer proficiency in MS Office Suite (Word, Excel, Outlook, PowerPoint). Excellent communication and interpersonal skills. Strong organizational, time management, and coordination skills. Attention to detail and ability to work with confidential information. Financial administration knowledge, including requisitions, purchase orders, and budget monitoring. Problem-solving ability and ability to work independently and under pressure. Customer service orientation and ability to liaise effectively with internal and external stakeholders.
<u>DUTIES</u>	:	Coordinate and oversee maintenance and upkeep of the BHP building, including reporting faults and ensuring timely repairs. Manage and monitor the hostess services to ensure compliance with service standards. Management of the cleaning, gardening and pest control contracts of BHP to ensure compliance with contract specifications. Manage and monitor the security services to ensure compliance with service standards. Oversee the registry function to ensure effective records management, filing, archiving, and retrieval of documents. Coordinate transport operations, including vehicle scheduling, logbook maintenance, fuel management, and driver supervision. Prepare and process procurement documentation, purchase orders, and payment requisitions in line with departmental procedures. Facilitate internal and external meetings, workshops, and events, including logistics and catering arrangements. Ensure adherence to health, safety, and facility management standards within the BHP building. Compile administrative reports, monitor expenditure, and assist with budget control. Liaise with maintenance teams, and departmental stakeholders to ensure smooth operations. Support the implementation of continuous improvement initiatives in administrative and operational processes. Perform any other duties delegated by management in

		support of departmental objectives. Supervision and development of Support Services personnel. Provide comprehensive administrative and operational support to Supervisor and management team.
<u>ENQUIRIES</u>	:	Ms T Hendricks Tel No: (021) 815-8718 or (073) 247-0881
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	05 December 2025
<u>POST 43/236</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: FINANCE (X2 POSTS)</u> West Coast District
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Swartland Hospital, Malmesbury (X1 Post) Radie Kotze Hospital, Piketberg (X1 Post)
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: Appropriate 3-year National Diploma or Degree. Experience: Appropriate Human Resource Management: Recruitment and Selection experience. Appropriate supervisory experience. Competencies (knowledge/skills): Extensive knowledge of HR Policies, procedures, practices relevant to Recruitment and Selection and various OSD's implementation. Communication, interpersonal and problem-solving skills. Computer literacy with proficiency in MS Word and Excel.
<u>DUTIES</u>	:	Ensure an effective and efficient management of the Recruitment and Selection section and the correct implementation of HR policies and circulars relevant to the section. Investigate and respond to queries as well as assist and advise in respect of grievances with regards to Recruitment and Selection. Ensure proper safekeeping of all documents. Supervision and development of subordinate. Render support to supervisor and colleagues when needed.
<u>ENQUIRIES</u>	:	Ms B Alexander Tel No: (021) 404-2271
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may have to undergo a practical test.
<u>CLOSING DATE</u>	:	05 December 2025
<u>POST 43/237</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Western Cape Rehabilitation Centre
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in Recruitment and Selection, Establishment Administration & Staff Performance management. Appropriate supervisory experience in HRM Appropriate PERSAL experience. Inherent requirements of the job: Valid driver's licence. Competencies (knowledge/skills): Extensive knowledge of PERSAL. Extensive knowledge of HR Policies, procedures and practices relevant to Establishment Administration and Recruitment and Selection. Extensive knowledge of the Staff Performance Management process. Computer literacy – intermediate to advance (MS Word, Excel and PowerPoint).
<u>DUTIES</u>	:	Maintenance and monitoring of the Establishment and compiling submissions for the creation and abolishment (HF2 process) of posts. Co-ordinate and manage all advertising of posts within Hospital, including the advertising of post and drafting submission for filling of posts. Maintenance of monthly reports on status of posts, compiling a database of applications and tracking progress of posts advertised. Facilitate and support formal pre-mod committees and grievances facilitation with regards to SPMS. Provide training and the optimal management of SPMS process within the hospital. Effective management and supervision of Recruitment and Selection function. Monitor of performance of staff and oversee development and training.
<u>ENQUIRIES</u>	:	Mr. JW Fortuin Tel No: (021) 370-2319

<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Short listed candidates will be subjected to a written and oral assessment. The pool of applicants will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	05 December 2025
<u>POST 43/238</u>	:	<u>PRIMARY HEALTH CARE ADMINISTRATIVE SUPPORT OFFICER</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Mitchells Plain Community Health Centre
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate plus an appropriate National Certificate (NQF 5). Experience: Extensive experience in a Primary Health Care environment. Inherent requirements of the job: A Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good interpersonal and communication skills. Good multi-tasking skills. Good decision-making and conflict management skills. Extensive computer literacy with experience in the Microsoft Office package and other systems, including Permis, Logis and PHCIS.
<u>DUTIES</u>	:	Assist the Facility Manager as Head of Administration. Management of Support Services in the unit. Oversee facility Finance, Supply Chain Management, Asset Management, Contract Management and related to Support Services that includes security services, waste management, grounds management and others. Provide support as Labour Relations Liaison to facility manager, unit managers and staff. Represent the facility as liaison on various forums such as safety and security, QA-, OHS/IPC-, waste committees, community health committee meetings and support service-related meetings at institutional and provincial level.
<u>ENQUIRIES</u>	:	Ms Y Samuels Tel No: (021) 684-1400
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The pool of applications will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Candidates will be subjected to a written/practical, and oral assessment.
<u>CLOSING DATE</u>	:	05 December 2025
<u>POST 43/239</u>	:	<u>ARTISAN FOREMAN GRADE A (ELECTRICAL) (DENTAL TECHNICAL SERVICES)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R382 047 per annum
<u>CENTRE</u>	:	Oral Health Centre (Metro Health Services) including satellite clinics, Red Cross Hospital, Groote Schuur Hospital, Mitchells Plain Day Clinic and Gugulethu Day Clinic
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate Trade Test Certificate. Experience: 5 years' experience as an Artisan after obtaining the trade test certificate. Inherent requirements of the job: A valid wireman's licence. Valid driver's licence. Physically fit for perform duties. Competencies (knowledge/skills): Conversant with the requirements of the Machinery and Occupational Health and Safety Act. (Act 85). Ability to fault-find and repair down to component level. Competent with hand-on practical work. Computer literacy in Microsoft Excel, Word and Power Point. Ability to work under pressure and independently with good report-writing skills, conflict management and interpersonal skills, as well as excellent verbal and written communication skills. Sound knowledge of managing a workshop and staff members including maintenance facets. Appropriate experience of managing a workshop and staff members.
<u>DUTIES</u>	:	Supervising and mentoring the Artisan Assistants. Performing complex technical tasks beyond the capabilities of Artisan Assistants. Managing the on-site workshop operations. Compiling technical specifications for replacement

		parts and new equipment. Conducting technical assessments and preparing reports. Monitoring and managing infrastructure such as compressors, air dryers, air conditioning systems, cooling towers, packaged units, autoclaves and water distillers. Assist in departmental budgeting and expenditure control. Performing maintenance at Satellite Clinics. Support to the Maintenance Manager on the Joint platform of UWC and DOHW.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Z Karoodien Tel No: (021) 937-3015
	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Short listed candidates will be subjected to a written and oral assessment. No payment of any kind is required when applying for this post. The pool of applications will be considered for vacancies within Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	05 December 2025
<u>POST 43/240</u>	:	<u>ADMINISTRATIVE OFFICER: SUPPORT SERVICES</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Crossroads Community Day Centre
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative experience in support services. Inherent requirements of the job: Valid driver's licence (Code B/EB). Competencies (knowledge/skills): Knowledge and understanding and experience in LOGIS as well as knowledge and experience of budgetary aspects. Knowledge of Supply Chain Management, Procurement policy of the Department and personnel procedures. Computer literacy (MS Word and Excel).
<u>DUTIES</u>	:	Manage the allocated budget, assist with expenditure, administration and revenue management. Manage the Supply Chain section and the assets of the facility including contract management and fleet management. Personnel and Labour relations management. Manage the support to Facility Manager and Community Day Centre. Render assistance to Facility Management. Human Resources control and management.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr C Malgas Tel No: (021) 370-0232
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The pool of applications will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Candidates will be subjected to a written/practical, and oral assessment.
<u>CLOSING DATE</u>	:	05 December 2025
<u>POST 43/241</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (NURSE RELIEF TEAM AND WARD 11) (X2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum
<u>CENTRE</u>	:	Lentegeur Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse with Psychiatry. Registration with a professional council: Registration with the SANC as Professional Nurse and Psychiatry. Experience: Grade1: None. Grade 2: A minimum of 10 years recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Grade 3: A minimum of 20 years recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends and public holidays. Expected to rotate within the facility. Willingness to assist at other facilities

		within in the ecosystem related to Psychiatric services. Competencies (knowledge/ skills): Knowledge and understanding of nursing care processes, procedures, statuses, and other relevant legal and ethical practices. Computer literacy: MS Office, MS Outlook. Good Communication Skills. Report Writing. Appropriate experience working with Mental Health Care users in a Psychiatric Ward.
<u>DUTIES</u>	:	Provide optimal, holistic specialized psychiatric nursing care within set standards and professional/legal and ecosystem framework. Effective utilisation of resources. Maintain professional growth/ethical standards and self-development. Provision of Support to Nursing Services. Participation in training and research.
<u>ENQUIRIES</u>	:	Ms J Vlotman Tel No: (021) 370-1456
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)". Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	05 December 2025
<u>POST 43/242</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING)</u> <u>(GENERAL INPATIENTS)</u> Central Karoo District
<u>SALARY</u>	:	Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum (Plus non pensionable rural allowance of 12% of your annual basic salary).
<u>CENTRE</u>	:	Beaufort West Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with the professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: Grade 1: None after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work shifts, including weekends, public holidays, night shifts and overtime. Willingness to rotate to other wards in the facility and to work at the clinics in the Sub-district when needed. Competencies (knowledge/skills): Self- discipline and motivation. The ability to function independently under pressure. Knowledge of Nursing Practice, Infection Prevention Control, control measures and practices. Basic Computer skills. Excellent communication skills (both written and verbal).
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of the nursing plan (clinical practice or patient care). Implement standards, practices, criteria, and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain constructive working relationship with nursing and other stakeholders. Utilize human, material, and physical resources efficiently and effectively. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	:	Mr TW Ntombana Tel No: (023) 414 - 8200
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also

apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within Central Karoo District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

<u>CLOSING DATE</u>	:	05 December 2025
<u>POST 43/243</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (NURSE RELIEF TEAM AND WARD 11) (X2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum
<u>CENTRE REQUIREMENTS</u>	:	Lentegeur Hospital Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse with Psychiatry. Registration with a professional council: Registration with the SANC as Professional Nurse and Psychiatry. Experience: Grade1: None. Grade2: A minimum of 10 years recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Grade 3: A minimum of 20 years recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends and public holidays. Expected to rotate within the facility. Willingness to assist at other facilities within in the ecosystem related to Psychiatric services. Competencies (knowledge/ skills): Knowledge and understanding of nursing care processes, procedures, statuses, and other relevant legal and ethical practices. Computer literacy: MS Office, MS Outlook. Good Communication Skills. Report Writing. Appropriate experience working with Mental Health Care users in a Psychiatric Ward.
<u>DUTIES</u>	:	Provide optimal, holistic specialized psychiatric nursing care within set standards and professional/legal and ecosystem framework. Effective utilisation of resources. Maintain professional growth/ethical standards and self-development. Provision of Support to Nursing Services. Participation in training and research.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms J Vlotman Tel No: (021) 370-1456 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)". Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	05 December 2025
<u>POST 43/244</u>	:	<u>ADMINISTRATION CLERK: HRM (PEOPLE MANAGEMENT)</u> Chief Directorate Rural Health Services
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Paarl Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate experience in Personnel administration.

		Competencies (knowledge/skills): Good computer (MS Word and Excel), numeracy and mathematical skills. Good interpersonal skills and the ability to work in a team context. Knowledge of Human Resource prescripts in Public Service. Ability to function under pressure and meet deadlines.
<u>DUTIES</u>	:	Effectively handle all personnel matters, such as salaries, pension, appointments, resignations, transfers, leave and other allowances on PERSAL. Assist staff, colleagues, supervisors, management and members of the public with regards to all Human Resources and Personnel matters including Recruitment and Selection processes. Assist with all other administrative functions in the personnel component. Handle a variety of personnel, written and telephonic enquiries. Audit personnel, pension and leave files. Variety of clerical duties including filing. Responsible for capturing transaction on PERSAL.
<u>ENQUIRIES</u>	:	Mr CL Appollis Tel No: (021) 860-2845
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test.
<u>CLOSING DATE</u>	:	05 December 2025
<u>POST 43/245</u>	:	<u>ADMINISTRATION CLERK: INFORMATION MANAGEMENT (ORAL HEALTH CENTRE)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Oral Health Centres, (Tygerberg/Mitchell's Plain)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Information Management. Appropriate experience in departmental systems (Sinjani, Clinicom and Business intelligence). Competencies (knowledge/skills): Advanced Computer literacy (MS Office 365 package). Knowledge of business process analysis, mapping, modelling and automation of Systems to improve data flow processes. Compilation of reports for meetings and decision making – using various BI platforms (Power BI). Maintain and improve information quality standards.
<u>DUTIES</u>	:	Collect, collate and analyse data. Compilation of daily, weekly and monthly statistics. Verify data from Clinicom to registers. Co-ordinate Ditcom application process. Check faults and report to helpdesk. Assist staff with basic computer and Clinicom training. Circulate information to Management and staff.
<u>ENQUIRIES</u>	:	Ms. L Cooper Tel No: (021) 937-3141
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Short listed candidates will be subjected to a written and oral assessment. The pool of applications will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	05 December 2025
<u>POST 43/246</u>	:	<u>ADMINISTRATION CLERK: SUPPORT</u> West Coast District
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Lapa Munnik Hospital, Bergriver Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in medical records and patient administration, including the Clinicom System. Inherent requirements of the job: Physically fit and able to perform the tasks (must be able to lift heavy boxes). Competencies (knowledge/skills): Computer literacy (MS Word, Excel). Good verbal and written communication skills. Good interpersonal and numerical skills and ability to accept accountability, responsibility and work independently. Knowledge of the guidelines for filing, archiving and disposal of patient records.
<u>DUTIES</u>	:	Responsible for effective admission of patients. Responsible for revenue control which includes receipt of money, issue of accounts, Cash up and safekeeping of patient's valuables. Maintain an effective registry administration function including the repair of patient files. Responsible for archiving patient

		folders/ documentation according to regulations and policies. Ensure the availability of adequate stock (consumables) in the nursing wards. Data collection.
<u>ENQUIRIES</u>	:	Mr. M Julius Tel No: (022) 913-1337
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test.
<u>CLOSING DATE</u>	:	05 December 2025
<u>POST 43/247</u>	:	<u>ADMINISTRATION CLERK: SUPPORT (PAEDIATRICS AND CHILD HEALTH)</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative experience in a large clinical (medical) department. Competencies (knowledge/skills): Computer literacy (at least intermediate or advanced level) in MS Word, MS PowerPoint, MS Excel; MS Teams, and MS Outlook (email as well as calendars) and the ability to use Internet forms (e.g. JotForm, RedCap) and computer databases e.g. the PPIP program. Knowledge of Human Resources including leave policies. Good communication, interpersonal and organising skills, ability to work well in teams and to work under pressure. Professional telephone and email etiquette. The ability to adapt to a changing environment and cope with a high volume of work and be able to follow instructions and procedures. Good interpersonal relations, organisational skills, and the ability to deal with information in a confidential manner as part of a team and independently. Adhering to legislation ensuring protection of personal and patient data.
<u>DUTIES</u>	:	Administration and effective management of the office of a large medical department, such as compiling and maintaining monthly duty rosters for all clinical personnel; administration and effective leave management- planning, rostering, and appropriate documentation of leave (vacation, special, official, sabbatical, LWOP, sick leave etc) for the medical personnel, monthly verification of commuted overtime work, orientation of new staff and clerical duties related to the office. Compile and maintain databases e.g. maternal deaths, ward statistics and perinatal deaths. Be responsible for all aspects of roster and duty planning. Maintain effective and efficient general office administration and ad-hoc duties.
<u>ENQUIRIES</u>	:	Dr M Hunter Tel No: (021) 938-6470
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment.
<u>CLOSING DATE</u>	:	05 December 2025
<u>POST 43/248</u>	:	<u>ADMINISTRATION CLERK: ADMISSIONS</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	George Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Clinicom. Appropriate experience in ECM. Inherent requirements of the job: Willingness to work shifts, weekends, public holidays and night shift. Willingness to work overtime on short notice. Willingness to rotate in the facility and/or relief personnel. Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel, Outlook) Good communication and writing skills. Appropriate knowledge of Hospital Fees Memorandum 18.
<u>DUTIES</u>	:	Admit, register, assess patients, open folders and raise invoices. Ensure audit compliance, and accurate data recording within Admissions. Receive money, issue receipts, safe keeping of state money, and perform relief cashier duties. Safe custody of patient's belongings. Prepare, scan, index and QA patient folders. Support to supervisor, colleagues and other departments.
<u>ENQUIRIES</u>	:	Mr. JJ Malgas Tel No: (044) 802 - 4422
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test. The pool of applicants will be considered for similar vacant posts within George Regional Hospital for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	05 December 2025
<u>POST 43/249</u>	:	<u>ADMINISTRATION CLERK: HRM (PEOPLE MANAGEMENT)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Khayelitsha District Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in People Management. Appropriate knowledge of PERSAL. Inherent requirements of the job: Ability to work under pressure. Prepared to work overtime when required. Ability to function in a multi-disciplinary team. Competencies (knowledge/skills): Good (written and verbal) communication skills. Computer literacy essential (MS Word, PowerPoint, Excel and Outlook). Ability to work under pressure and meet deadlines.
<u>DUTIES</u>	:	Perform all administrative duties pertaining to the Personnel Administration section (e.g. appointments, service terminations, transfers, pension administration, PILIR, salary administration, leave, housing, WCA administration, injury on duty, distribution of monthly payslips, verify documents and qualifications). Ensure correct implementation of policies. Responsible for capturing transactions on PERSAL. Handle all personnel enquiries and correspondence (written and verbal). Assist with recruitment and selection process and SPMS. Auditing of personnel and leave records. Assist staff with regards to People Management and Personnel matters.
<u>ENQUIRIES</u>	:	Mr P Petersen Tel No: (021) 360-4439
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The pool of applications will be considered for vacancies within Chief Directorate: Metro Health Services for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	05 December 2025
<u>POST 43/250</u>	:	<u>STERILIZATION OPERATOR PRODUCTION (CSSD)</u>
<u>SALARY</u>	:	R163 680 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and Training Certificate (GETC)/ Grade 9 (Std 7). Experience: Appropriate experience in a Central Sterilization Service Department. Inherent requirements of the job: Willingness to work shifts including weekends, public holidays, night duty and be rotated. Willingness to rotate within the CSSD department. Competencies (knowledge/skills): Good communication and interpersonal skills. Ability to work in a co-operative way within a team context. Basic understanding of disinfection, decontamination and sterilization.
<u>DUTIES</u>	:	Effective application of sterilisation processes and techniques. Promote/adhere to infection control, as well as health and safety regulations. Check, decontaminate, pack and sterilise instruments, linen and supplies. Assist with cleaning and testing of sterilisation equipment, disinfectant washers and autoclaves, lift and pushing heavy equipment. Maintain equipment in an optimum working condition and utilise resources. Use autoclaves, disinfectant washers and equipment/consumables in a cost-effective manner. Ensure surgical instrument trays is packed and marked correctly. Monitor, control and maintain adequate stock levels, report and assist with the investigation of lost instruments/ equipment.
<u>ENQUIRIES</u>	:	Ms V Dubase Tel No: (021) 938-4000
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment.
<u>CLOSING DATE</u>	:	05 December 2025
<u>POST 43/251</u>	:	<u>TRADESMAN AID (X2 POSTS)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R163 680 per annum
<u>CENTRE</u>	:	George Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: NQF 3 (Grade 10) or equivalent. Experience: Appropriate experience as a maintenance assistant / aid. Inherent requirements of the job: Willingness to work overtime when needed and perform relief duties. Capability to do strenuous physical labour. A valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Ability to optimally utilise allocated resources such as materials, tools and equipment. Appropriate knowledge of the application of the requirements of the Machinery and Occupational Health and Safety Act.
<u>DUTIES</u>	:	Complete and efficient execution of instructions which include, amongst other, general maintenance. Assist with engineering projects, maintenance and repairs, installations and alterations. Strict adherence to the Occupational Health and Safety Act. Assist Assistant to Artisans and Artisans in the performance of their duties. Exercise control over tools, equipment and materials. Cleaning of Workshop and Plantrooms.
<u>ENQUIRIES</u>	:	Mr. L Du Plessis Tel No: (044) 802-4488
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subject to a practical test. The pool of applicants will be considered for similar vacant posts within George Regional Hospital for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	05 December 2025
<u>POST 43/252</u>	:	<u>HOUSEHOLD AID</u> Cape Winelands Health District
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Stellenbosch Hospital
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic literacy and numeracy. Experience: Appropriate health facility cleaning experience. Inherent requirements of the job: Ability to lift/move heavy objects and working at heights requiring the use of a stepladder. Willingness to work shifts, public holidays, weekends, overtime and night duty. Relief in other departments when necessary. Competencies (knowledge/skills): Good communication and interpersonal skills).
<u>DUTIES</u>	:	Maintenance of general cleanliness of clinical and non-clinical areas and hygiene in line with OSH and IPC policies. Handling of general refuse and medical waste in line with policies and procedures. Serve patient meals and cleaning of crockery and cutlery in line with HACCP principles and food service unit policies. Effective use, maintenance and safekeeping of supplies and equipment. Attend in-service training and render support to the supervisor. Handling of hospital linen i.e. soiled lined, dirty lined, clean linen, counting of linen, packing linen room, etc.
<u>ENQUIRIES</u>	:	Ms RZ De Silva Tel No: (021) 808-6153
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be required to do a practical test. "The pool of applications will be considered for vacancies within Stellenbosch Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."
<u>CLOSING DATE</u>	:	05 December 2025

<u>POST 43/253</u>	:	<u>GROUNDSMAN</u> Garden Route District
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Knysna CDC, Knysna/Bitou Sub-district
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in cleaning and gardening of large institutions. Inherent requirements of the job: Valid Code B/EB driver's licence. Competencies (knowledge/skills): Good interpersonal and communication skills. Ability to effectively multi-task, function independently and under pressure.
<u>DUTIES</u>	:	Maintaining the Hospital grounds and gardens. Removal of all types of rubble, medical waste and general waste. Cleaning of work areas. Assistance to supervisor. Handling and maintaining of gardening and cleaning equipment.
<u>ENQUIRIES</u>	:	Ms PM Peters Tel No: (044) 302 - 8400
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/written assessment. The pool of applications will be considered for vacancies within Garden Route District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	05 December 2025
<u>POST 43/254</u>	:	<u>DENTIST GRADE 1 TO 3 (SESSIONAL) (SERVICE RENDERING-SPECIAL NEEDS) (14 HOURS P/WEEK)</u> Chief Directorate: Metro Health Services (Until 31 March 2028)
<u>SALARY</u>	:	Grade 1: R468 per hour Grade 2: R550 per hour Grade 3: R636 per hour
<u>CENTRE</u>	:	Oral Health Centres (Tygerberg/Mitchell's Plain)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Dentist. Registration with the Professional Council: Registration with the HPCSA as Dentist. Experience: Grade 1: None after registration as Dentist with the HPCSA in respect of SA-qualified employees. 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 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 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 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. Inherent requirements of the job: Valid driver's licence and willingness to travel to Tygerberg and Mitchell's Plain Oral Health Centre. Competencies (knowledge/skills): Special interest in special needs patients and elderly patients. 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 and 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.
<u>DUTIES</u>	:	Screening of patients on arrival and those referred to the Academic Oral Health Centre. Record patient details. Liaising with the multidisciplinary team when required. Assess, diagnose and treat patients in a holistic manner. Treating patients under general anaesthetic and being familiar with general anaesthetic protocols. Record keeping Responsible for compiling stats.

<u>ENQUIRIES</u>	:	Dr. CCA. Cloete Tel No: (021) 937-3092
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". Short listed candidates will be subjected to a written and oral assessment. The pool of applicants will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of 3 months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	05 December 2025
<u>POST 43/255</u>	:	<u>DENTIST GRADE 1 TO 3 (SESSIONAL) (PAEDIATRIC DENTISTRY) (X10 POSTS) (20 SESSIONS)</u> Chief Directorate: Metro Health Services (3-Year Contract)
<u>SALARY</u>	:	Grade 1: R468 per hour Grade 2: R550 per hour Grade 3: R636 per hour
<u>CENTRE</u>	:	Oral Health Centre, Tygerberg/Mitchell's Plain Platform (Maximum sessional hours per week will not exceed 20 hours per appointee. Sessional allocation will be discussed with candidates)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Dentist. Registration with the Professions Council: Registration with the HPCSA as 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 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 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 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. Inherent requirement of the job: Valid Driver's licence. Competencies (knowledge/skills): Appropriate experience in Paediatric Dentistry. Postgraduate qualification in Dentistry (i.e. Diploma or Masters) Experience in teaching and training of undergraduate students in a clinical environment at an Academic Institution. Ability to treat paediatric patients under general anaesthesia and/or sedation.
<u>DUTIES</u>	:	Manage and treat paediatric patients' dental needs in the clinic. Assess students' preparedness (theory and clinical). Ensure optimal and safe patient care. Dental treatment under theatre/ sedation. Assist with paediatric extractions at service rendering when required. Refer all patients appropriately when required. Record keeping.
<u>ENQUIRIES</u>	:	Dr CW Peck Tel No: (021) 937-3076
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Short listed candidates will be subjected to a written and oral assessment. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and

proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of 3 months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

<u>CLOSING DATE</u>	:	05 December 2025
<u>POST 43/256</u>	:	<u>DENTIST GRADE 1 TO 3 (MAXILLOFACIAL RADIOLOGY) (SESSIONAL) (16 & 14 HOURS PER WEEK) (X2 POSTS)</u> Chief Directorate: Metro Health Services (Contract until 30 November 2028)
<u>SALARY</u>	:	Grade 1: R468 per hour Grade 2: R550 per hour Grade 3: R636 per hour
<u>CENTRE</u>	:	Oral Health Centre, Tygerberg/Mitchell's Plain Platform
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Dentist. Registration with the Professions Council: Registration with the HPCSA as 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 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 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 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. Inherent requirements of the job: Valid Driver's licence. Postgraduate qualification in Maxillofacial Radiology (i.e. Diploma or Masters). Competencies (knowledge/skills): Appropriate experience in a Maxillofacial Radiology Department. Appropriate experience in teaching and training of undergraduate students in a clinical environment at an Academic Institution. Ability to apply advanced radiological knowledge and interpretation skills to support diagnosis and patient management.
<u>DUTIES</u>	:	Interpret radiographs and Cone Beam Computed Tomography. Prepare written diagnostic reports, consult with Clinicians. Conduct tutorials, case-based learning. Supervise clinical sessions. Support student research. Ensure accurate records, contribute to departmental stats.
<u>ENQUIRIES</u>	:	Dr S Indermun Tel No: (021) 937-3161/3112
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of 3 months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	05 December 2025

<u>POST 43/257</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (PAEDIATRICS) (SESSIONAL) (3 HOURS PER WEEK)</u> Chief Directorate: Metro Health Services (3 Year Contract)
<u>SALARY</u>	:	Grade 1: R646 per hour Grade 2: R737 per hour Grade 3: R853 per hour
<u>CENTRE REQUIREMENTS</u>	:	Mowbray Maternity Hospital Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Paediatrics. Registration with the Professions Council: Registration with the HPCSA as Medical Specialist in Paediatrics. Experience: Grade 1: None after registration with the HPCSA as Medical Specialist in Paediatrics. 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 Paediatrics. Grade 3: A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employee) as a Medical Specialist in Paediatrics. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Ability to manage all neonatal cases comprehensively including ventilation of tertiary level patients. Appropriate experience in bereavement and palliative care counselling. Proven leadership abilities and experience in supervision of staff and resources and proven experience in principles of planning, organizing and implementation. Proven knowledge of public health policies, guidelines and related prescript to manage resources effectively and research experience as a primary investigator or research supervisor. Computer literacy.
<u>DUTIES</u>	:	Assistance in and management of neonatal services at MMH, including perinatal audit meetings, management decisions, patient counselling and management referrals from the drainage area. Conduct ward rounds and oversee the daily operations of the neonatal department. Clinical supervision of doctors in training/direct staff supervision: especially NICU acute neonatal emergencies and training on complex patients. Training of junior staff, and under- and postgraduate students. Liaise with the community neonatal care services rendered by the community-based health workers and department of social development. Adhere to requirements for all people management and financial matters.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr A Daniels Tel No: (021) 659-5562 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	05 December 2025
<u>POST 43/258</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (ORTHOPAEDICS) (15 SESSIONS)</u> (3 Year Contract)
<u>SALARY</u>	:	Grade 1: R646 per hour Grade 2: R737 per hour Grade 3: R853 per hour
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Orthopaedics. Registration with the Professions Council: Registration with the HPCSA as Medical Specialist in Orthopaedics. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Orthopaedics. 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 Orthopaedics. 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 Orthopaedics. Competencies (knowledge/skills): SAOA Endorsed Limb Reconstruction Fellowship (Minimum 1 Year). Tertiary Hospital experience in musculoskeletal oncology surgery. Proven research experience. Appropriate experience in the management of complex limb reconstruction and musculoskeletal tumour surgery for example: Fracture Related Infection, Bone defect management, Musculoskeletal tumour surgery, Deformity correction and limb lengthening surgery, Megaprosthesis reconstruction and Complex tertiary trauma reconstruction. Evidence of prior research and publications in the fields of Orthopaedic Surgery and/or a research orientated degree or proof of registration in a research orientated degree e.g. PhD. Evidence of previous teaching of under- and postgraduate medical students in an academic institution.
<u>DUTIES</u>	:	Clinical and Administrative Responsibilities of the Orthopaedic Tumor, Sepsis and Reconstruction Unit. Provision of clinical service delivery at specialist level across the full spectrum of limb reconstruction and musculoskeletal oncology surgery at Tygerberg Hospital. Supervision of clinical and operative activities of orthopaedic surgeons- in- training. Active participation in the undergraduate and postgraduate programs of the Division of orthopaedics and the University of Stellenbosch FMHS. Conducting and supervising research in the field of Orthopaedics.
<u>ENQUIRIES</u>	:	Prof Jacques du Toit Tel No: (021) 938-9266
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration as Medical Specialist in Orthopaedics with the relevant council (including individuals who must apply for change in registration status)".
<u>CLOSING DATE</u>	:	05 December 2025
<u>POST 43/259</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (ANAESTHESIOLOGY) (18 SESSIONS)</u> Chief Directorate: Metro Health Services (3 Year Contract)
<u>SALARY</u>	:	Grade 1: R646 per hour Grade 2: R737 per hour Grade 3: R853 per hour
<u>CENTRE</u>	:	Victoria Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Anaesthesiology. Registration with the Professions Council: Registration with the HPCSA as a Medical Specialist in Anaesthesiology. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Anaesthesiology. 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 Anaesthesiology. 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

Anaesthesiology. Inherent requirement of the job: Willingness to shifts as required by the institution. Competencies (knowledge/skills): Ability to work in a team and with all levels of staff and interest in developing an academic career.

<u>DUTIES</u>	:	To deliver comprehensive anaesthesia and critical care services to patients in theatre and in the intensive care unit at Victoria Hospital. This would include the following roles: Pre-operative, intraoperative and post-operative anaesthetic management of surgical patients from ASA1-5. Supervising junior MOs and interns. Delivering critical care to surgical ICU patients. Teaching and training. Management duties such as statistics, presentations and research.
<u>ENQUIRIES</u>	:	Dr Z Fullerton Tel No: (021) 799-1170, email: zahnne.fullerton@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. "The pool of applications will be considered for vacancies within department, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post." Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration as Medical Specialist in Anaesthesiology with the relevant council (including individuals who must apply for a change in registration status).
<u>CLOSING DATE</u>	:	05 December 2025
<u>POST 43/260</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3 (16 SESSIONS)</u> West Coast District (Contract until 31 March 2027)
<u>SALARY</u>	:	Grade 1: R482 per hour Grade 2: R550 per hour Grade 3: R636 per hour
<u>CENTRE</u>	:	Swartland Hospital, Swartland Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professionals Council of South Africa (HPCSA) as a Medical Practitioner. Registration with the 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 recognised foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Have a valid driver's licence. Ability to travel in the Sub District Work after hours as needed. Competencies (knowledge/skills): Must be able to perform the full spectrum of District level services. This includes Emergency and Inpatient Care at a district hospital for the following disciplines: 1) Internal Medicine 2) Paediatrics 3) Obstetrics and Gynaecology 4) General Surgery 5) Orthopaedics 6) Psychiatry 7) ENT 8) Ophthalmology 9) Dermatology On the primary health care platform, the candidate will be expected to manage chronic diseases, HIV and TB cases. Must be able to handle all emergency cases as required at District level.

<u>DUTIES</u>	:	Clinical Service Provision. Clinical Service Provision. Forensic Service Provision. Service Management. Training and Development.
<u>ENQUIRIES</u>	:	Dr J Brownbridge Tel No: (022) 487-9200
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within the Swartland Sub-district, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	05 December 2025
<u>POST 43/261</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3 (SESSIONAL) (ALLERGOLOGY) (3 SESSIONS)</u> (12-Month Contract)
<u>SALARY</u>	:	Grade 1: R482 per hour Grade 2: R550 per hour Grade 3: R636 per hour
<u>CENTRE</u>	:	Red Cross War Memorial Children's Hospital, Rondebosch
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with the Professional Council: Registration with the HPCSA as a Medical Practitioner. Experience: Grade 1: None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as a Medical Practitioner with a recognized foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Applicants must be willing to work morning shifts (8am to 12pm / 9am to 1pm) as required. Applicants must be willing to be flexible with workdays based on service requirements. Competencies (knowledge/skills): Ability to work in a professional team. Post-internship experience in general paediatrics under onsite supervision of a registered paediatrician. Ability to achieve and maintain good interpersonal relations with staff, patients and their families. Ability to provide a comprehensive paediatric service to Allergy and clinical immunology patients Excellent report, clinical note and referral writing skills. Experience with teamwork, planning, organizing and coordination. Excellent interpersonal, administrative, communication, analytical and problem-solving skills Display empathy for patients, promote advocacy and facilitate holistic treatment. Good time management.
<u>DUTIES</u>	:	Provide a high-quality clinical service to patients and their families Expert assessment and management at a tertiary health care level of a wide range of problems of allergic conditions, including asthma, allergic rhinitis, eczema, urticaria, drug allergy, food allergy and other rarer conditions. Conducting specialist out-patient clinics in the Allergy Service at Red Cross War Memorial Children's Hospital. Participating in the teaching of undergraduate and post graduate learners in allergy. Supervise junior medical staff to ensure quality of

care and good clinical outcomes. Interaction with (and supervision of where necessary) nursing staff, allied professionals, and students. Informal teaching and training of junior staff in the course of clinical work. Improve professional competence by regular self-learning and reflection with the application of current evidence.

ENQUIRIES : Prof M Levin Tel No: (021) 658-5305 or Email: michael.levin@uct.ac.za
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 05 December 2025

POST 43/262 : **CLEANER (SESSIONS) (25 SESSIONS)**
 Cape Winelands District
 (Contract till 31 March 2026)

SALARY : R91.21 per hour
CENTRE : Brede Valley PHC, Brede Valley Sub-district
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience as a Cleaner in a health environment. Inherent requirement of the job: Ability to lift/move heavy equipment and supplies and working at heights requiring the use of a stepladder. The ability to do physical tasks, operate heavy duty cleaning and household equipment. Rotate in different clinics according to operational needs and requirements. Competencies (knowledge/skills): Ability to work effectively in a team, independently and unsupervised, to accept accountability and responsibility. Ability to handle conflict and the ability to work under pressure. Ability to operate machinery and equipment.

DUTIES : Responsible for cleaning, including sweeping, dusting, mopping, scrubbing, polishing, refuse removal, cleaning of garbage bins daily, toilets, sluices and drains, cleaning of windows and walls in the clinic. Ensure that cleaning equipment are clean after usage and securely stored. Render assistance to the supervisor with general housekeeping duties such as control of cleaning and household equipment, care of linen and serving of patients. Adhere to safety measures when handling waste. Attend in-service training appropriate to service delivery.

ENQUIRIES : Ms. D Hartnick Tel No: (023) 348-1343
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test. The pool of applications will be considered for vacancies within Breede Valley Sub District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."

CLOSING DATE : 05 December 2025