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

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 45 OF 2025
DATE ISSUED 05 DECEMBER 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.

INDEX
NATIONAL DEPARTMENTS

NATIONAL DEPARTMENTS	ANNEXURE	PAGES
AGRICULTURE	A	03 - 10
BASIC EDUCATION	B	11 - 15
COMMUNICATIONS AND DIGITAL TECHNOLOGIES	C	16 - 22
CORRECTIONAL SERVICES	D	23 - 24
DEFENCE	E	25 - 30
EMPLOYMENT AND LABOUR	F	31 - 33
FORESTRY, FISHERIES AND THE ENVIRONMNET	G	34 - 36
GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM	H	37 - 38
HIGHER EDUCATION AND TRAINING	I	39 - 40
JUSTICE AND CONSTITUTIONAL DEVELOPMENT	J	41 - 46
LAND REFORM AND RURAL DEVELOPMENT	K	47 - 84
NATIONAL PROSECUTING AUTHORITY	L	85 - 91
NATIONAL TREASURY	M	92 - 102
OFFICE OF THE CHIEF JUSTICE	N	103 - 109
OFFICE OF THE PUBLIC SERVICE COMMISSION	O	110 - 123
SOCIAL DEVELOPMENT	P	124 - 126
TOURISM	Q	127 - 136

PROVINCIAL ADMINISTRATIONS

PROVINCIAL ADMINISTRATION	ANNEXURE	PAGES
EASTERN CAPE	R	137 - 148
GAUTENG	S	149 - 154
KWAZULU NATAL	T	155 - 158
LIMPOPO	U	159 - 161
MPUMALANGA	V	162 - 181
NORTHERN CAPE	W	182 - 192
WESTERN CAPE	X	193 - 300

ANNEXURE A

DEPARTMENT OF AGRICULTURE (DOA)

CLOSING DATE : 22 December 2025 at 16:00

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

OTHER POSTS

POST 45/01 : **SCIENTIST PRODUCTION - GRADE A REF NO: 3/3/1/19/2025**
Directorate: Agricultural Inputs Control

SALARY : R761 157 per annum, (OSD), (all-inclusive salary package to be structure in accordance with OSD rules)

CENTRE : Gauteng (Pretoria): Head Office

REQUIREMENTS : The applicant must be in possession of Grade 12 (Matric) certificate. BSc (Hon) in Agriculture with Soil Nutrition as a major subject. Compulsory registration with South African Council for Natural Scientific Professions (SACNSP) as a Professional Natural Scientist. Job Related Work Experience: A minimum of three (3) years' post qualification regulatory experience. Job Related

Knowledge: Applicants must have expertise and experience in the interpretation of Fertilizer, Farm Feeds, Agriculture Remedies and Stock Remedies Act, 1947 (Act No. 36) together with its regulations and guidelines. Job Related Skills: Programme & project management. Scientific methodologies and models. Ability to research and develop independently. Legal compliance. Data analysis (high level analytical skills). Computer applications (MS Office Software- Word, Excel and Power Point). Technical report writing (ability to prepare and present complex reports). Customer services skills. Communication skills (verbal and written). Drivers' license. Presentation skills. Ability to work under pressure. Extended working hours / overtime may be required.

DUTIES : Develop and implement methodologies, systems and procedures. Identify and consolidate needs for methodologies, policies, systems and procedures by developing administrative and compliance regulations and SOP's. Identify gaps and develop appropriate interventions by developing guidelines and conducting training workshops. Monitor and evaluate programme performance. Perform scientific functions that require interpretation in the absence of an established framework by writing technical reports. Provide scientific support and advice through client advisory meetings and via emails. Develop working relations with client base during liaison meetings with clients. Create public awareness of the science system through liaison with clients. Create public awareness of the science system through liaison with stakeholders. Provide scientific data, information and advice as requested by responding to technical enquiries. Perform scientific analysis and regulatory functions. Conduct analysis of scientific data during the evaluation of applications to register animal feeds, fertilizer and pesticides. Gather and interpret data, evaluate results and disseminate information by publishing information packages. Formulate proposals and compile reports by writing technical submissions when required. Develop and customize scientific models and techniques by contributing to the technical aspects of regulations. Compile technical reports. Research and Development. Continuous professional development to keep up with new technologies and procedures by attending technical workshops and conferences. Research/literature studies to improve expertise by reading technical publications. Publish and present research findings. Liaise with relevant bodies/councils, industries, government departments and other stakeholders on science and regulatory related matters. Human Capital and Development. Mentor, train and develop candidate scientists and others to promote skills/knowledge transfer and adherence to sound scientific principles and code of practice. Customer Service Management.

ENQUIRIES : Mr MJ Mudzunga Tel No: (012) 319 6502

APPLICATIONS : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email SPrecruit192025@nda.agric.za

NOTE : African and White Males, and persons with disability are encouraged to apply.

POST 45/02 : **SCIENTIST PRODUCTION - GRADE A REF NO: 3/3/1/20/2025**
Directorate: Inspection And Quarantine Services

SALARY : R761 157 per annum, (OSD), (all-inclusive salary package to be structure in accordance with OSD rules)

CENTRE : Western Cape (Stellenboch Office)

REQUIREMENTS : The applicant must be in possession of Grade 12 (Matric) certificate. Science degree (BSc)(Hon) or relevant qualification. Compulsory registration with South African Council for Natural Scientific Professions (SACNSP) as a Professional Natural Scientist. Job Related Work Experience: A minimum of three (3) years' post qualification natural scientific experience. Job Related Knowledge: Applicants must have knowledge of legal compliance: Agricultural Pests Act, 1983 (Act No. 36) and applicable regulations: Plant Improvement Act, 1976 (Act No 53); and International Standards for phytosanitary measures-IPPC & WTO/SPS. Public Finance Management Act (PFMA). Knowledge of Public Service and Departmental prescripts/ policies. Quarantine procedures and protocols. Diagnostic procedures. Good laboratory practices. Relevant legislation and regulations, norms and standards. Export and import procedures and policy. A valid driver's license. Job Related Skills: Programme & project management. Scientific methodologies and models. Research & development experience. Knowledge of legal compliance. Data analysis.

Computer-aided scientific applications. Technical report writing. Creating a high-performance culture. Professional judgement. Presentation skills. Mentoring. Decision making. Team leadership. Analytical skills. Creativity. Financial management. Customer focus and responsiveness. Communication. Networking. Computer literacy. People management. Planning and organizational. Conflict management. Change management. Problem solving and analysis. Extended working hours. Handling of hazardous chemicals.

DUTIES : Develop and implement methodologies, systems and procedures for the detection and identification of pests of phytosanitary importance. Identify and consolidate needs for methodologies, policies, systems and procedures. Identify gaps and develop appropriate interventions. Monitor and evaluate programme performance. Perform scientific functions that require interpretation in the absence of an established framework. Provide scientific support and advice. Develop working relations with client base. Create public awareness of the science system. Provide scientific data, information and advice as requested. Review scientific publications. Perform scientific analysis and regulatory functions in the area of plant quarantine. Conduct scientific analysis and analyse scientific data. Gather and interpret data, evaluate results and disseminate information. Apply appropriate scientific models, principles and techniques to generate information and knowledge. Formulate proposals and compile reports. Develop and customize scientific models and techniques. Research and Development. Continuous professional development to keep up with new technologies and procedures. Conduct basic and applied research. Research/literature studies to improve expertise. Publish and present research findings. Liaise with relevant bodies/councils on science-related matters. Human Capital and Development. Mentor, train and develop candidate research technicians and others to promote skills/knowledge transfer and adherence to sound scientific principles and code of practice. Supervise technical support and processes. Manage the performance and development of staff.

ENQUIRIES : Mr Theo Pongolo Tel No: (021) 809 1640

APPLICATIONS : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email SPrecruit202025@nda.agric.za

NOTE : African Males and Females, and persons with disability are encouraged to apply.

POST 45/03 : **ASSISTANT DIRECTOR: SENIOR MANAGEMENT SERVICES (SMS) REF NO: 3/3/1/13/2025**
Directorate: Human Resource Administration: Gauteng (Pretoria)

SALARY : R468 459 per annum (Level 09)

CENTRE : Gauteng (Pretoria): Head Office

REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and National Diploma in the field of Human Resource Management (NQF 6). Minimum of 3 years' experience in Human Resource Management environment. Job related knowledge: Public Service Act. Public Service Regulations. Public Finance Management Act. Human Resource (HR) matters. Reporting procedures. Compilations of management reports. Labour relations. Supervisory skills and competencies. Human Resource Administration (HRA) policies and practices. Public Service Reporting. Computer base HR information systems. Job related skills: Communications (verbal and written) skills. Strategic planning and leadership skills. Interpersonal skills. Problem solving skills. Conflict resolutions skills. Interpretation skills. Analytical skills. Presentation and facilitation skills. Report writing skills. People management skills. Administrative skills. Customer focus skills. Computer literacy. Valid Divers' license. Working irregular hours.

DUTIES : Supervise the allocated resources of the Sub Directorate. Ensure capacity and development of employees. Evaluate and monitor performance of employees. Monitor and ensure proper utilization of equipment and reporting thereof. Provided HR advisory to line managers on HR compensations management, HR service benefits and conditions. Provide advisory services and respond to all enquiries received, in line with the government's legislative frameworks and the Department's policies and directives to the Department's line functionaries and SMS members. Know and apply legislation, policies and procedures. Ensure proper maintenance of all relevant databases. Conduct regular workshops with line functionaries regarding service benefits and conditions.

Administer the administration of the capturing of appointments/acting appointments of SMS members on the PERSAL System. Ensure that HR systems and processes are in place to enable HR support to SMS members. Assist in the management and quality assurance of the source documents submitted and approve. Know and apply legislation, policies and procedure. Administer and monitor the processing of employee mobility (e.g. translation in rank, secondments, re-assignments, counteroffers etc.). Ensure compliance with the legislative frameworks. Quality assure and manage the submission of documents on the relevant systems. Approve. Plan and facilitate the administration of conditions of service and service benefits for SMS members. Administer leave and termination of services. Administer allowances (e.g. housing, overtime, long service). Provide advice with regard to service benefits and conditions.

ENQUIRIES : Ms Sharon Waverley Tel No: (012) 312 9758
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email ASDSMSrecruit132025@nda.agric.za
NOTE : Coloured Males and Coloured, Indian, White Females and persons with disability are encouraged to apply.

POST 45/04 : **CHIEF MONITORING ANALYST REF NO: 3/3/1/14/2025**
Chief Directorate: Planning, Monitoring and Evaluation

SALARY : R468 459 per annum (Level 09)
CENTRE : Gauteng (Pretoria): Head Office
REQUIREMENTS : Applicants must be in possession of a Bachelor's Degree / National Diploma in Agricultural Science, Agricultural Economics, Statistics, Auditing, Public Administration / Management (NQF6). Minimum of 3 years of proven experience in performance monitoring, evaluation, Project and programme management, strategic planning preferably in agricultural environment. Job related knowledge: Knowledge and understanding of the government wide monitoring and evaluation system. Knowledge of government monitoring and evaluation policies, standard operating procedures, tools, information systems, planning, research methodology and related legislation. DPME regulations, Performance auditing, Project and programme management, Quality improvement, Ability to customize and package information to user requirements. Job related skills: Computer literacy, Analytical and research skills, Communication and interpersonal skills, Presentation skills, Problem solving skills, Report writing skills. A valid driver's license. Willingness to travel and work irregular hours.
DUTIES : Coordinate organisational performance analysis against predetermined objectives. Coordinate analysis on organisational performance reporting. Analyse state of performance controls and inform continuous improvements to satisfy prescribed performance standards for accountability and transparency. Use analysis findings to inform agenda on capacity building/advisory to achieve improved organisational performance. Support use of analysis findings to proactively overcome challenges, develop guiding documents and tools and enhance management decision making process.
ENQUIRIES : Mr Evans Kgasago Tel No: (012) 312 8063/8068
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email CMArecruit142025@nda.agric.za
NOTE : Coloured, Indians, White Males and Females, and persons with disability are encouraged to apply.

POST 45/05 : **SENIOR ORGANIZATIONAL DEVELOPMENT PRACTITIONER REF NO: 3/3/1/15/2025**
Directorate: Human Resource Utilization and Development

SALARY : R397 116 per annum (Level 08)
CENTRE : Gauteng (Pretoria): Head Office
REQUIREMENTS : Applicants must be in possession of a National Diploma in Management Services / Operations Management / Production Management, Organizational and Work study qualifications (NQF level 6). Minimum of one (1) year experience. Job related knowledge: Knowledge of the Public Service and Departmental prescripts / policies. Work study principles and techniques, Job design and job profile compilation, Policies, procedure and prescripts,

Research / analysis, Job analysis and evaluation. Job related skills: Planning and organizing, Communication, Interpersonal relations, Accuracy, thoroughness and timorousness, Facilitation and presentation, Interpretation of policies and analytical skills. Be willing to travel and work long extended hours. A valid driver's license.

DUTIES : Conduct job analysis and job evaluation: acknowledge all requests received, identify relevant role-players, conduct interview to obtain relevant information, identify organisation deficiencies, benchmark posts, complete relevant Compensate-Evaluate documents, compile final documents and present recommendations to the JE panel. Render support regarding the provision of secretariat services for committees: arrange venue for meetings, capture JE data on Compensate-Evaluate system, prepare files for JE panels, capture information during JE panel meetings into Compensate-Evaluate system, Update JE documents with amended information, update JE database and filing of JE documents. Compilation of job descriptions: gather relevant information from the available resources (including research, benchmarking, etc), arrange meetings and gather information with relevant role players, analyse gathered information and consult stakeholders. Undertake organisation and post establishment investigation: develop term of reference for interventions, undertake research / benchmark to obtain all necessary information, analyse and process information, undertake functional analysis, determine post establishment needs and make recommendations and draft optimization structure and job descriptions. Undertake investigations to optimize work procedures and methods: Gather and analyse information, compile documents (report etc) of analysed information with recommendations and compile draft report with recommendations.

ENQUIRIES : Ms Lexy Manamela Tel No: (012) 312 9569

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email SODPrecruit152025@nda.agric.za

NOTE : White Males and African, White Females, and persons with disability are encouraged to apply.

POST 45/06 : **BURSARY OFFICER REF NO: 3/3/1/16/2025 (X2 POSTS)**
Directorate: Sector Education and Training

SALARY : R325 101 per annum (Level 07)

CENTRE : Gauteng (Pretoria): Head Office

REQUIREMENTS : Applicants must be in possession of a National Diploma in Human Resources Development / Public Administration / Office Management / Education (NQF6). Minimum of 2 years of experience in bursary administration, information management, database management and working with students in institutions of higher learning. Job related knowledge: Project management, Monitoring and Evaluation, Skills Development Act, SAQA Act, Further Education and Training Qualification Act. Job related skills: Facilitation & Project Management skills, Planning, Initiative, Interpersonal skills and Problem solving. A valid driver's license.

DUTIES : Render recruitment and selection of department's bursary holders. Conduct needs analysis annually to identify and prioritize skills in agriculture and produce annual bursary adverts. Facilitate the advertisement of bursary opportunities in the national print and electronic media. Distribute the advert and posters to the relevant stakeholders (Provincial Departments of Agriculture, municipalities, ARC, High School, Tertiary Institutions, community libraries, labour regional office, internet/intranet and members of the public. Conduct response handling on bursary application and execute the following: Receive, sort and capture application forms in response to the advert. Draft and send regret and acknowledgement letters and request outstanding documents. Conduct preliminary selection using the 14 points system of all relevant applications and prepare files for the selection committee. Organize and carry out all logistical arrangement to host the National Bursary Committee (NBC) meeting which finalizes bursary awards. Compile a comprehensive list of successful candidates approved by the selection committee. Prepare bursary award letters for new bursary holders in various fields of studies and informed candidates about the success of the bursary application. Coordinate the signing of bursary contracts by successful candidates. Respond to telephone queries and appeal letters from members of the public including emails and physical visits. Inform various institutions about new and current

bursaries. Render administration and information management services. Create and continuously update files for each bursary holder with relevant documents. Populate and update databases: such as database of all beneficiaries, database of discontinued and suspension of studies, database of National Bursary Committee (NBC). Prepare financial guarantee letters for old bursary holders who are continuing with their studies, bursary reinstatement letters and bursary extension letters. Prepare and send confirmation list of all bursary holders of institution of learning. Compile fees structure per institution hosting DoA bursary holders and process payments of tuition, accommodation, books, meals and monthly allowance. Continuously analyse and verify the students accounts. Monitor expenditure of bursary funds by beneficiaries and compile monthly and quarterly reports thereof. Reconcile on monthly basis amount paid to institutions as per drawdown schedule of payments done by NFSAS against the approved fees structure. Compilation of reports. Receive, verify and process invoices payments of bursary funds to high school bursary holders. Compile Annual Report on the implementation of the External Bursary Scheme. Compile briefing reports of bursary awards. Compile ToRs of the bursary monitoring meetings. Compile minutes of the meetings. Compile and package necessary information (evidence) required by Auditor-General during auditing period. Conduct bursary monitoring meetings. Execute all logistical arrangements for bursary monitoring meeting (arrange venues, transport, invitation, agenda, documents etc). Conduct monitoring meetings at institutions of higher learning where DoA bursary holders are registered. Orientation meetings to check settlement of new bursary holders and to ensure that they have all resources. Group monitoring meetings to address bursary holders on cross cutting issues like External Bursary Policy and procedures, do's and don'ts, what is covered by the bursary etc. Meetings with financial aid officers at institutions of higher learning and principals of schools to verify if bursary funds paid is used for the purpose it is meant for. Facilitate job / experiential placement of bursary holders within the department and with the relevant industries. Compile a list of bursary holder who need experiential / internship training or vacation work annually. Advise bursary holders to develop job search skills such as CV writing and job interview skills. Lobbying with employers from the sectors to recruit DoA completing bursary holders. Link bursary holders with companies and organisations after completion of studies. Provide secretarial support and general administrative support during interviews conducted to appoint completing bursary holders.

ENQUIRIES : Mr Phillemon Mathebula Tel No: (012) 319 7843
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email BOrecruit162025@nda.agric.za

NOTE : African, White, Indian Males and White, Indian Females, and persons with disability are encouraged to apply.

POST 45/07 : **SUPPLY CHAIN PRACTITIONER: DEMAND MANAGEMENT REF NO: 3/3/1/17/2025**
Directorate: Demand And Acquisition Management

SALARY : R325 101 per annum (Level 07)
CENTRE : Gauteng (Pretoria): Head Office
REQUIREMENTS : Applicants must be in possession of a National Diploma in Financial Management /Logistics/ Purchasing Management/ Supply Chain Management/ Public Administration (NQF level 6). Minimum of 1 year experience in (SCM) Demand Management and Acquisition Management. Job related knowledge: Knowledge of public sector procurement processes. Supply Chain Management Policy Framework or Guide to accounting officers. Public Financial Management Act, Preferential Procurement Policy Framework Act, CIDB prescripts, Treasury Regulations and other SCM prescripts. Job related skills: Supervisory skills, Good interpersonal relations, Time management skills, Computer literacy, Good written and verbal communication skills, Organizing and office administration skills, good data analysis and report interpretation skills. Ability to work under pressure and deliver to tight deadlines. Ability to develop solutions to a variety of problems in line with SCM guidelines and departmental policies. A Valid divers' license.
DUTIES : Provide administration support on functional planning and operations for Demand Management: Render administrative activities regarding procurement planning of goods, works or services for the unit. Collate, verify and consolidate

Demand Management Plans to produce Departmental Integrated Demand Management Plan. Draw reports on BAS to check, verify and confirm the allocated budget per office and their expenditure. Supervise and render demand and acquisition clerical services: Update and maintain supplier database. Ensure that suppliers are captured and registered on the system. Request and receive quotations. Capture specification on the electronic purchasing system. Ensure that all orders are placed on time. Issue and receive bid documents. Provide secretarial or logistical support during the bid consideration and contracts conclusions. Administer requisitions and conduct market analysis: Check, analyse and submit requests to quotation units daily. Conduct market analysis on requisitions. Provide integrated monthly requisition spreadsheet. Provide effective document control, filling and administrative support: File all documents including deviation memos and other relevant memos. File terms of reference electronically and manually.

ENQUIRIES : Ms R Goolam Tel No: (012) 312 8395
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email SCPDMrecruit172025@nda.agric.za
NOTE : African, Coloured Males and African, Coloured Females, and persons with disability are encouraged to apply.

POST 45/08 : **ADMINISTRATION CLERK REF NO: 3/3/1/18/2025**
Directorate: Plant Health

SALARY : R228 321 per annum (Level 05)
CENTRE : Gauteng (Pretoria): Head Office
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate a computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Job related skills: Language skills, good communication skills (verbal and written), Planning and organisation skills, Computer literacy, Interpersonal relations, Flexibility and Ability to work within a team.
DUTIES : Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents / packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and / or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Taking and drafting of minutes. Provide supply chain clerical support services within the component. Liaise within internal and external stakeholders in relation to procurement of goods and services. Obtain quotations complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure of the component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.
ENQUIRIES : Ms Thozama Nonqane Tel No: (012) 312 6213
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email ACrecruit182025@nda.agric.za
NOTE : White, Indian Males and Indian, Coloured Females, and persons with disabilities are encouraged to apply.

POST 45/09 : **REGISTRY CLERK REF NO: 3/3/1/21/2025**

SALARY : R228 321 per annum (Level 05), (Plus additional 37% in lieu of benefits)
CENTRE : Gauteng (Pretoria): Head Office:
Directorate: Office Of the Minister (X1 Post)
Office Of the Deputy Minister (X1 Post)

REQUIREMENTS	:	Must be in possession of grade 12 (matric) certificate. No experience required. Job Related Work Knowledges: Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understating of the work in registry. Job Related Skills: Planning and organising. Computer literacy. Language. Good verbal and written communication skills. Interpersonal relations. Flexibility. Teamwork.
DUTIES	:	Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. Handle incoming and outgoing correspondence. Receive all mails. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective and record management services. Opening and close files according to record classification system. Filling/storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Operating office machines in relation to the registry function. Open and maintain Franking machine register. Frank post, record money and update register daily. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to Post Office. Open & maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finances. Send wring remittance back to sender via registered post and record references number in register. Keep daily record of number of letters franked Process documents for archiving and / disposal. Electronic scanning of filles. Sort and packaging files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.
ENQUIRIES	:	Mr Godfrey Matloga Tel No: (012) 312 9416
APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email RCrecruit212025@nda.agric.za
NOTE	:	African Males and Females, and person with disabilities are encouraged to apply
POST 45/10	:	**DRIVER/MESSENGER REF NO: 3/3/1/22/2025**
SALARY	:	R193 359 per annum (Level 04), (Plus 37% in lieu of service benefits)
CENTRE	:	Gauteng (Pretoria): Head Office: Directorate: Office of The Minister (X1 Post) Office Of the Deputy Minister (X1 Post)
REQUIREMENTS	:	Must be in possession of grade 10/ ABET qualification. The candidate must have 7 months' relevant experience. Job Related Work Experience: Knowledge of THE city (ies) in which the function will be performed. Job Related Skills: Must have organising skills and good communication and interpretation skills. Valid code 8 Drivers license.
DUTIES	:	Drive light and medium vehicles to transport passengers and deliver other items (mails, documents, office equipment). Collect, distribute, and control movement of documents. Do routine maintenance on the allocated vehicle and report defects timely. Perform daily trip and post trip vehicle inspection to ensure that the vehicle is always in the best condition. Complete all the required and prescribed records and logbooks regarding the vehicle and the goods handled. Maintain accurate and up to date schedule trip sheets, i.e. log official trips, daily mileage. Collect and deliver documentation and related items in the departmental / branch or any other component within the department and related external parties. Ensure proper and secure control over movement of documents. Assist in Registry functions. File incoming correspondence and help trace the files. Copy and fax documents.
ENQUIRIES	:	Mr Godfrey Matloga Tel No: (012) 312 9416
APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email DMrecruit222025@nda.agric.za
NOTE	:	African Males and Females, and persons with disabilities are encouraged to apply.

ANNEXURE B

DEPARTMENT OF BASIC EDUCATION

The Department of Basic Education is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. Preference will be given to underrepresented groups as per the DBE Employment Equity Targets. Women and people with disabilities are encouraged to apply.

APPLICATIONS	:	Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria or you can email your application at HR@dbe.gov.za. Please visit the Department of Education's website at www.education.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za
FOR ATTENTION	:	Mr M Segowa/Ms N Monyela
CLOSING DATE	:	22 December 2025
NOTE	:	Applications must be submitted on the most recently approved Z83 Application for Employment Form, obtainable from the DBE Website or any Public Service Department/Webpage. Use of the old Z83 Form will result in disqualification. The Z83 must be completed in full and page 2 duly signed. A clear indication of the post and reference number that is being applied for must be indicated on your Z.83. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 with a detailed Curriculum Vitae (only). Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates on or before the day of the interview. Successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks, qualification and employment verification including social media profiles). Appointment is subject to positive results of the security clearance process. The successful candidate will be required to sign an annual performance agreement and, where applicable, annually disclose his/her financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Applicants who do not comply with the abovementioned requirements will not be considered. Applications received after the closing date or faxed applications will not be considered.

MANAGEMENT ECHELON

POST 45/11	:	**CHIEF DIRECTOR: CURRICULUM IMPLEMENTATION AND MONITORING REF NO: DBE/27/2025** Branch: Curriculum Policy, Support and Monitoring Chief Directorate: Curriculum Implementation and Monitoring
SALARY	:	R1 494 900 per annum
CENTRE	:	Pretoria
REQUIREMENTS	:	The applicant must be in a possession of a relevant Bachelor's degree (NQF level 7) or equivalent qualification as recognised by SAQA; The incumbent must have five (5) years' experience at a Senior managerial level and in high level planning and management; The successful applicant must have extensive knowledge of, and insight and experience in the broad education policy framework that guides the provision of education in South African schools, curriculum development and support as it applies to the National Curriculum Framework (NCF) for the 0-4 years old as well as the National Curriculum Statement and Curriculum Assessment Policy Statement (CAPS) for Grades R to 12; Process Competencies: Knowledge Management, Service Delivery Innovation, Problem-Solving and Analysis; Client Orientation, Customer Focus and Communication Skills. Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management and Change Management, promotion communication, innovation, creativity and ability to prepare speeches; the candidate must be confident, trustworthy, accurate, adaptable and diplomatic; Applicant must have a valid driver's license and willing to travel extensively.
DUTIES	:	The successful candidate will be responsible for providing strategic leadership, managing, guiding and supporting the Chief Directorate: Curriculum Implementation and Monitoring in its objective to improve the quality of Basic Education for the 0-4 years olds in Grades R to 12 through improving teacher

capacity and practices; Increasing learner participation and success rate to meet the National Development Plan and Action Plan 2019 towards Schooling 2030; Collaborating with state institutions, National and International Bodies as well as NGO's; Developing and ensuring implementation of Norms and Standards in line with section 3 and 8 of the National Education Policy Act; Strengthening School Based Assessment to enhance teaching practice; Developing and implementing a strategy to promote the utilisation of data to enhance teaching quality and efficiency; Developing and implementing business processes on the work done to inform Norms and Standards; Improving the quality of Early Childhood Development (ECD); Improving the access of children to qualify for ECD below Grade 1 as well as the grade promotion of learners through Grade 1 to 9 phases of school; Improving the access of Inclusive Education; Ensuring that all children remain effectively enrolled in school up to the year in which they turn 15; The incumbent will be responsible for the development and maintenance of policies and programmes to ensure quality implementation of the NCF and the CAPS, including having responsibility for quality programmes for children experiencing barriers to learning; Increasing the number of learners in Grade 6 who have mastered the minimum language and mathematics competencies; Increase the number of learners in Grade 9 who by the end of the year have mastered the minimum language and mathematics competencies; Implementation of the IIAL and GET Strategy and increasing the number of Grade 12 learners who became eligible for a Bachelor's programme at University.

ENQUIRIES : Mr M Segowa Tel No: (012) 357 4291 or Ms N Monyela Tel No: (012) 357 3294

NOTE : A Certificate for SMS pre-entry programme is required for all SMS appointments (submitted prior to appointment) the full details of the outlined requirements and course information can be sourced by following the link https://www.thensg.gov.za/training-course/sms-pre-entry programme. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance.

POST 45/12 : **CHIEF DIRECTOR: LEGAL AND LEGISLATIVE SERVICES REF NO: DBE/28/2025**
Branch: Finance and Administration
Chief Directorate: Legal and Legislative
(Re-advertisement, people who have previously applied need not to re-apply)

SALARY : R1 494 900 per annum

CENTRE : Pretoria

REQUIREMENTS : The applicants must be in a possession of a relevant Bachelor of Law Degree (NQF Level 7) or equivalent qualification as recognised by SAQA; A Master's Degree in Law will be an advantage; At least 10 years working experience in the Legal field and with a minimum of 5 years' experience at a Senior Managerial Level; Experience in Education Law is a pre-requisite; The candidate must be admitted as an Attorney or Advocate; The post requires a person with excellent leadership and strategic management skills; Excellent communication skills (verbal and written); Computer literate including MS Office software (Word, Excel, Outlook, PowerPoint and Access); Research and policy formulation; Presentation skills; Analytical and problem-solving skills; Candidate must be confident, trustworthy, accurate, adaptable and diplomatic A valid driver's license; Ability to work long hours and travel extensively. Process Competencies: Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; Client Orientated and Customer Focus and Communication skills. Core Competencies: Strategic capability and Leadership; Programme and project management; Financial management; Knowledge management; People management and Empowerment; Promotion of communication, Innovation and Creativity.

DUTIES	:	The successful candidate will be responsible for managing two Directorates: Legal Services and Legislative Services; Providing litigation support for Provincial Education Departments as well as drafting and monitoring implementation of education legislation (Bills, Acts and Regulations pertaining to the DBE); Providing legal advice to the entire Department; Coordinating, monitoring, evaluating and supporting the effective implementation of DBE legislation; Administering legislation of statutory bodies; Rendering a legal interpretation and advisory service to the DBE; Managing court cases on behalf of the Minister and DG of DBE; Drafting advice on national and international agreements and negotiating the terms of the agreement with parties.
ENQUIRIES	:	Mr M Segowa Tel No: (012) 357 4291 or Ms N Monyela Tel No: (012) 357 3294
NOTE	:	A Certificate for SMS pre-entry programme is required for all SMS appointments (submitted prior to appointment), the full details of the outlined requirements and course information can be sourced by following the link https://www.thensg.gov.za/training-course/sms-pre-entry programme. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance.
POST 45/13	:	**CHIEF DIRECTOR: PUBLIC EXAMINATIONS AND ASSESSMENTS REF NO: DBE/29/2025** Branch: Curriculum Policy, Support and Monitoring Chief Directorate: Public Examinations and Assessments Re-advertisement, people who have previously applied need not to re-apply.
SALARY	:	R1 494 900 per annum
CENTRE	:	Pretoria
REQUIREMENTS	:	The applicants must be in a possession of a Bachelor's degree (NQF Level 7) or equivalent qualification as recognised by SAQA; 5 Years' experience at senior managerial level; Experience in the education sector; Understanding of policies governing Public Examination and Assessment; Process Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication skills. Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management and Change Management.
DUTIES	:	The successful candidate will be responsible for the managing and administration of the National Examination Assessment; Managing the setting of high quality Grade 12 examination question paper; Managing and Enhancing the National Computer System for examinations and assessment in the GET and FET bands; Managing and Improving the certification process relating to Senior Certificate and National Senior Certificate; Managing the administration of International Assessment relating to TIMSS, PIRLS, SACMEQ and TALIS; Managing the administration of the GEC pilot; Developing and assessment regime for the introduction of mother tongue Based Bilingual Education in the GET band; Developing high quality test items for diagnostic, summative and systematic assessment in the GET bands; Promoting the integration of formative assessment in teaching and learning in both GET and FET bands; Implementing a General Education Certificate at the end of Grade 9; Implementing a model of systemic evaluation that will provide valuable data on the performance of the system; Conducting assessment to determine the readiness of Grade R learners to grade 1; Supporting and Coordinating the implementation of the examinations across the nine provincial education departments; Improving the quality assurance of summative school based assessment in both the GET and FET bands; Improving the quality of marking in the Public Examinations; Providing accurate and reliable data on learner performance in the GET and FET bands.
ENQUIRIES	:	Mr M Segowa Tel No: (012) 357 4291 or Ms N Monyela Tel No: (012) 357 3294

NOTE : A Certificate for SMS pre-entry programme is required for all SMS appointments (submitted prior to appointment), the full details of the outlined requirements and course information can be sourced by following the link https://www.thensg.gov.za/training-course/sms-pre-entry programme. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance.

OTHER POSTS

POST 45/14 : **DEPUTY DIRECTOR: RESEARCH COORDINATION, MONITORING AND EVALUATION REF NO: DBE/30/2025 (X2 POSTS)**
Branch: Business Intelligence
Chief Directorate: Strategic Planning, Research, Evaluation and Monitoring

SALARY : R1 059 105 per annum
CENTRE : Pretoria.
REQUIREMENTS : The applicants must be in a possession of an appropriate Bachelor's Degree (NQF Level 7) or equivalent qualification as recognised by SAQA; At least four years of relevant technical experience in research, monitoring and evaluation with supervisory responsibilities is required, in project management, coordinating research projects, and coordinating work amongst team members; At least two years of experience in managing evaluations in the education sector, involving aspects such as the coordination of large data collection exercises, data management, questionnaire design for school - based survey and service provider management; Knowledge of basic education regulations and policies; Knowledge of the latest research on education system reform and a proven personal track record of undertaking research, monitoring and evaluation in the basic education sector will be highly advantageous; Knowledge of relevant national education datasets and working experience of such datasets will be highly advantageous; Ability and experience in writing research reports where the candidate was the primary author of at least two technical evaluation or research reports; Ability to develop monitoring tools; and high level skills in the use of the MS Office Suite; Ability to make presentations to stakeholders; Ability to analyse, interpret and repot on quantitive as well as qualitive data; Working experience of statistical packages such as R or STATA.
DUTIES : The successful candidate will be responsible for monitoring and evaluating the policy outputs of the education system and co-ordinating research; Designing, managing and supporting large scale evaluation and research studies commissioned by the Department; Facilitating capacity building on planning, monitoring and evaluation; Liaising and network with research organisations, including presenting DBE research at conferences.
ENQUIRIES : Mr M Segowa Tel No: (012) 357 4291 or Ms N Monyela Tel No: (012) 357 3294
NOTE : All shortlisted candidates shall undertake a pre-entry practical exercise to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance. The successful candidate have to sign an annual performance agreement, annually disclose his/ her financial interests and be subjected to a security clearance

POST 45/15 : **ASSISTANT DIRECTOR: SECURITY AND ASSET MANAGEMENT REF NO: DBE/31/2025**
Branch: Finance and Administration
Chief Directorate: Financial Management Services

SALARY : R468 459 per annum
CENTRE : Pretoria

REQUIREMENTS	:	The applicant must be in a possession of a Three (3) year relevant post matric qualification in Security, Risk Management or equivalent qualification; Three (3) years relevant experience at a supervisory level; A State Security Management Course will be an added advantage; Must have a PSIRA registered Grades A, B, C or D security certificates/Fire Fighting and First Aid Certificate/Advanced Investigation Certificate and a valid driver's license.
DUTIES	:	The successful candidate will be responsible for managing security operations in the Department; Managing of security service contracts; Conducting security risk/appraisals ensuring compliance with SSA and MPSS; Ensuring and monitoring adherence to department security system and policies; Ensuring implementation of security measures; Monitoring and providing strategic guidance to the Department of security issues as well as security bridges; Monitoring the extent of adherence to and compliance with security policies and ensuring that officials with access to sensitive information are vetted; Promoting and facilitating security awareness programmes; Conducting all security threats and risk assessments; Advising management regarding security risks; Planning all security measures and procedures; Implementing OHS Act and MISS following the State Security Agency (SSA) policies; Liaising with the SSA and other security agencies to ensure effective security. Preparing and submitting security reports for consideration by Senior Management.
ENQUIRIES	:	Mr M Segowa Tel No: (012) 357 4291 or Ms N Monyela Tel No: (012) 357 3294
NOTE	:	All shortlisted candidates shall undertake a pre-entry practical exercise to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance. The successful candidate have to sign an annual performance agreement, annually disclose his/ her financial interests and be subjected to a security clearance.

ANNEXURE C

DEPARTMENT OF COMMUNICATIONS AND DIGITAL TECHNOLOGIES

The Department is an equal opportunity organisation and intends to promote equity through the filling of these posts. Candidates whose appointment/promotion/transfer will promote the achievement of employment equity within the Department, will receive preference.

APPLICATIONS : Please forward your application, quoting the relevant reference number, to the link quoted in the specific advertisement below. This link requires applicants to use a Google account. Applications must be submitted with two attachments: 1. A Z83 Form (2021 version), obtainable from the DPSA website (Z83 editable) and 2. A recently updated comprehensive Curriculum Vitae. Each post advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant.

CLOSING DATE : 22 December 2025

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

OTHER POSTS

POST 45/16 : **DEPUTY DIRECTOR: BROADCASTING TECHNOLOGIES AND STRATEGIES REF NO: DDBTS**
Nature of Appointment: Permanent

SALARY : R1 059 105 per annum (Level 12), (this all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Pension Fund, a medical fund and a flexible portion in terms of applicable rules)

CENTRE	:	Pretoria, Hatfield
REQUIREMENTS	:	An undergraduate qualification (NQF level 6/7) Degree in Broadcasting/ Telecommunications/ ICT/ Engineering or relevant field, as recognized by the South African Qualifications Authority. A minimum of three (3) years' experience in Broadcasting/ Telecommunications/ ICT/ Engineering relevant environment at Assistant Director/ Supervisory level. Skills / Competencies and Knowledge: Core competencies: Understanding of digital broadcasting; Understanding of signal distribution; Understanding Broadcast engineering principles; Acceptance of responsibility; Communication; Initiatives; Job Knowledge; Planning and execution; Quality of work; Reliability; Teamwork. Technical competencies: Broadcasting Infrastructure Development; Broadcasting engineering; Digital Migration Expertise; Stakeholder Management and Collaboration; Monitoring and Evaluation.
DUTIES	:	To manage and coordinate the design and implementation of Broadcasting Technologies programmes and strategies to support the achievement of the DCDT strategic objectives. The successful candidate will: Contribute technical insights to the development of Broadcasting Technologies programmes, strategies and plans. Coordinate the planning and implementation of national broadcasting infrastructure projects. Coordinate the implementation of South Africa's digital migration strategy from analogue to digital broadcasting and manage the efficient use of broadcasting spectrum to enhance service quality and expand access. Provide support on the development and review of policies, regulations, and technical standards that govern broadcasting services and technologies, ensuring alignment with national and international broadcasting frameworks. Support the initiatives related to the adoption and integration of emerging broadcasting technologies, such as IPTV, OTT (Over-the-Top) services, and 5G broadcasting, ensuring innovation and modernization within the sector. Collaborate with industry stakeholders, including public and private broadcasters, content creators, regulatory bodies (ICASA), and international broadcasting organizations, to foster partnerships and drive broadcasting infrastructure development. Conduct oversight monitoring on the implementation of projects and programmes within the broadcasting infrastructure directorate. In addition to the above, the key result areas also require: Project Management, Managing financial resources, Driving change and operational excellence and Managing compliance.
ENQUIRIES	:	Ms T Beukes at 082 477 9895, Ms N Khosa Tel No: (012) 427 8260, Ms K Beckers Tel No: (012) 427 8144
APPLICATIONS		Application Link Deputy Director: Broadcasting Technologies and Strategies
POST 45/17	:	**DEPUTY DIRECTOR: SPECTRUM PLANNING REF NO: DDSP** Nature of Appointment: Permanent The purpose of the post is to manage and coordinate the implementation of Spectrum Planning services in support of the DCDT strategic objectives.
SALARY	:	R1 059 105 per annum (Level 12), (this all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Pension Fund, a medical fund and a flexible portion in terms of applicable rules).
CENTRE	:	Pretoria, Hatfield
REQUIREMENTS	:	An undergraduate qualification (NQF level 7) Degree in Science/ Electrical Engineering/ ICT or relevant field, as recognized by the South African Qualifications Authority. A minimum of three (3) years' experience in Science/ Electrical Engineering/ ICT or relevant environment at Assistant Director/ Supervisory level. Skills / Competencies and Knowledge: Core competencies: In-depth knowledge of radio frequency propagation, modulation and signal timing; Interference management; Awareness of emerging technologies; Understanding how spectrum affect market dynamics; Understanding the economic and social value of spectrum; Evidence-based analysis; Policy development; Legal and Regulatory framework knowledge; International Coordination. Technical competencies: Understanding propagation models, compatibility of different frequency bands; Spectrum Management and Planning; Policy and Regulatory Development; Technical Radiocommunication Expertise; Project Management; Understanding coexistence studies; Policy Analysis.
DUTIES	:	The successful candidate will: Conduct market research, drafting policies and legislation, in spectrum. Support in the development of national policies, guidelines and goal for spectrum use. Contribute technical insights to the development and review of radio frequency spectrum policy and strategy in line

with related legislation, strategy to support the implement of radiocommunication services. Assist in facilitating the allocation of spectrum for government services including spectrum for security services in line with related legislation. Review and supporting the implementation of guidelines to ensure effective participation at international fora, such as ITU, SADC and ATU. Provide support in the development of bilateral and multilateral agreements to facilitate cross border radio frequency spectrum coordination. Assist with oversight services to monitor the performance of the entities (strategic, operational and financial performance) to ensure business impact, financial viability and sustainability. Coordinate the submission of government services spectrum users during the development of radio regulations (i.e. spectrum regulations, national radio frequency plan, etc.) Assist with facilitating engagement with all stakeholders, including private companies, government agencies, and the public, to understand and address needs of various spectrum users. Contribute technical insights to the development of country positions to support the review and revision the radio regulations, the international treaty governing the use of the radio-frequency spectrum and the geostationary-satellite and non-geostationary-satellite orbits. Research spectrum policy trends and market requirements. In addition to the above, the key result areas also require: Project Management, Managing financial resources, Driving change and operational excellence and Managing compliance.

ENQUIRIES : Ms T Beukes at 082 477 9895, Ms N Khosa Tel No: (012) 427 8260, Ms K Beckers Tel No: (012) 427 8144

APPLICATIONS : Application Link Deputy Director: Spectrum Planning

POST 45/18 : **ASSISTANT DIRECTOR: SATELLITE AND SPACE COMMUNICATION SERVICES REF NO: ASDSSCS**

Nature of Appointment: Permanent

The purpose of the post is to facilitate the implementation of Satellite and Space Communication services systems, processes and activities in the Department.

SALARY : R582 444 per annum (Level 10)

CENTRE : Pretoria, Hatfield

REQUIREMENTS : An undergraduate qualification (minimum on NQF level 6) as recognized by the South African Qualifications Authority in Science/ Electrical Engineering/ Satellite Communication or relevant field. Minimum of 3 years' experience in Science/ Electrical Engineering/ Satellite Communication or related environment. Professional Certification, if relevant. Skills / Competencies and Knowledge: Core competencies: Understanding the basics of satellite link design and earth stations; Understanding how satellite systems integrate with terrestrial networks; Inference Analysis and Coordination; Understanding Constellations and new satellite applications to ensure forward policy looking; Knowledge of legislations, viz Electronic Communications Act; International Regulations, familiarity with ITU. Technical competencies: Satellite Communication basics; Radio frequency Management; Project Management; Software Tools; Orbital Mechanics & Thermodynamics; Electronics & Communications Systems; Report writing, input towards policy development and draft technical reports.

DUTIES : The purpose of the post is to facilitate the implementation of Satellite and Space Communication services systems, processes and activities in the Department. The successful candidate will: Assist in project managing satellite communications initiatives and drafting projects documentation to engage with national stakeholders, including satellite operators, broadcasters, government departments, and space agencies, to ensure alignment with national priorities for space communication. Contribute to the planning, allocation, and management of radio frequency spectrum for satellite communications, ensuring optimal and efficient use of satellite frequencies. Compile records of satellite infrastructure projects contributing to national communication goals and the broader digital transformation agenda. Contribute to providing technical guidance on innovation and research in satellite communication technologies, supporting the development of new satellite services for public, private, and government use. Facilitate and coordinate stakeholders' contributions to queries 'and analysis required from time to time of the directorate of Satellite and Space Communication Services and preparing reports as may be required by stakeholders for progress tracking and status

reporting to provide regular updates. In addition to the above, the key result areas also require: Project Management, Managing financial resources, Driving change and operational excellence and Managing compliance.

ENQUIRIES : Ms T Beukes at 082 477 9895, Ms N Khosa Tel No: (012) 427 8260, Ms K Beckers Tel No: (012) 427 8144

APPLICATIONS : Application Link Assistant Director: Satellite and Space Communication Services

NOTE : Persons younger than 35 Years of age, are encouraged to apply.

POST 45/19 : **ASSISTANT DIRECTOR: GRAPHIC DESIGN (REF: ASDGD)**
Nature of Appointment: Permanent

SALARY : R468 459 per annum (Level 09)
CENTRE : Pretoria, Hatfield
REQUIREMENTS : An undergraduate qualification (NQF level 6/7), as recognized by the South African Qualifications Authority, in Graphic Design / Multimedia Design / Marketing or relevant field. A minimum of three (3) years' experience in graphic design, of which two (2) years' must be at a supervisory level. Skills / Competencies and Knowledge: Strong communication, client orientation, and customer-focus skills. Excellent report writing and interpersonal skills. High levels of integrity, confidentiality and service delivery innovation. Proficiency in Adobe Creative Suite (Photoshop, Illustrator, InDesign, Acrobat Pro). Solid understanding of typography, colour theory, layout design, and digital asset creation. Ability to work across iOS, Windows, and cloud-based storage. Knowledge of HTML/CSS is advantageous. Strong organisational skills and ability to manage multiple projects in a fast-paced environment.

DUTIES : The purpose of the post is to implement graphic design services to support the Department's communication objectives across digital, print and social media platforms. The successful candidate will play a central role in delivering the Department's visual communication strategy across digital, print, and social media platforms. Key responsibilities include: executing graphic design activities that support the Department's broader communication objectives. Conceptualising, planning, and producing creative design projects aligned with the Department's visual identity and digital transformation objectives. Developing graphic designs for both internal and external Departmental programmes and events. Creating high quality digital assets, using Adobe Creative Suite. Ensuring excellence in typography, imagery, layout and overall visual communication. Working closely with internal clients to define briefs, objectives, and project requirements. Presenting ideas, concepts, and artwork to clients for feedback and approval. Staying abreast of emerging design trends, technologies and industry best-practices. Standardising templates, forms and documents according to brand guidelines. Managing and organising departmental libraries of photographs, images and vector files. Review production outputs with external service providers to ensure quality. Contributing to key result areas such as Project Management, Financial Resource Management, Driving Change and Operational Excellence, and Managing Information.

ENQUIRIES : Ms T Beukes at 082 477 9895, Ms N Khosa Tel No: (012) 427 8260, Ms K Beckers Tel No: (012) 427 8144

APPLICATIONS : Application Link Assistant Director: Graphic Design

NOTE : Persons younger than 35 Years of age, are encouraged to apply.

POST 45/20 : **ASSISTANT DIRECTOR: DEMAND MANAGEMENT REF NO: ASDDM**
Nature of Appointment: Permanent

SALARY : R468 459 per annum (Level 09)
CENTRE : Pretoria, Hatfield
REQUIREMENTS : An undergraduate qualification (NQF level 6 / 7) as recognized by the South African Qualifications Authority in Supply Chain Management / Logistics Management/ Procurement/ Finance or relevant field. NQF level 7 qualification will be an added advantage. A minimum of three (3) years' experience in the Supply Chain Management environment, of which at least two (2) years' at supervisory level. Skills / Competencies And Knowledge: Job Knowledge, Technical Skills, Acceptance of Responsibility, Quality of work, Reliability, Initiative, Communication, Computer skills, Report writing, Client Orientation and customer fucus, Honesty and integrity, Service Delivery Innovation, Interpersonal Skills Confidentiality, Management of Human Resources,

Treasury Regulations, Treasury instruction notes, Supply Chain Management Framework, PFMA, Audit investigation, Risk Management, Budgeting Management, Modified Cash Standards, SCM framework, Human Resource Management, SCM Guide for Accounting Officers.

DUTIES : The purpose of the post is to coordinate the development, implementation, and monitoring of the departmental demand management plan in line with the Public Finance Management Act (PFMA), National Treasury Regulations, and Supply Chain Management (SCM) frameworks. The successful candidate will: coordinate (synergize), review, research, analyse and plan the procurement needs of the department. Research the relevant identified needs in line with the Supply Chain strategy. Analyse requirements, undertake research, determine and develop proposals for implementation. Assess the results of the research on the market, interpret and develop proposals for procurement methodology, ensure compliance with quality requirements and determine whether specifications should contain any special conditions. Coordinate review, collect and collate information for the annual procurement plan. Collect information from the relevant role players according to the prescribed template. Check and analyse the information, confirm the availability of the budget, and confirm alignment with strategic and other objectives. Determine whether a specification for the relevant commodity exists. Compile and publish request for proposals as required. Serve as a secretariat in the Bid Evaluation and Bid Adjudication Committees. Conduct supplier evaluation and implement procurement policies and procedures in line with the relevant prescripts and legislation. Perform general quality assurance of information in the supplier database (e.g. check and verify supporting documents). Added advantage will be experience in ensuring the submission of the specification to the Bid Specification Committee; including verifying correctness of bid documents before advertising and facilitate arrangements and coordination of tender briefing sessions, preparing tender documents upon receipt from the Bid Specification Committee. Administer the Bid Evaluation processes and the Bid adjudication processes; facilitating the reconciliation of submission register with the tender documents received. In addition to the above, the key result areas also require: Project Management, Managing financial resources, Driving change and operational excellence and Managing compliance.

ENQUIRIES : Ms T Beukes at 082 477 9895, Ms N Khosa Tel No: (012) 427 8260, Ms K Beckers Tel No: (012) 427 8144

APPLICATIONS : Application Link Assistant Director: Demand Management

NOTE : Persons younger than 35 Years of age, are encouraged to apply.

POST 45/21 : **ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT REF NO: ASDAM**
Nature of Appointment: Permanent

SALARY : R468 459 per annum (Level 09)

CENTRE : Pretoria, Hatfield

REQUIREMENTS : An undergraduate qualification (NQF level 6 / 7) as recognized by the South African Qualifications Authority in Supply Chain Management / Logistics Management / Procurement / Finance or relevant field. A minimum of three (3) years' experience in supply chain management environment of which at least two (2) years' at supervisory level. Skills / Competencies And Knowledge: Communications, Computer skills, Report writing, Client Orientation and Customer Focus, Honesty and integrity, Service delivery innovation, Interpersonal skills, Confidentiality, Central Supplier Database, E-Tender portal, Preferential Procurement Frameworks, Treasury Regulations, Public Finance Management Act, Broad-Based Black Economic Empowerment, Treasury instructions.

DUTIES : The purpose of the post is to facilitate the procurement of goods and services and review summary of quotation specification as well as all documents by the supplier in order to comply with prescribed requirements. The successful candidate will: manage sourcing of quotations from accredited suppliers through the Central Supplier Database, conduct supplier evaluation and implement procurement policies and procedures in line with relevant prescripts and legislations, facilitate the recording of goods requisitions from the initiator on the requisition register, ensure submission of the specification to the Bid Specification Committee, verify the correctness of bid documents before advertising and facilitate arrangements and coordination of tender briefing sessions, prepare tender documents upon receipt from the Bid Specification Committee, administer the Bid Evaluation processes and the Bid Adjudication

process, facilitate the reconciliation of submission register with the tender documents received, serve as a secretariat in the Bid Evaluation and Bid Adjudication Committees. In addition to the above, the key result areas also require: Project Management, Managing financial resources, Driving change and operational excellence and Managing compliance.

ENQUIRIES : Ms T Beukes at 082 477 9895, Ms N Khosa Tel No: (012) 427 8260, Ms K Beckers Tel No: (012) 427 8144

APPLICATIONS : Application Link Assistant Director: Acquisition

NOTE : Persons younger than 35 Years of age, are encouraged to apply.

POST 45/22 : **ASSISTANT DIRECTOR: CONTRACT MANAGEMENT REF NO: ASDCM**
Nature of Appointment: Permanent

SALARY : R468 459 per annum (Level 09)

CENTRE : Pretoria, Hatfield

REQUIREMENTS : An undergraduate qualification (NQF level 6 / 7) as recognized by the South African Qualifications Authority in Supply Chain Management / Logistics Management or relevant field. A minimum of three (3) years' experience in supply chain management environment, of which at least two (2) years' at supervisory level. Skills / Competencies And Knowledge: Communications, Computer skills, Report writing, Client Orientation and Customer Focus, Honesty and integrity, Service delivery innovation, Interpersonal skills, Confidentiality, Central Supplier Database, E-Tender Portal, Preferential Procurement Frameworks, Treasury Regulations, Public Finance Management Act, Broad-Based Black Economic Empowerment, Treasury Instructions.

DUTIES : The purpose of the post is to draft and review contracts /service level agreements / addendums and to manage contract life cycles by attending to contractual queries, issuing notices of default and termination. The successful candidate will: assist with service level agreements/contractual legalities, policies and practices for internal users and clients, analyse contract, SLA requirements, special provisions, terms and conditions of applicable laws, regulations, policies and business processes. Create and review measurable vendor performance evaluation documents. Capturing and uploading contract/SLA and notices of terminations. Attend to variation and expansion of contract, amendment of contract conditions, price adjustments, contract cancellations and restrictions. Propose and advise on remedial actions in case of poor or non-performance by service providers. Assist in prevention or resolving contractual disputes and propose the implementation of remedial plan. Monitor and compile monthly reports on the performance of appointed contractors. Issue notices of expiry of contracts timely and facilitate the review and close-up meetings. Serve as a secretariat in the Bid Evaluation and Bid Adjudication Committees. Conduct supplier evaluation and implement procurement policies and procedures in line with the relevant prescripts and legislations. Added advantage will be experience in ensuring the submission of the specification to the Bid Specification Committee; including verifying correctness of bid documents before advertising and facilitate arrangements and coordination of tender briefing sessions, preparing tender documents upon receipt from the Bid Specification Committee. Administer the Bid Evaluation processes and the Bid adjudication processes; facilitating the reconciliation of submission register with the tender documents received. In addition to the above, the key result areas also require: Project Management, Managing financial resources, Driving change and operational excellence and Managing compliance.

ENQUIRIES : Ms T Beukes at 082 477 9895, Ms N Khosa Tel No: (012) 427 8260, Ms K Beckers Tel No: (012) 427 8144

APPLICATIONS : Application Link Assistant Director: Contract Management

NOTE : Persons younger than 35 Years of age, are encouraged to apply.

POST 45/23 : **SENIOR ADMINISTRATION OFFICER: QUALITY AND INTEGRATED ASSURANCE REF NO: SAOQIA**
Nature of Appointment: Permanent

SALARY : R397 116 per annum (Level 08)

CENTRE : Pretoria, Hatfield

REQUIREMENTS : An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority in Internal Auditing/ Auditing/ Commerce/ Accounting. A minimum of three (3) years' experience in auditing or internal

audit quality assurance. The following are recommended certifications: CIA/ CISA/ CGEIT/ CRMA/ CA. Skills / Competencies And Knowledge: Communications, Computer skills, Report writing, Client Orientation and customer focus, Honesty and integrity, Service delivery innovation. Technical competencies: Corporate Governance and Business Acumen; Compliance, IT, and Performance Audit; Risk Management and Quality Assurance; and Evaluation of internal controls.

DUTIES : The purpose of the post is to manage and provide quality assurance and audit committee technical support; integrated assurance and portfolio integrated audit action plan services. The successful candidate will: Conduct the implementation of the Quality Assurance and Improvement Programme (including CD:IA Capacity Development), which includes conducting the implementation of the Internal Quality Assurance and Improvement Program (incl. – Plans, Tools, Peer Reviews, Assessment of Internal Audit Engagements prior to internal audit report sign off). Conduct the provision of the Departmental Audit Committee and Portfolio Integrated Audit Committee Forum, secretariat and technical support services. Conduct the provision of Integrated Assurance Services, which includes conducting the coordination of the implementation of the IAF and ensure that the strategic role of the Internal Audit Activity is adequately fulfilled. Conduct the provision of portfolio integrated audit action plan coordination, assessments and reporting. In addition to the above, the key result areas also require: Driving change and operational excellence and managing compliance.

ENQUIRIES : Ms T Beukes at 082 477 9895, Ms N Khosa +27 12 427 8260, Ms K Beckers +27 12 427 8144

APPLICATIONS : Application Link Senior Administrative Officer: Quality Assurance and Integrated Assurance

NOTE : Persons younger than 35 Years of age, are encouraged to apply.

ANNEXURE D

DEPARTMENT OF CORRECTIONAL SERVICES

APPLICATIONS	:	Kindly indicate the reference number on the subject line for emailed applications. Indicate the reference number and position you are applying for on your application form (Z83) and post OR email your complete application to the address as indicated below: Send your complete application to: **Free State and Northern Cape Region:** The Regional Commissioner Free State and Northern Cape, Recruitment Section, P/Bag X20530, Bloemfontein, 9300 OR hand deliver at: 103 Zastron Street, Agrimed Building, Bloemfontein, 9300 OR you can email your application to FSNCHRM@dcs.gov.za. Contact persons: Ms Mokuni NJ/ Ms Molutsoane N/ Ms. Ramncwana B/ Ms Radebe T (0823069027). **Western Cape Region:** The Regional Commissioner Western Cape, Recruitment Section, P/Bag X14, Goodwood, 7459 OR hand deliver at: Peninsula Drive, Monte Vista, 7460 OR you can email your application to WCHRM@dcs.gov.za. Contact persons: Ms NA Mdladlamba Tel No: (021) 550 6014 / Ms A Reddy (021) 559 7929 / Mr S Sikisazane (021) 558 0108 / Ms NC Sotyibi (021) 558 0518.
CLOSING DATE	:	22 December 2025 @ 15h45
NOTE	:	Candidates must comply with the minimum appointment requirements. CV's should be aligned to reflect one's degree of compliance with the advert requirements and responsibilities. It is the sole responsibility of an applicant to ensure that their application reaches DCS before the closing date. Kindly indicate the reference number on the subject line for emailed applications. The Department of Correctional Services reserves the right not to fill any of these advertised posts. All costs associated with an application will be borne by the applicant. The Department of Correctional Services is an equal opportunity employer. The Department will take into consideration the objectives of Section 195 (1) (i) of the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996) and the Employment Equity Act, 1998 (Act 55 of 1998) in filling of these vacancies. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. In support of this strategy, applicants need to indicate race, gender and disability status on the application form/CV. Applicants who have retired from the Public Service with a specific determination that they cannot be re-appointed or have been declared medically unfit will not be considered. Please take note that correspondence will only be conducted with the shortlisted candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application is unsuccessful. Please do not call the department to enquire about the progress of your application. Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records verification. Appointment will be provisional, pending the issue of a security clearance. If you cannot get a security clearance, your appointment will be re-considered/possibly terminated. Fingerprints may be taken on the day of the interview. Applications: Applications must be submitted on the Z83 form (Public Service application form) obtainable from any Public Service department and must be completed in full. Only a detailed CV should be attached to your application form. Only shortlisted candidates will be required to submit certified copies not older than 6 months of qualifications and other related documents on or before the day of the interview. Please send a complete application for the post you apply for on a pdf format, stating the correct reference for the position you are interested in. Requirement for valid driver's license is not applicable to applicants with a disability. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other will be an integrity (ethical conduct) assessment.

OTHER POST

POST 45/24	:	**MEDICAL OFFICER: GRADE 1 - 3**
SALARY	:	Grade 1: R1 001 349 per annum, (all-inclusive package) Grade 2: R1 142 553 per annum, (all-inclusive package) Grade 3: R1 322 352 per annum, (all-inclusive package)
CENTRE	:	Free State and Northern Cape Region: Groenpunt Ref No: FSNC 2025/12/01 Western Cape Region: Brandvlei Ref No: WC 2025/12/01
REQUIREMENTS	:	An appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a medical officer. Current proof of registration with the HPCSA as a medical practitioner. Basic medical degree (MBBCH or equivalent). **Grade 1:** No experience required. **Grade 2:** A minimum of 5 years appropriate experience as Medical Officer after registration with the HPCSA as a Medical Practitioner. **Grade 3:** A minimum of 10 years appropriate experience as Medical Officer after registration with the HPCSA as a Medical Practitioner. Computer literate. Valid driver's license. Competencies And Attributes: Excellent clinical skills; history taking; examination; clinical assessment and management procedures. Good professional attitude, communication skills and ethics in relation to patients/relevant stakeholders. Knowledge of public health legislation. Financial management. Project and programme management, transformation management, change management and stakeholder management skills. Problem solving and analysis, service delivery innovation, decision making, people management and empowerment and evaluation skills. Integrity and honesty. Teamwork ability. Confidentiality and good interpersonal relations. Assertiveness and ability to network. Good understanding of the public service policy and legislative framework.
DUTIES	:	Facilitate and support the provision of primary health care services. Render basic medical health care services to inmates. Improve clinical quality of primary health care services through direct patient care, mentoring and supervision of health care professionals through an integrated approach programme. Render medico-legal services. Attendance of relevant administrative and clinical meetings. Improve the quality of medical care by providing appropriate clinical care services and maintain good medical practice. Implement and monitor adherence to national standards. Implement and monitor compliance with Standard Treatment Guidelines and Essential Medicine List as per Essential Drug Programme: South Africa. Facilitate and coordinate medical emergency preparedness and life support services. Provide emergency medical care, including after hours. Refer patients to authorised and recognised health care providers. Liaise with internal and external counterparts regarding healthcare delivery. Management of performance information, human resources, finance and assets.
ENQUIRIES	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027 Western Cape Region: Ms NA Mdladlamba Tel No: (021) 550 6014 / Ms A Reddy Tel No: (021) 559 7929 / Mr S Sikisazane Tel No: (021) 558 0108 / Ms NC Sotyibi Tel No: (021) 558 0518.
NOTE	:	Appointment under the Public Service Act.

ANNEXURE E

DEPARTMENT OF DEFENCE

CLOSING DATE : 22 December 2025 at 16h00. Applications received after the closing date and faxed copies will not be considered).

NOTE : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e effective 01 January 2021 or on the DPSA web site link: https://www.dpsa.gov.za/newsroom/psvc/. Should an application be received using incorrect application employment form Z83, it will be disqualified, which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV only (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview which should not be older than six months. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application, it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. The level of appointments is dependent upon, qualifications, relevant experience and research output. The shortlisted candidates will be subjected to two (2) pre-entry assessments (practical and ethical exercise) which will determine the candidate's suitability. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

OTHER POSTS

POST 45/25 : **SECRETARY REF NO: CDTM/32/45/25/01**

SALARY : R228 321 – R268 950 per annum (Level 05)

CENTRE : HR Division, Chief Directorate Transformation Management Defence HQ, Erasmuskloof, Pretoria

REQUIREMENTS : A minimum of Grade 12 (NQF Level 4) or equivalent. Secretarial/Administration experience will be an added advantage Special requirements (Skills needed): The ideal candidate must be computer literate with excellent communication skills and good telephone etiquette. Must possess good organisational skills and the ability to act with tact and discretion. Must have good inter personal relationship skills essential for team support and collaboration.

DUTIES : The successful candidate will be responsible for providing secretarial/receptionist support service to the Director. Receive telephone calls and refer the calls to the correct role players if not meant for the relevant manager. Records appointments and events in the diary of the manager. Types documents for the manager and other staff within the unit on a word processor. Operates office equipment like fax machines and photocopiers. Provide a clerical support service to the Director. Liaise with travel agencies to make travel arrangements. Checks the arrangements when the relevant documents are received. Arrange meetings and events for the Director and the staff in the unit. Identify venues, invites role players, organise refreshments, and set up schedules for meetings and events. Processes the travel and subsistence

claims for the unit. Process all invoices that emanate from the activities of the work of the Director. Records basic minutes of the meetings of the Director where required. Draft routine correspondence and reports. Do filing of documents for the Director and the unit where required. Administer matters like leave register and telephone accounts. Receives, records, and distributes all incoming and outgoing documents. Handles the procurement of standard items like stationery, refreshments etc. Collects all relevant documents to enable the Director to prepare for the meetings. Remain up to date with regard to prescripts/policies and procedures applicable to your work terrain to ensure efficient and effective support to the Director. Study the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly. Remain abreast with the procedures and processes that apply in the office of the Director.

ENQUIRIES : Capt (SAN) D. Siweya Tel No: (012) 355 5828/Ms A. Dookaran Tel No: (012) 355 5780

APPLICATIONS : HR Division, Chief Directorate: Transformation Management (CDTM), Private Bag X159, Pretoria, 0001 or hand deliver to Defence HQ, 370 Nossob Street, Erasmuskloof, Pretoria or Email to molatso.mabetwa@dod.mil.za

POST 45/26 : **SECRETARY REF NO: ARMYCOLLEGE/03/45/25/01**

SALARY : R228 321 – R268 950 per annum (Level 05)
CENTRE : SA Army College, Pretoria
REQUIREMENTS : A minimum of Grade 12 (NQF Level 4) or equivalent. Secretarial/Administration experience will be an added advantage Special requirements (Skills needed): The ideal candidate must be computer literate with excellent communication skills and good telephone etiquette. Must possess good organisational skills and the ability to act with tact and discretion. Must have good inter personal relationship skills essential for team support and collaboration.

DUTIES : The successful candidate will be responsible for providing secretarial/receptionist support service to the Director. Receive telephone calls and refer the calls to the correct role players if not meant for the relevant Director. Record appointments and events in the diary of the Director. Type documents for the Director and other staff within the unit on Microsoft Word. Operate office equipment like fax machines and photocopiers. Provide a clerical support service to the Director. Liaise with travel agencies to make travel arrangements. Check the arrangements when the relevant documents are received. Arrange meetings and events for the Director and the staff in the unit. Identify venues, invites role players, organise refreshments, and set up schedules for meetings and events. Processes the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the Director. Records basic minutes of the meetings of the Director where required. Draft routine correspondence and reports. Do filing of documents for the Director and the unit where required. Administer matters like leave register and telephone accounts. Receives, records, and distributes all incoming and outgoing documents. Handles the procurement of standard items like stationery, refreshments etc. Collects all relevant documents to enable the Director to prepare for the meetings. Remain up to date with regard to prescripts/policies and procedures applicable to your work terrain to ensure efficient and effective support to the Director. Study the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly. Remain abreast with the procedures and processes that apply in the office of the Director.

ENQUIRIES : Maj T.P. Papi/2Lt L. Seleke Tel No: (012) 674 4059/4011
APPLICATIONS : Department of Defence, SA Army College, Private Bag X1002, Thaba Tshwane, Pretoria, 0143 or hand deliver at SA Army College, 137 Van Riebeeck Road, Thaba Tshwane, Pretoria or email to: Nyabane.Maswanganyi@dod.mil.za

POST 45/27 : **SECRETARY REF NO: ARMYSUPFMN/03/45/25/02**

SALARY : R228 321– R268 950 per annum (Level 05)
CENTRE : SA Army Support Formation, Pretoria
REQUIREMENTS : A minimum of Grade 12 (NQF Level 4) or equivalent. Secretarial/Administration experience will be an added advantage Special requirements (Skills needed): The ideal candidate must be computer literate with excellent communication skills and good telephone etiquette. Must possess good organisational skills

and the ability to act with tact and discretion. Must have good inter personal relationship skills essential for team support and collaboration.

DUTIES : The successful candidate will be responsible for providing secretarial/receptionist support service to the Director. Receive telephone calls and refer the calls to the correct role players if not meant for the relevant Director. Record appointments and events in the diary of the Director. Type documents for the Director and other staff within the unit on Microsoft Word. Operate office equipment like fax machines and photocopiers. Provide a clerical support service to the Director. Liaise with travel agencies to make travel arrangements. Check the arrangements when the relevant documents are received. Arrange meetings and events for the Director and the staff in the unit. Identify venues, invites role players, organise refreshments, and set up schedules for meetings and events. Processes the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the Director. Records basic minutes of the meetings of the Director where required. Draft routine correspondence and reports. Do filing of documents for the Director and the unit where required. Administer matters like leave register and telephone accounts. Receives, records, and distributes all incoming and outgoing documents. Handles the procurement of standard items like stationery, refreshments etc. Collects all relevant documents to enable the Director to prepare for the meetings. Remain up to date with regard to prescripts/policies and procedures applicable to your work terrain to ensure efficient and effective support to the Director. Study the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly. Remain abreast with the procedures and processes that apply in the office of the Director.

ENQUIRIES : Capt B. Khumalo Tel No: (012) 339 4059 6537/ Ms M. More Tel No: (012) 339 6768

APPLICATIONS : Department of Defence, SA Army Support Formation, Private Bag X172, Pretoria, 0001 or hand deliver at SA Army Support Formation, Corner Vissagie and Thabo Sehume Street, Pretoria or email to: asfinvitations@dod.mil.za

POST 45/28 : **FOOD SERVICE AID: SUPERVISOR REF NO: JSBGAR/03/45/25/03 (X2 POSTS)**

SALARY : R193 359 - R227 766 per annum (Level 04)

CENTRE : Joint Support Base (JSB) Garrison, Thaba Tshwane

REQUIREMENTS : A minimum of Grade 11 (NQF Level 3) or equivalent with at least 3 years' experience in food service aid environment. Special requirements (Skills needed): Language proficiency in English (written and verbal). Planning and organising skills. Good interpersonal skills. Operating skills. Inventory management skills. Cleaning and maintenance. Understanding of health and safety regulations to prevent contamination. Be able to work after hours when the unit is hosting functions and or formal dinners after hours.

DUTIES : Effective supervising of supervise food service aids, create shift schedules, manage attendance and ensure adequate staffing. Ensure that the dining hall is clean at all times, tables are clean, neat and set correctly according to the menu. Train stuff on food safety. Ensure that cutlery, serviettes condiments, butter and assorted jams are available on the tables. Maintain cleanness and safety standards. Assist in preparing and serving food. Report all losses, damages and theft observed. Ensure food quality and presentation meet standards.

ENQUIRIES : Lt Col A. Zombe Tel No: (012) 684 2198 / Ms M.T.P. Lekgetho Tel No: (012) 684 2029

APPLICATIONS : Department of Defence, Joint Support Base Garrison, Private Bag X1001, Thaba Tshwane, 0143 or hand deliver at Joint Support Base Garrison, No1 Van Reeback Road, Thaba Tshwane or email to Ndishavhelafhi.Netshutungulu@dod.mil.za

POST 45/29 : **FOOD SERVICE AID: SUPERVISOR REF NO: ASBKZN /03/45/25/04**

SALARY : R193 359 - R227 766 per annum (Level 04)

CENTRE : Army Support Base KwaZulu Natal, Bluff

REQUIREMENTS : A minimum of Grade 11 (NQF Level 3) or equivalent with at least 3 years' experience in food service aid environment. Special requirements (Skills needed): Language proficiency in English (written and verbal). Planning and organising skills. Good interpersonal skills. Operating skills. Inventory

management skills. Cleaning and maintenance. Understanding of health and safety regulations to prevent contamination. Be able to work after hours when the unit is hosting functions and or formal dinners after hours.

DUTIES : Effective supervising of supervise food service aid, create shift schedules, manage attendance and ensure adequate staffing. Ensure that the dining hall is clean at all times, tables are clean, neat and set correctly according to the menu. Train stuff on food safety. Ensure that cutlery, serviettes condiments, butter and assorted jams are available on the tables. Maintain cleanness and safety standards. Assist in preparing and serving food. Report all losses, damages and theft observed. Ensure food quality and presentation meet standards.

ENQUIRIES : Capt N.T. Mabuyakhulu Tel No: (031) 451 0020/ Ms C. Nienaber Tel No: (031) 451 0205

APPLICATIONS : Department of Defence, Army Support Base KZN, Private Bag X12, Durban, 4030 or hand deliver at Army Support Base KZN, 81 Sailkot Cres Merewent, Bluff or email to keresa.gordon@dod.mil.za

POST 45/30 : **CLEANER: SUPERVISOR REF NO: JSBGAR/03/45/25/05 (X2 POSTS)**

SALARY : R193 359 – R227 766 per annum (Level 04)

CENTRE : Joint Support Base (JSB) Garrison, Thaba Tshwane

REQUIREMENTS : ABET Level 4 or equivalent with a minimum 2 years' experience in cleaning services environment. Special requirements (Skills needed): Knowledge of types and purpose of cleaning materials and operating cleaning equipment. Good understanding of Occupational Health and Safety Act (OHSA). Ability to handle large staff component. Good interpersonal skills and effective communication skills. Problem solving and analytical skills.

DUTIES : Effective supervising of cleaning services. Inspecting physical environments to ensure hygiene and cleanliness. Monitor availability and condition of cleaning equipment. Control inventory of cleaning materials and equipment in various buildings. Order, receive and issue cleaning materials. Compile cleaning reports. Draft cleaning programs for various buildings. Liaise with seniors timeously with regards to problem situations that may arise. Control and manage leave for the cleaning personnel under supervision. Monitor and manage discipline of subordinates. Manage staff according to PMDS.

ENQUIRIES : Lt Col A. Zombe Tel No: (012) 684 2198 / Ms M.T.P. Lekgetho Tel No: (012) 684 2029

APPLICATIONS : Department of Defence, Joint Support Base Garrison, Private Bag X1001, Thaba Tshwane, 0143 or hand deliver at Joint Support Base Garrison, No1 Van Reeback Road, Thaba Tshwane or email to Ndishavhelafhi.Netshutungulu@dod.mil.za

POST 45/31 : **CLEANER: SUPERVISOR REF NO: ASBKBY/03/45/25/06**

SALARY : R193 359 – R227 766 per annum (Level 04)

CENTRE : Army Support Base Kimberley.

REQUIREMENTS : ABET Level 4 or equivalent with a minimum 2 years' experience in cleaning services environment. Special requirements (Skills needed): Knowledge of types and purpose of cleaning materials and operating cleaning equipment. Good understanding of Occupational Health and Safety Act (OHSA). Ability to handle large staff component. Good interpersonal skills and effective communication skills. Problem solving and analytical skills.

DUTIES : Effective supervising of cleaning services. Inspecting physical environments to ensure hygiene and cleanliness. Monitor availability and condition of cleaning equipment. Control inventory of cleaning materials and equipment in various buildings. Order, receive and issue cleaning materials. Compile cleaning reports. Draft cleaning programs for various buildings. Liaise with seniors timeously with regards to problem situations that may arise. Control and manage leave for the cleaning personnel under supervision. Monitor and manage discipline of subordinates. Manage staff according to PMDS.

ENQUIRIES : Maj I.W. Februarie, Tel No: (053) 830 3011/ Mr Mohale Tel No: (053) 830 3018

APPLICATIONS : Department of Defence, South African Army Support Base Kimberly, Private Bag X5056, Diskobolos Kimberly, Northern Cape, 8325 or hand deliver at ASB Kimberly, Gen van der Spuy Rylaan, Kimberly or email to Mimy.Matimbe@dod.mil.za

POST 45/32	:	**CLEANER: SUPERVISOR REF NO: ASBPOTCH /03/45/25/07**
SALARY	:	R193 359 – R227 766 per annum (Level 04)
CENTRE	:	Army Support Base (ASB) Potchefstroom.
REQUIREMENTS	:	ABET Level 4 or equivalent with a minimum 2 years' experience in cleaning services environment. Special requirements (Skills needed): Knowledge of types and purpose of cleaning materials and operating cleaning equipment. Good understanding of Occupational Health and Safety Act (OHSA). Ability to handle large staff component. Good interpersonal skills and effective communication skills. Problem solving and analytical skills.
DUTIES	:	Effective supervising of cleaning services. Inspecting physical environments to ensure hygiene and cleanliness. Monitor availability and condition of cleaning equipment. Control inventory of cleaning materials and equipment in various buildings. Order, receive and issue cleaning materials. Compile cleaning reports. Draft cleaning programs for various buildings. Liaise with seniors timeously with regards to problem situations that may arise. Control and manage leave for the cleaning personnel under supervision. Monitor and manage discipline of subordinates. Manage staff according to PMDS.
ENQUIRIES	:	W01 N.S. Makhafola Tel No: (018) 289 3381 / Ms S.S. Shedi Tel No: (018) 289 3378
APPLICATIONS	:	Department of Defence, South African Army, Support Base Potchefstroom, Private Bag X2012, Noordburg, North West, 2522 or hand deliver at South African Army Support Base Potchefstroom, Corner Eleazer and Ventersdorp road, Noordburg, Potchefstroom or email to Mimy.Matimbe@dod.mil.za
NOTE	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this post with a candidate whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
POST 45/33	:	**GROUNDSMAN REF NO: 9SAIBN/03/45/25/08**
SALARY	:	R138 486 - RR163 131 per annum (Level 02)
CENTRE	:	9 South African Infantry Battalion, Cape Town
REQUIREMENTS	:	A minimum of ABET qualification. No experience. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines. Ability to perform routine tasks. Ability to work in team and individually. Basic numeracy and literacy skills. Perform cleaning duties. Working relations with others. Endurance, consequent, punctual, loyalty, integrity and practical. Knowledge of gardening and maintenance of equipment.
DUTIES	:	Cultivate garden areas. Maintain general appearance of shooting range and immediate surroundings. Assist with maintenance on shooting related equipment and facilities. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuge from the terrain. Load refuge on the truck for transformation to refuge dumps or burn refuge. Maintain neatness of unit areas. Properly maintained equipment save and secure. Apply OHS measures where required.
ENQUIRIES	:	Capt P.S. Bam Tel No: (021) 787 6155
APPLICATIONS	:	Department of Defence, SA Army, 9 SAI Bn Private Bag X4, Eersterivier, 7103 or may be hand delivered to Spine Road, Ext 29 Eersterivier or email to Chaney.Bailey@dod.mil.za
POST 45/34	:	**CLEANER REF NO: 9SAIBN/03/45/25/09**
SALARY	:	R138 486 – R163 131 per annum (Level 02)
CENTRE	:	9 South African Infantry Battalion, Cape Town
REQUIREMENTS	:	A minimum of ABET qualification. No experience. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines. Ability to perform routine tasks. Ability to work in team and individually. Basic numeracy and literacy skills. Perform cleaning duties. Apply OHS measures where required.

		Endurance, consequent, punctual, loyalty, integrity, innovative and neatness. Bilingual, Hardworking, must be able to work shifts, must be able to receive and perform tasks.
DUTIES	:	Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. vacuum of facilities, Clean and dust office furniture on a daily basis, wash office floors, clean cutlery of offices with kitchen facilities, clean toilet, regularly wash windows and empty dustbins of offices). Properly maintained equipment save and secure, clean offices and conference facilities. Apply OHS measures where required. Clean ablution facilities. Report any defects in the work place to immediate supervisor.
ENQUIRIES		Capt P.S. Bam Tel No: 021 787 6155
APPLICATIONS	:	Department of Defence, SA Army, 9 SAI Bn Private Bag X4, Eersterivier, 7103 or may be hand delivered to Spine Road, Ext 29 Eersterivier or emailed to Chaney.Bailey@dod.mil.za

ANNEXURE F

DEPARTMENT OF EMPLOYMENT AND LABOUR

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

APPLICATIONS	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
FOR ATTENTION	:	Sub-directorate: Human Resources Operations, Head Office
CLOSING DATE	:	22 December 2025 at 16:00 (walk-in) and 23:59 midnight (online)
NOTE	:	All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. Failure to do so, your application will be disqualified. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). The Department does not accept applications via fax. Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA) Your information will be used soley for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. The Department reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be expected to sign a performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)

OTHER POSTS

POST 45/35	:	**ICT PROJECT MANAGER REF NO: HR 4/25/12/01HO (X2 POSTS)**
SALARY	:	R896 436 per annum, (all inclusive)
CENTRE	:	Head Office: Pretoria

REQUIREMENTS	:	An undergraduate qualification at (NQF6) as recognized by SAQA in Information Technology/ Information Systems/ Computer Science. Five years (5) years' experience in the information and communication Technology (ICT)/Communication Project environment using project/change management concepts and methodologies e.g PRINCE2, MSP, LEAN, (or equivalent), and the project development lifestyle. Knowledge: Project Management Methodologies, Software Development Methodologies, Software Development Life Cycle, ICT standards, policies and procedures, Public Financial Management Act, HR policy, Public Service Act, Public Service regulations, Basic conditions of Employment Act, Labour Relations Act, Departmental Policies and Procedures. Skills: Planning, Communication, Team Management, Analytical thinking, Risk and issue Management, Financial Management, Quality Management, Contract Management, Integration Management, Conflict Resolution, Schedule Management, Multi-tasking, Facilitation, ICT Systems Development process, Programme and project Management, Change Management.
DUTIES	:	Ensure that projects are delivered on time, in budget and to the required quality and standard as per the project schedules. Advise project stakeholders and staff to understand the project scope. Develop effective working relationships and ongoing management processes for the project. Manage, monitor and evaluate the cross functional team assigned to the projects.
ENQUIRIES	:	Mr FS Chabalala Tel No: (012) 309 4967
APPLICATIONS	:	Online application email: Jobs-HQ13@labour.gov.za
POST 45/36	:	**ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT (SYSTEMS & CONTROL) REF NO: HR 4/25/12/02HO**
SALARY	:	R468 459 per annum
CENTRE	:	Head Office: Pretoria
REQUIREMENTS	:	A qualification at NQF6 as recognized by SAQA in Accounting/ Financial Management. Four years' experience of which two (2) years supervisory experience and two (2) years functional experience in the Finance environment. Knowledge: Departmental policies and procedures, Batho Pele Principles, Extensive knowledge of Basic Accounting System, Training and development, Budgeting, General Accounting, Delegation of Authority, Transversal systems (PERSAL, Logis). Skills: Computer Literacy (Word, Excel, Power Point, BAS), Verbal and written communication, Analytical, Supervisory, Problem solving, Report writing, Performance Management, Mentoring and Coaching.
DUTIES	:	Maintain the Basic Accounting System (BAS) for the Department. Maintain the BAS and LOGIS entity database. Manage expense suspense and revenue accounts. Manage the BAS helpdesk facility. Supervise and ensure development of subordinates.
ENQUIRIES	:	Mr Bheki Ngcobo Tel No: (012) 309 4298
APPLICATIONS	:	Online application email: Jobs-HQ7@labour.gov.za
POST 45/37	:	**NETWORK ENGINEER REF NO: HR 4/25/12/03HO**
SALARY	:	R397 116 per annum
CENTRE	:	Head Office: Pretoria
REQUIREMENTS	:	An undergraduate qualification at (NQF6) as recognized by SAQA in Information Technology/ Information Systems/ Computer Science. Added advantage certificate with three or more of the following GSEC/GCIA/GCIH/CCNA/A+ and N+ coupled with am MCSE qualification. Two (2) years' experience in Wide Area Network (WAN), Troubleshooting Technology, Network topology, Network Design, Application Layer and routing protocols. Knowledge: Technical standards/procedures, Network Standards and Technologies, Network troubleshooting procedure, Network device configuration (Routers, firewalls, switches), ICT Service Management Processes, Departmental Policies and Procedures, Batho Pele Principles. Skills: Verbal and written communication, Analytical thinking, Process improvement.
DUTIES	:	Resolve network connectivity incidents logged on IT Service Management (ITSM). Identify ways to improve network stability, efficiency and performance. Provide report on network performance and utilization. Create and update network documentation.
ENQUIRIES	:	Mrs C Van Heever at 082 493 7332

APPLICATIONS	:	Online application email: Jobs-HQ5@labour.gov.za
POST 45/38	:	**CHIEF ADMIN: ASSET MANAGEMENT REF NO: HR 4/25/12/04HO (X2 POSTS)**
SALARY	:	R325 101 per annum
CENTRE	:	Head Office: Pretoria
REQUIREMENTS	:	A qualification at (NQF6) as recognized by SAQA in Asset Management/ Supply Chain Management/ Public Management/ Public Administration/ Business Management/ Business Administration/Taxation/Accounting qualifications/Internal Audit. One (1) year functional experience in Asset Management. Knowledge: Asset Management, Risk Management, Relevant Labour policies, procedures and processes, Customer service (Batho Pele Principles), Stakeholders and customer, Understanding of Supply Chain Management Procedures. Skills: Written and verbal communication, Computer literacy, Presentation, Data and record management, Decision making, Problem solving.
DUTIES	:	Verify assets and record them in the Departmental assets register. Record all assets in the Departmental Assets register. Execute the disposal of assets in line with the Departmental policies and procedures. Responsible for making recommendation to acquisition management for the procurement of assets for the Department. Monitor the operational performance and maintenance of assets in the Department.
ENQUIRIES	:	Ms Kholeka Maholwana Tel No: (012) 309 4670
APPLICATIONS	:	Online application email: Jobs-HQ3@labour.gov.za
POST 45/39	:	**INTERNAL AUDITOR REF NO: HR 4/25/12/05HO**
SALARY	:	R325 101 per annum
CENTRE	:	Head Office, Pretoria
REQUIREMENTS	:	A qualification at (NQF6) as recognized by SAQA in Auditing/ Accounting/ Finance/Bcom Information Systems. One (1) years functional experience in Auditing. Statutory Body Requirements: Institute of Internal Auditors (IIA) Knowledge: Applicable legislative and regulatory framework, Public Finance and Management Act, Treasury Regulations and guidelines, Organisational and government structures, National Treasury Internal Audit Framework, Internal audit concepts, frameworks and methodologies, Public Sector Risk Management Framework, King Report on Corporate governance, Framework for managing performance Information, Departmental internal audit activity charter, audit and risk committee charters, General Recognized Accounting Standards(GRAP), International Professional Practices Framework(IPPF) of the Institute of Internal Auditors(IIA):(1) Definition, (2) Code of Ethics, (3) Standards, (4) Practice Advisories and (5) Practice Guides. Skills: Planning and Organizing, Computer, Project Management, Communication (verbal and written), Leadership, Analytical, Good Interpersonal, Presentation, Team Mate. Behavioural attributes: Assertive, Analytical, Client focused/centric, Sense of Responsibility, Disciplined and ability to meet deadlines, Ability to motivate team members, Organizational/goal driven, Ability to work under pressure.
DUTIES	:	Planning of audit engagements. Conduct Audit engagements in accordance with Audit programmes. Render administrative support to the Internal Audit within the Department of Employment and Labour.
ENQUIRIES	:	Ms Amanda Matshivha Tel No: (012) 309 4984
APPLICATIONS	:	Online application email: Jobs-HQ6@labour.gov.za

ANNEXURE G

DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT

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

APPLICATIONS	:	Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria. or can be emailed to the respective email address quoting the reference number on the subject email.
FOR ATTENTION	:	Human Resource Management
CLOSING DATE	:	22 December 2025, 16:00
NOTE	:	Application must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae only, to be considered. All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. JPEG (picture/snapshot) application will not be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/. Furthermore, all shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Following the interview and the technical exercise, 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 person appointed to this position will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

POS 45/40 : **CHIEF DIRECTOR: LAW REFORM AND POLICY COORDINATION REF NO: RCSM10 /2025**
Re-advertisement, applicants who have previously applied must re-apply.

SALARY : R1 494 900 per annum, (all-inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : An undergraduate qualification in Law or relevant qualification on (NQF7) within the related field as recognized by SAQA. A minimum of five (5) years' experience at a senior managerial level within the relevant field. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG) submitted prior to appointment. Experience in the law reform and policy coordination. Certificate in legislative drafting and experience in the South African legislative process for the promulgation of legislation. Knowledge of Legal Administration, Strategic coordination/ planning, Business planning, Report/professional writing, Policy development, Business process management, Organisation performance management, Risk management, Audit procedures, Research methodologies and presentation, Project management, Outlook, Ms Word, PowerPoint, Excel, Knowledge on how to use legal data bases (Juta, Sabinet, LexisNexis) for research purposes, Policies, legislation and procedures, Public Service and Departmental procedures and prescripts, Planning and performance management legislation, Departmental legislation, Budget planning and control, procurement and financial prescripts, Legislative drafting course. Skills & Competencies: Strategic Capability and Leadership, Managerial skills, Advanced skills in policy formulation, Negotiation skills, Adequate skills in computer use, Advanced skills in budgeting, managing budget, Advanced skills in respect of formal presentation and public speaking; management and project management, Good interpersonal relations and diplomatic skills, Relationship Management, Stakeholder engagement, Public Relations, Research, 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. Personal attributes Managerial capability, Ability to work individually and in a team, Adherence to deadlines, Good interpersonal relations, Ability to work with difficult persons and to resolve conflict, Sense of responsibility and loyalty, Objectiveness, Integrity, Service orientated, Self-supervision, Highly developed sense of honesty, Protect the confidentiality of documents.
DUTIES : Manage and oversee the management of all law reform requests. Oversee the provisioning of general legal support in respect of legislation administered by the Department Oversee and manage the drafting, vetting of, commenting on and processing of Bills. Ensure the provision of general legal support and directives issued in terms of legislation administered by the Department Ensure legislation and policy coordination within the Department.
ENQUERIES : Ms P Diphaha Tel No: (012) 399 9602
APPLICATIONS : RCSM10-2025@dffe.gov.za

OTHER POSTS

POST 45/41 : **DEPUTY DIRECTOR: INFORMATION TRANSFORMATION REF NO: RCSM05/2025**

SALARY : R896 436 per annum, (all-inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : A recognised - delete National Diploma (NQF Level 6) / Degree in Creative/Graphic Arts/ Information Science or relevant qualification recognized by SAQA. Five (5) years relevant experience of which three (3) of them should be at an entry/junior managerial level (Assistant Director Level or equivalent). Extensive experience in marketing, advertising and knowledge communication. Broad knowledge and understanding of brand development and experience in design and digital design. Have basic to good general knowledge of environmental and sustainable development issues. Good grasp of business process management. Experience in research methodologies and presentation. Experience in project management, people management and financial management. An applicant must have a high-level computer

proficiency and skills, especially with creative software such as: Adobe Creative Suite applications (Photoshop, illustrator, InDesign, etc). Must poses the following skills: Interpersonal, Creativity, Analytical and Decision-Making.

DUTIES : Undertake the conceptualisation, creative design, and production of high impact information products for the Chief Directorate: Environmental Knowledge and Information. Provide creative inputs in terms of how ideas could be translated into visual executions for different media. Create and organize high-resolution electronic images and data-based graphics (e.g., charts, graphs, infographics). Develop visual concepts and create layouts, graphics, and illustrations using design software. Create information product mock-ups in consultation with respective teams within the Chief Directorate. Incorporate revisions based on feedback from respective teams within the Chief Directorate. Implement layout and design of all approved information products, ensure that the final design is visually appealing and meets the project's objectives. Maintain brand identity and guidelines, making sure that all visual materials are consistent with the Department's brand standards. Maintain a structured folder of electronic images for the Chief Directorate. Ensure that visuals are accurate, well-captioned, and sourced appropriately. Obtain proofs/samples for sign off before production of all material. Testing the developed graphics across various media. Review final graphics and layout for errors and ensure that all final products meet high standards of clarity, accuracy, and are visually appealing. Keep up to date with the latest trends, tools and technologies.

ENQUIRIES : Mr S Raswiswi Tel No: (012) 399 8636
APPLICATIONS : RCSM05-2025@dffe.gov.za

POST 45/42 : **CONTROL BIODIVERSITY OFFICER GRADE A: THREATENED OR PROTECTED SPECIES REF NO: RCSM13/2025**

SALARY : R612 480 per annum, (OSD), (all-inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : A four (4) year Degree (NQF Level 8) in Natural or Environmental Sciences or equivalent qualification within the related field, plus 6 years' post qualification experience in the relevant field. Knowledge and experience in criminal and administrative enforcement. Knowledge of the National Environmental Management: Biodiversity Act, 2004 (Act No. 10 of 2004) (NEMBA), its associated subordinate legislation, and other relevant acts that deal with biodiversity matters. Knowledge and relevant experience in criminal procedures including the Criminal Procedures Act, court processes and document management. Knowledge of relevant legal processes. Knowledge and experience in criminal investigations and processes, in particular but not limited to threatened or protected species and applicable MEA's such as CITES and the CBD. Knowledge of administrative procedures. Knowledge of, and experience in, the application of the provisions of the National Environmental Management: Biodiversity Act, 2004 (Act No. 10 of 2004) (NEMBA), and its associated subordinate legislation, or experience in a law environment. Knowledge of the National Environmental Management Act, 1998 (Act No. 107 of 1998) (NEMA) and other acts affecting biodiversity. Advanced skills in policy formulation. Negotiation skills. Good interpersonal relations and diplomatic skills. Stakeholder engagement skills. Presentation skills. Ability to work under extreme pressure.

DUTIES : Ensure enforcement of Biodiversity related legislations. Coordinate enforcement operations. Do criminal investigations, crime scene management and open criminal cases to prosecute offenders, Co-operate and liaise with enforcement stakeholders on matters relating to Biodiversity enforcement activities, programmes and projects. Consult with prosecutors, police and all other stakeholders regarding criminal investigations. Follow and implement the National Compliance and Enforcement Information system. Develop and facilitate the implementation of national policies, strategies and programmes relating to the enforcement of the TOPS, CITES, AIS and BABS regulations. Provide strategic enforcement support to EMI's. Participate in inter-departmental forums and processes regarding policy and legislative reform.

ENQUIRIES : Mr O Chauke Tel No: (012) 399 9317
APPLICATIONS : RCSM13-2025@dffe.gov.za

ANNEXURE H

GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM (GCIS)

The GCIS is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa of 1996, the Employment Equity (EE) imperatives as defined by the EE Act of 1998 (Act 55 of 1998) and relevant Human Resource policies of the department will be taken into consideration. People with disabilities will be accommodated within reasonable limits. Therefore, preference will be given to candidates whose appointment will assist the department in achieving its EE targets in terms of the department's EE Plan. People with disabilities will be given preference regardless of race or gender.

APPLICATIONS	:	The Director-General (DG) of GCIS, Private Bag X745, Pretoria, 0001. Applications may be hand delivered to Tshedimosetso House, 1035 Cnr Francis Baard & Festival streets, Hatfield, Pretoria or emailed to recruitment@gcis.gov.za
FOR ATTENTION	:	Ms P. Kgopyane
CLOSING DATE	:	22 December 2025
NOTE	:	Applicants with disabilities are encouraged to apply. The old prescribed application or employment form Z83 was withdrawn with effect from 31 December 2020. As per the Government Gazette No: 43872, any applicant who submits an application on or after 1 January 2021 must do so on the new prescribed Z83 form, obtainable from any Public Service department or on the internet at www.gov.za/documents. Failure to submit an application on the new prescribed Z83 form will lead to disqualification. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 form and a detailed curriculum vitae only. Communication regarding submission of certified copies of qualifications and other relevant documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following communication from the department. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Correspondence will be limited to shortlisted candidates. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate must disclose to the DG, particulars of all registrable financial interests, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a Top Secret security clearance. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. The department reserves the right to fill or not to fill the vacant post. The successful candidates will sign an employment contract with the GCIS that will be reviewed based on performance expiration. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA) of 2013 (Act 4 of 2013), for your personal information which you provide to the GCIS to being processed by the department and its employees, agents, Cabinet committees and subcontractors for recruitment purposes in accordance with POPIA.

OTHER POST

POST 45/43	:	**MEMBER OF THE AUDIT COMMITTE REF NO: 3/1/5/1-MAC**
SALARY	:	In terms of section 38 of the Public Finance Management Act of 1999 (PFMA), the Department of Government Communication and Information System requires the services of a qualified person to serves as a member of the Department 's Audit Committee. Successful candidates appointed will be remunerated according to the rates prescribed by National Treasury Regulations 20.2.2.
CENTRE	:	Pretoria
REQUIREMENTS	:	Applicants should be in possession of a Bachelor of Laws (LLB) Degree or equivalent related qualification as recognised by SAQA. Experience as a legal practitioner in legal and compliance at an executive level (as a Board of Directors, a Board Committee member, Audit Committee, particularly in the

public sector at a senior level, will be given preference. Interested candidates must be independent non-executives and may not have business interests or dealings with the GCIS. Preference will be given to candidates who demonstrate experience in participating in governance structures – especially the Audit and Risk Committee, ability to dedicate their resources to the work of the GCIS Audit Committee.

DUTIES : The successful candidate will operate in accordance with an approved Audit Committee charter. The responsibilities include overseeing the system of governance, risk and control and making recommendations to the Accounting Officer on the adequacy and effectiveness of: Internal and External Audit, Internal Controls, Risk Management, Governance (including IT Governance), Financial Management, Financial and Non-Financial Reporting, and Compliance with Laws and Regulations. Additionally, helping the Accounting Officer in ensuring an effective combined assurance plan is developed and implemented.

ENQUIRIES : Mr Sathasivan Vandayar Tel No: (012) 473 0304

NOTE : The initial term of office for the appointed candidate will be 3 years. The term may be renewed for another 3 years subject to satisfactory performance, or at the discretion of GCIS. The successful candidate will be expected to participate in six Audit Committee (AC) meetings per annum (four ordinary and two special meetings).

ANNEXURE I

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(Tshwane North TVET College)
Tshwane North TVET College would like to invite suitably qualified, innovative, result-orientated and self–driven candidates to apply for their vacant positions.

CLOSING DATE : 22 December 2025

NOTE : Applications must be submitted on the New Z83 which must be fully completed, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted candidates will be required to submit certified copies of qualifications including academic records, driver's license, and identity document. Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. Note: Please quote the relevant reference number of the post you are applying for. Applications received after the closing date will not be accepted. Shortlisted candidates will be subjected to a vetting process: criminal record, citizenship, credit record checks, and qualifications. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The College/DHET reserves the right not to make appointments. Preference will be given to African male, African female, Coloured male, Coloured female, White male, Indian male and White female as per the EE targets of the College. People with disability are encouraged to apply. All costs incurred due to your application and interviews will be at your own expense.

OTHER POSTS

POST 45/44 : **SENIOR STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF NO: TNC/CO/25 – 12/1**
Nature of Appointment: Permanent

SALARY : R397 116 per annum (Level 08,) plus benefits

CENTRE : Central Office

REQUIREMENTS : A recognized three (3)-year National Diploma in Accounting / Financial Management or equivalent qualification (NQF level 6). A minimum of 3–5 years' experience in a financial management environment. Sound knowledge of Public Service financial legislation, regulations, and procedures including PFMA, Treasury Regulations, DORA, PSA, PSR, PPPFA, CET ACT and relevant financial manuals. Knowledge and experience of financial systems such as BAS, PERSAL, LOGIS, COLTECH, ITS or SAGE will be an added advantage. A valid driver's license. Competencies, Abilities and Skills: Knowledge of financial functions, practices, and accounting procedures, coupled with excellent computer literacy, particularly in the MS Office Suite. The incumbent must demonstrate strong analytical, planning, and organizational skills with the ability to perform under pressure, maintain accuracy, and meet tight deadlines. Good interpersonal relations, along with effective verbal and written communication skills, are essential. The position requires a candidate who is client-focused, committed, proactive, and able to work independently and within a team. Integrity, attention to detail, and the ability to supervise staff and manage financial resources effectively are critical for success in this role.

DUTIES : Responsible for coordinating and supervising the annual budgeting process and ensuring effective financial planning and management within the College. Monitor and analyse expenditure trends, conduct monthly budgetary and expenditure analysis, and prepare as well as review monthly and adjusted cash flow projections. The incumbent will coordinate and facilitate the budget adjustment process, ensuring alignment with departmental and Treasury requirements. Additional responsibilities include reviewing, analysing, and quality assuring management accounting reports and submissions, as well as monitoring financial performance against budgets and cash flow projections to recommend corrective measures where necessary. The incumbent will further be expected to supervise human, physical, and financial resources within the

unit to ensure compliance with relevant financial regulations and promote efficient financial management operations.

ENQUIRIES : Should you have enquiries or experience any problem submitting your application contact Mr TH Ngubane Tel No: (012) 401 1989 / Ms JM Nyalunga Tel No: (012) 401 1940

APPLICATIONS : Email to Stateaccountant@tnc.edu.za

POST 45/45 : **SENIOR HUMAN RESOURCES PRACTITIONER REF NO: TNC/CO/25 – 12/2**
Nature of Appointment: Permanent

SALARY : R397 116 per annum (Level 08), plus benefits

CENTRE : Central Office

REQUIREMENTS : Appropriate Degree/ National Diploma (NQF 6) in Human Resource Management, Labour Relations, Employment Relations or equivalent qualification. A minimum of 3–5 years' experience in Human Resource Management / Labour Relations / Employee Wellness or related field. Extensive knowledge on PERSAL system. Knowledge of ITS. Knowledge of VIP payroll. PERSAL certificate will be an added advantage. A valid driver's license. Competencies, Abilities and Skills: Knowledge of Human Resources functions and policies coupled with excellent computer literacy, particularly in the MS Office Suite. The incumbent must demonstrate strong analytical, planning, and organizational skills with the ability to perform under pressure, maintain accuracy, and meet tight deadlines. Good interpersonal relations, along with effective verbal and written communication skills, are essential. The position requires a candidate who is client-focused, committed, proactive, and able to work independently and within a team. Integrity, attention to detail, and the ability to supervise staff and manage Human resources effectively are critical for success in this role.

DUTIES : Ensure overall supervision and proper implementation of conditions of service and remuneration of employees (leave, housing, medical, injury on duty, long service recognition, overtime, relocation, pension, allowances, PILIR etc.). Ensure overall supervision and proper implementation of termination of services. Ensure overall supervision and proper implementation of Recruitment and Selection in line with the Departmental policy and delegations. (Advertisements, appointments, transfers, verification of qualifications, secretariat functions at interviews, absorptions, Probation periods etc.). Ensure overall supervision and proper implementation of Human Resource Development services (WSP, Training, Bursaries, Internship and Learnership programmes). Ensure overall supervision and monitor the implementation of Performance Management Development System, Integrated Quality Management System and conduct training to College officials. Ensure overall supervision and proper implementation of all Employee Health and Wellness Programmes. Provide overall supervision and technical guidance on the development of Job Descriptions and ensure that all officials have signed job descriptions. Ensure overall supervision and that the College Employment Equity Plan and HR Plan are developed, reviewed, submitted to Head Office and implemented. Supervise human, physical, financial and other resources. Management of staff performance agreements and development system (PMDS) and Integrated quality management systems (IQMS) for academic staff.

ENQUIRIES : Should you have enquiries or experience any problem submitting your application contact Mr TH Ngubane Tel No: (012) 401 1989 / Ms JM Nyalunga Tel No: (012) 401 1940

APPLICATIONS : Email to Seniorhumanresources@tnc.edu.za

ANNEXURE J

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

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

APPLICATIONS	:	Interested applicants must submit their applications for employment to https://forms.office.com/r/X2XaVPasWu or alternatively the address specified in each post.
CLOSING DATE	:	22 December 2025
NOTE	:	The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Application that do not comply with the above specifications will not be considered and will be disqualified. It remains the responsibility of an applicant to ensure that application reaches the department noting different options provided for submission. A SAQA evaluation report must accompany foreign qualifications. All shortlisted candidates, 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. A pre-entry certificate obtained from National School of Government (NSG) is required before appointment for all SMS positions. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin only when shortlisted. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

MANAGEMENT ECHELON

POST 45/46	:	**DIRECTOR: FAMILY ADVOCATE REF NO: 48/25/NC/FA-KIM**
SALARY	:	R1 494 900 – R1 787 328 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
CENTRE	:	Family Advocate: Kimberley
REQUIREMENTS	:	An undergraduate qualification (NQF level 7) LLB or equivalent four-year Legal Qualification as recognized by SAQA Law Degree; A minimum of 5 years' experience at middle/senior management level; Nyukela certificate is required for all SMS positions before appointment (Certificate for Entry into the Senior Management Service from the School of Government); Admitted as an Advocate; Knowledge of the South African legal system, legal practices and related spheres with specific reference to civil litigation and the law of contract; Knowledge of the Constitution, Institution of Legal Proceedings Against Certain Organs of State Act, Prescription Act, the State Attorney, Public Finance Management Act, Treasury Regulations, Department Financial Instructions and the State Liability Act; Knowledge and experience in office administration; Extensive knowledge of all local and international Legislation that regulates protection of children; Knowledge of the Foundations of South African law, South African private law, constitutional law, criminal law, intellectual property,

evidence and African Customary Law. Muslim Personal Law, Private International Law; Children's Act, The Hague Convention of the Civil Aspects of International Child Abduction, 1996 (Act 72 of 1996), Maintenance Act, reciprocal enforcement of Maintenance Orders Act, Child Care Act. Skills and Competencies: Strategic capability and leadership; Project and programme management; Financial management; Change management; Knowledge management; Continuous improvement; Service Delivery Innovation (SDI); Problem solving and analysis; Diversity management; Communication; Honesty and integrity; Project management; Computer literacy.

DUTIES : Key Performance Areas: Manage and coordinate the provisioning of family advocate services; Manage and monitor the implementation of the Hague Convention on Civil aspects of International Child Abduction; Manage the implementation of policies, legislative frameworks and prescripts; Manage and monitor the provision of Forensic Social Work services; Manage human, financial and other resources.

ENQUIRIES : Mr. L. Swart Tel No: (053) 802 1317

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301 OR https://forms.office.com/r/X2XaVPasWu

OTHER POSTS

POST 45/47 : **DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: 25/129/CS (X2 POSTS)**

SALARY : R896 436 – R1 055 958 per annum, (all -inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Pretoria

REQUIREMENTS : An NQF level 6 qualification as recognized by SAQA in Labour Relations/Labour Law/LLB; A minimum of 3 years experience in Labour Relations environment at managerial (Assistant Director) level; Knowledge of Basic Condition of Employment Act (BCEA), Labour Relations Act, Employment Equity Act (EEA), relevant labour laws policies and procedures; Knowledge and understanding of the Public Service statutory frameworks: Financial Management and regulatory framework/guidelines, the Public Service Act, the Public Service Regulations, Treasury Regulations, the Public Finance Management Act, Government initiatives and decisions. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organising; Decision making; Project management; Team leadership; Computer literacy.

DUTIES : Key Performance Areas: Develop and monitor the implementation of Labour Relations policy and strategy; Conduct misconduct and grievances; Conduct and handle dispute resolutions; Coordinate, facilitate the collective bargaining processes; Develop and maintain relations/partnership with relevant stakeholder; Manage human, finance and other resources.

ENQUIRIES : Ms A van Ross Tel No: (012) 315 1094

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001 OR https://forms.office.com/r/X2XaVPasWu

POST 45/48 : **DEPUTY MASTER (MR-6) REF NO: 2025/88/GP**

SALARY : R586 956 – R1 386 972 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE : Master of The High Court: Pretoria

REQUIREMENTS : LLB degree or a four-year recognized legal qualification; 8 years appropriate post qualification legal experience; Knowledge of the Administration of Estates Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislations; Experience in

		the functional fields of the services provided by the Masters of the High Court and master's environment including Guardian's Fund; Understanding of Administration of Deceased & Insolvent Estates, Curatorship's and Trusts. Skills and Competencies: Legal research and drafting; Dispute resolution; Planning, organizing and analytical skills; People development and empowerment; Strategic and conceptual orientation; Problem solving and decision-making skills; Communication skills (verbal and written); Computer literacy.
DUTIES	:	Key Performance Areas: Monitor and review all legal and administrative operations at the Office of the Master of the High Court; Monitor all the functions within the office and contribute towards the strategic objectives of both the master's Branch as well as the Department; Provide effective and efficient delivery of services, financial and human resource management within the Office of the Master; Draft legal documents that provide clear justification; Mediate and conciliate disputes by advising on the outcome of its resolution.
ENQUIRIES	:	Mrs RR Moabelo Tel No: (011) 332 9000
APPLICATIONS	:	Quoting the relevant reference number, direct your application to: The Provincial Office, Private Bag X6, Johannesburg, 2000 OR Physical address: Department of Justice and Constitutional Development; 7th floor Schreiner Chambers, 94 Pritchard Street; Johannesburg OR https://forms.office.com/r/X2XaVPasWu
POST 45/49	:	**ASSISTANT DIRECTOR: FACILITY MANAGEMENT REF NO: 2025/55/MP**
SALARY	:	R468 459 – R551 823 per annum. The successful candidate will be required to sign a performance agreement.
CENTRE	:	Provincial Office, Mpumalanga
REQUIREMENTS	:	An NQF level 6 qualification as recognized by SAQA in Property Management /Real Estate/ Property Studies; A minimum of 3 years' experience in facilities management /property management/real estate environment at a supervisory level; A valid driver's license. Knowledge of facilities and building management principles and best practices, Government Immovable Assets Management Act (GIAMA) and Supply Chain Management Framework; Knowledge of National Building Regulations, prescripts and frameworks on corporate performance and technical knowledge within the Built Environment; Understanding of the Occupational Health and Safety Act (OHS), procurement processes; Knowledge of the Public Service statutory frameworks: Financial Management and regulatory framework/guidelines, the Public Service Act, the Public Service Regulations, Treasury Regulations, the Public Finance Management Act, Government initiatives and decisions. Skills and Competencies: Project Management; Financial Management skills; communications skills with the ability to motivate and direct people; Strategic and conceptual orientation; Team oriented, and results driven; Interpersonal relations and customer orientation; Creative and analytical; Problem solving and conflict management; Continual learning and information search; Accuracy and attention to detail; People Management skills.
DUTIES	:	Key Performance Areas: Facilitate the implementation of facilities management strategy and plan. Facilitate the provision of facilities operations and maintenance; Facilitate the implementation of special project (repairs and maintenance); Facilitate and monitor facilities management financial and resource; Maintain partnerships with relevant stakeholder; Manage human, finance and other resources.
ENQUIRIES	:	Ms. NC Maseko at 083 284 9056
APPLICATIONS	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X11249, 24 Brown Street, Nedbank centre ,4th Floor, Building, Nelspruit, 1200 OR https://forms.office.com/r/X2XaVPasWu
POST 45/50	:	**ASSISTANT DIRECTOR: SAFETY, HEALTH, ENVIRONMENT AND RISK MANAGEMENT REF NO: 25/123/CS**
SALARY	:	R468 459 – R551 823 per annum. The successful candidate will be required to sign a performance agreement.
CENTRE	:	National Office, Pretoria
REQUIREMENTS	:	An NQF level 6 qualification as recognized by SAQA in Safety Management/Environmental Management/Occupational Health and Safety; Registration with the relevant professional bodies for Occupational Health and Safety Practitioner/Occupational Health Hygienist/South African Institute of

		Occupational Hygienist (SAIOH)/South African Nursing Council for Occupational Health Practitioners; A minimum of 3 years' experience in Safety, Health, Environment, Risk and Quality management environment at supervisory level; Knowledge of Occupational Health and Safety Act (OHSA), Basic Condition Employment Act (BCEA), Employment Equity Act (EEA), Compensation for Occupational Injuries and Diseases Act (COIDA), National Environmental Management Act (NEMA), Safety at Sports and Recreational Events Act' (SASREA); Disaster Management Act, DPSA Strategic Framework on Employee Health and Wellness (EHW); Knowledge of Departmental policies, SHEIR management standards and guidelines, Health and Wellness Integrated Strategic Framework in the Public Services; Knowledge and understanding of the Public Service statutory frameworks: Financial Management and regulatory framework/guidelines, the Public Service Act, the Public Service Regulations, Treasury Regulations, the Public Finance Management Act, Government initiatives and decisions, etc. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Citizen focus and responsiveness; Diversity Management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Project management; Computer literacy.
DUTIES	:	Key Performance Areas: Facilitate the implementation of Safety, Health, Environment and risk strategy and plan; Facilitate the implementation of risk management assessment and control; Facilitate the implementation of health and safety services; Facilitate the implementation of environmental management services; Maintain relations/ partnerships with relevant stakeholder; Manage human, finance and other resources.
ENQUIRIES	:	Ms. A Van RossTel No: (012) 315 1094
APPLICATIONS	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001 OR https://forms.office.com/r/X2XaVPasWu
POST 45/51	:	**PROVISIONING ADMINISTRATIVE OFFICER: ASSETS VERIFICATION & ACCOUNTING REF NO: 25/127/FMS**
SALARY	:	R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
CENTRE	:	National Office: Pretoria
REQUIREMENTS	:	An NQF level 6 qualification as recognized by SAQA in Financial Management / Public Management / Administration / Auditing / Cost Management / Supply Chain Management / Logistics / Purchasing Management / Business Management / Financial Accounting; A minimum of 3 years' experience in Asset Management environment (Asset Disposal, verification and accounting); Knowledge and understanding Financial Management and regulatory framework/guidelines, the Public Service Act, the Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, the Public Finance Management; Knowledge of Supply Chain Management prescript, Assets Management framework and policies; Knowledge of BAS. Skills and Competencies: Computer literacy; Concern of others; Interpersonal relations; Decision making; Diversity citizenship; Communication skills (verbal and written); Problem analysis; Self management; Team membership; Technical proficiency.
DUTIES	:	Key Performance Areas: Administer asset disposal; Update the asset register; Reconcile asset disposal; Render general administration services; Provide effective people management.
ENQUIRIES	:	Ms. A Van Ross Tel No: (012) 315 1094
APPLICATIONS	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria OR https://forms.office.com/r/X2XaVPasWu

POST 45/52	:	**LABOUR RELATIONS OFFICER: MISCONDUCT AND GRIEVANCE/DISPUTES MANAGEMENT/COLLECTIVE BARGAINING REF NO: 25/128/CS (X2 POSTS)**
SALARY	:	R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
CENTRE	:	National Office: Pretoria
REQUIREMENTS	:	An NQF Level 6 qualification as recognised by SAQA in Labour Relations/Labour Law/LLB; A minimum of 2 years' functional experience in Labour Relations environment; Knowledge and understanding of relevant labour laws, policies and procedures; Knowledge of Basic Condition of Employment Act; Labour Relations Act, Employment Equity Act; Knowledge of understanding of the Public Service statutory frameworks; Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, Public Finance Management Act, Government initiatives and decisions etc. Skills and Competencies: Creative thinking; Citizen service orientation; Decision making; Diversity management; Good communication (verbal and written) skills; Problem analysis; Computer literacy; Report writing skills.
DUTIES	:	Key Performance Areas: Administer and implement Labour relations policy and strategy; Handle misconduct and grievances; Handle and administer dispute resolutions; Administer collective bargaining processes; Manage human, finance and other resources.
ENQUIRIES	:	Ms A van Ross Tel No: (012) 315 1094
APPLICATIONS	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria OR https://forms.office.com/r/X2XaVPasWu
POST 45/53	:	**LEGAL SECRETARY REF NO: 25/VA35/NW**
SALARY	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
CENTRE	:	Office of The State Attorney
REQUIREMENTS	:	Grade 12 (with typing as subject or Secretarial Certificate or relevant training/qualification that will enable the person to perform the work satisfactorily; No previous experience required. Skills and Competencies: Communication (Verbal and written); Good interpersonal relations; Computer literacy; Planning and organizing skills; Attention to details; Integrity and loyalty; Knowledge of the relevant policies and prescripts; Good telephone etiquette; Sound organizing skills.
DUTIES	:	Key Performance Areas: Provide secretarial and administrative support; Render administrative support for meetings, functions and conferences; Provide general clerical office administration; Prepare documents for the process to pay accounts.
ENQUIRIES	:	Ms. L Shoai Tel No: (018) 397 7088
APPLICATIONS	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng OR https://forms.office.com/r/X2XaVPasWu
POST 45/54	:	**MESSENGER/DRIVER REF NO: 25/125/LD**
SALARY	:	R193 359 – R227 766 per annum. The successful candidate will be required to sign a performance agreement.
CENTRE	:	National Office, Pretoria
REQUIREMENTS	:	Grade 10/ Abet qualification; A valid driver's license. Skills and Competencies: Interpersonal relations skills; Communication skills; Customer service orientation; Problem analysis; Self-management; Attention to detail; Technical proficiency; Ability to work under pressure and in a team.
DUTIES	:	Key Performance Areas: Render driver/messenger support services; Collect, deliver and serve documents; Distribute mail and parcels to the various offices; Collect correspondence from respective government institutions; Transport officials to various destinations; Render clerical support services.
ENQUIRIES	:	Ms R Sema Tel No: (012) 315 1333

APPLICATIONS	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
POST 45/55	:	**FOOD SERVICE AID REF NO: 25/VA35/NW**
SALARY	:	R138 486 – R163 131 per annum. The successful candidate will be required to sign a performance agreement.
CENTRE	:	Provincial Office: North West
REQUIREMENTS	:	ABET level 4/Grade 10. Skills and Competencies: Communication skills (verbal and written); Planning and organizing skills; Customer service; Attention to detail; Interpersonal skills; Ability to work under pressure; Conflict management.
DUTIES	:	Key Performance Areas: Provide catering support services; Serve food and beverages during meetings; Clean kitchen utensils and equipment; Check cutlery, prepare and clean conference facility; Monitor supply of food and report waste and losses.
ENQUIRIES	:	Ms. L Shoai Tel No: (018) 397 7088
APPLICATIONS	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng OR https://forms.office.com/r/X2XaVPasWu

ANNEXURE K

DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT

CLOSING DATE : 22 December 2025 at 16:00

NOTE : To apply, submit a completed Z83 form and detailed Curriculum Vitae (PDF document to a maximum of 10 megabytes) via e-mail or hand delivery. The Department will not be held responsible for server delays. Late applications due to technical issues will not be considered. Shortlisted candidates must provide certified copies of required documents (Identity Document, qualifications, etc) where necessary and service certificates to support senior management experience to Human Resources before the interviews, including South African Qualifications Authority (SAQA) evaluation reports for foreign qualifications. Failure to comply will result in disqualification. To be appointed at Senior Management Service (SMS) level, you must complete the SMS Pre-entry programme offered by the National School of Government (NSG). Find course details here: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ appointment is subject to successful competition of the Nyukela Programme: Pre-entry Certificate to SMS submission of proof. Shortlisted applicants for the advertised vacancies will undergo two pre-entry assessments: a practical assessment and an integrity assessment, both of which form part of the selection criteria after the interview, the selection committee will recommend candidates for a generic management competency assessment, as per the Department of public Service and Administration (DPSA) directives. The assessment will evaluate candidates' managerial competencies using standardised tools. NB: Please note that false or fraudulent qualifications submitted by applicants will be reported to the South African Police Services (SAPS), and a criminal case shall be opened. Applications: Please submit your application before the closing date as late applications will not be considered. Did not submit duplicate applications. If applying for multiple posts, submit separate applications for each post. Due to high volumes, the Department will not acknowledge receipt of applications. If you have not heard from us within 3 months, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: DLRRD is an equal opportunity employer committed to promoting representivity and affirmative action. We encourage applications from all qualified candidates. The Department reserves the right no to fill vacancies. By applying you consent to the collection and processing of your personal information for recruitment purposes. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. Shortlisted candidates will undergo personnel suitability checks, security vetting and reference checks (including social media profiles). Applications must declare any pending criminal, disciplinary or any other allegations or investigations. Successful candidates must pass security clearance, sign an employment contract, sign an annual performance agreement and disclose financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Failure to disclose relevant information may result in disqualification or termination.

MANAGEMENT ECHELON

POST 45/56 : **REGISTRAR OF DEEDS (X3 POSTS)**

SALARY : R1 494 900 per annum (Level 14), (all-inclusive remuneration package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for the Senior Management Services (SMS)

CENTRE : North Gauteng Deeds Registry: Pretoria Ref No: 3/1/1/1/2025/35
KwaZulu – Natal Deeds Registry: Pietermaritzburg Ref No: 3/1/1/1/2025/39
North–West Deeds Registry: Mahikeng Ref No: 3/1/1/1/2025/33

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and a B Proc (NQF Level 7) / LLB (NQF Level 7) / B Uris (NQF Level

7) / Advance Diploma: Estate and Trust Administration or related equivalent qualification (NQF Level 7) with Diploma in Deeds Registration Law and a Nyukela (Pre-entry Certificate to the SMS) submitted prior to appointment. Minimum of 5 years' experience at Senior Management level / Deputy Registrar of Deeds in property conveyance. Job related knowledge: Registration of deeds, Interpretation of Statute. Examination of Deeds, Research and information analysis, Human Resources prescripts, Project management principles and tools, Court procedures, Supply chain management prescript and financial management. Job related skills: Computer skills. Communication skills. Organising skills. Problem-solving skills. Interpersonal skills. Report writing skills. Presentation skills. Policy analyses and development. Good Judgement and assertive skills. Time management. Analytical skills. Financial management skills. Project management. Management of Resources. Negotiation. Influencing skills. Appropriate courses in Management Practices. A valid driver's license.

DUTIES : Manage registration of deeds in accordance with relevant legislation. Manage examination and register deeds in compliance with Deeds Registries Act of 1937 and Sectional Title Act of 1986 as well as common, statutory, and case law and recognized practices and procedures and Chief Registrar of Deeds directives. Ensure deeds are made available from lodgement for execution. Expedite examination of deeds for rural development, land reform and RDP housing in compliance with Deeds Registries Act of 1937 and Sectional Title Act of 1986 as well common, statutory and case law and recognized practices and procedures. Draft the Registrars circular and notice. Comment of Chief Registrars circulars. Comment on bills and draft directives regarding land registration and related matters. Manage the Deeds Trading Account, Human Resource and Supply Chain Management. Ensure that creditors are paid within prescribed timeframe. Manage collection of revenue. Manage the recruitment and selection. Manage the performance management system of the office. Draft and implement management action plan on audit findings. Manage Supply Chain Processes. Monitor usage of Information Communication Technology (ICT) systems. Manage labour relations matters. Manage registration, capturing, archiving and delivery of deeds. Update the land register. Archive deeds and documents. Deliver registered deeds and documents. Provide deeds related information and copies to clients. Provide deeds related information and copies to account holder clients. Approve reports to court and advise the high court, law society and other local institutions accordingly. Adjudicate on the registration cases where no precedence exist and advice clients where difficulties are experienced with the drafting and registration of deeds. Increase the office visibility through outreach programs.

ENQUIRIES : Ms MSM Magoele Tel No: (012) 337 9330 and Ms TP Masilela Tel No: (012) 338 7395

APPLICATIONS : Applications can be submitted by hand delivered during office hours to: Agric Place. Office of the Chief Registrar of Deeds at 20 Steve Biko Rd (formely Beatrix) Street, Arcadia, Pretoria, 0083 or by email to:
North Gauteng Deeds Registriy: Pretoria Advert1@deeds.gov.za
KwaZulu-Natal Deeds Registry: Pietermaritzburg Advert1B@deeds.gov.za
North-West Deeds Registry: Mahikeng Advert1C@deeds.gov.za
(Please separate Application Form for each post) before the closing date as no late applications will be considered

NOTE : EE Targets: Coloured and White Males and African and Coloured Females as well as Persons with Disabilities.

POST 45/57 : **DIRECTOR: QUALITY ASSURANCE REF NO: 3/1/1/1/2025/29**
Chief Directorate: Deeds Finance and Corporate Support

SALARY : R1 266 714 per annum (Level 13), (all-inclusive remuneration package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for the Senior Management Services (SMS)

CENTRE : Office of The Chief Registrar of Deeds: Gauteng (Pretoria)

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and a Bachelor's Degree / Advanced Diploma in Accounting / Auditing / Managerial Accounting and Finance (NQF Level 7) or related equivalent qualifications and a Nyukela (Pre-entry Certificate to the SMS) submitted prior to appointment. Minimum of 5 years' experience at middle /

senior management level in External Audit, Internal Control, Financial Management and Financial Reporting environment. Knowledge of Accounting and Financial Reporting Framework (GRAP) and relating developments by the ASB. Knowledge of Auditing specifically, including but not limited to international standards on Auditing. Knowledge of Internal controls (Financial and IT) (Applicable and General Controls). Knowledge of Financial Management processes and procedures. Knowledge of Supply Chain Management processes and procedures. Knowledge of Human Resource Management processes and procedures. Knowledge of Public Finance Management Act and relating regulations including public sector governance. Knowledge of Risk Management and Risk Assessment and Monitoring Techniques. Proven managerial and Project management skills. Good planning, organising and problem-solving skills. Good communication (verbal and written) skills. Computer Skills.

DUTIES : Ensure quality assurance of financial statements by verifying accuracy, completeness, classification, valuation, and compliance with GRAP and other relevant accounting standards. Ensure requisite knowledge of financial statements to ensure that they comply knowledge of accounting standards and interpretations (including implementation guides) and consultations. Review interim and annual financial statements to ensure that they comply with the relevant financial reporting framework (standards of GRAP and interpretations) and are prepared in line with the relevant financial reporting framework. Review reports supporting financial statements and other supporting schedules. Review accounts transactions and account balances for compliance with internal financial controls (Completeness, occurrence, cut off, classification, accuracy, valuation, existence and rights and obligations). Ensure that other officials preparing and reviewing financial statements and reports have the requisite knowledge that is line with the relevant financial reporting framework and in line with the accounting standards board's requirements for prepares and reviewers of financial statement. Coordinate the formulation of creative and innovative solutions to enhance financial system effectiveness. Ensure of the keeping abreast with the financial prescript's amendments via consultation with the ASB, SAICA and National Treasury. Assist in the development and implementation of branch risk (operational, strategic, fraud and project risk) and manage a monitoring and accountable system for branch risk (operational, strategic and fraud risk). Ensure that risk assessments for strategic, operational and fraud risk are performed timeously and accurately to contribute to planning process of the entity. Ensure timeous review of strategic, operational and fraud risk within the entity. Ensure monitoring of implementation of risk actions plans (designed into effective internal controls. Ensure to keep abreast with risk knowledge and principles as and when changes occur. Ensure an effective and efficient control environment by ensuring compliance and adherence to prescripts, laws and regulations through guidance and development of internal polices and standard operating procedures that are compliant with laws and regulations applicable to the entity. Develop policies and procedures that promote compliance and adherence to prescripts, laws and regulations for Supply Chain and Facility Management. Ensure compliance with laws and regulations relating to irregular, fruitless and wasteful and unauthorised expenditure by designing internal control that will reduce and eventually eliminate irregular, fruitless, and wasteful expenditure and unauthorized expenditure. Develop and maintain compliance checklist for irregular, fruitless and wasteful expenditure. Design controls to identify, detect and report on irregular, fruitless and wasteful expenditure. Ensure that the controls above are well integrated into the control environment of the entity. Ensure officials are adequately trained on matters of irregular, fruitless and wasteful expenditure. Review AFS and ensure adequate and complete disclosure for irregular, fruitless and wasteful expenditure, and unauthorised expenditure. Design, review, and monitor implementation of internal controls (Financial controls, Supply Chain and Facility Management controls, Human Resource and Records Management controls and business-related controls to an extent. Design internal control framework that will be built into an environment that is functioning. Ensure that control environment for Financial, Human Resource and Records Management, Supply Chain and Facility Management it controls are sound. Implement and review sound internal controls in areas of Finance, Supply Chain and Facility Management, and Human Resource and Records Management. Design, review, and monitor implementation of internal controls (Financial controls, Supply Chain and Facility Management controls, Human

Resource and Records Management controls and business-related controls to an extent). Design internal control framework that will be built into an environment that is functioning. Ensure that control environment for Financial, Human Resource and Records Management, Supply Chain and Facility Management it controls are sound. Implement and review sound internal controls in areas of Finance, Supply Chain and Facility Management, and Human Resource and Records Management. Ensure effective and efficient support for registries offices in the area of development and implementation of internal controls. Develop an efficient system of ensuring that audits are run smoothly within the branch, and this includes; Internal Audits and External Audits.

ENQUIRIES : Mr R Saila Tel No: (012) 337 9387 and Ms MSM Magoele Tel No: (012) 337 9330

APPLICATIONS : Applications can be submitted by hand delivered during office hours to: Agric Place. Office of the Chief Registrar of Deeds at 20 Steve Biko Rd (formely Beatrix) Street, Arcadia, Pretoria, 0083 or by email to Advert5@deeds.gov.za (Please separate Application Form for each post) before the closing date as no late applications will be considered

NOTE : EE Targets: Coloured and White Males and African and Coloured Females as well as Persons with Disabilities.

POST 45/58 : **DIRECTOR: ENTITY DEVELOPMENT REF NO: 3/1/1/1/2025/30**
Chief Directorate: Programme Management - Entity Development

SALARY : R1 266 714 per annum (Level 13) (All-inclusive remuneration package) The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for the Senior Management Services (SMS)

CENTRE : Office of The Chief Registrar of Deeds: Gauteng (Pretoria)

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and a Bachelor's Degree / Advanced Diploma in Project Management / Public Administration / Public Management / Business Administration (NQF Level 7) or related equivalent qualification and a Nyukela (Pre-entry Certificate to the SMS) submitted prior to appointment. Minimum of 5 years' experience at middle/senior managerial level in project and programme management. Knowledge of planning resource allocation and performance management of outcomes department wide. Develop and implement a consistent corporate performance management of outcomes department wide. Initiate and coordinate the implementation of strategic Branch projects to improve the ability to meet strategic outcomes and service delivery objectives exercising appropriate discretion to achieve required outcomes. Design, plan and allocate project / programme resources and manage outcomes performance. Develop and implement consistent corporate performance monitoring to focus on the delivery of Branch outcomes. Develop and implement a corporate and project governance framework and Entity activity process including planning, monitoring and reporting and ensuring that strategic priorities are accessed for risk and value through the application of governance principles and processes. Maintain, develop and implement a Corporate Governance Framework (CCF) to ensure high standards of accountability and the effective delivery of the department's objectives and community value. Analytical and problem-solving skills. Strong technical skills. Attention to details. Organisation and time management. Interpersonal and communication skills. Management and leadership skills. Budget forecasting skills. Willingness to travel. Team work. Work under pressure. A valid driver's license.

DUTIES : Compile project and programme status reports and maintain the Project Management System / performance dashboards for the Entity. Set programme / project indicators of targets to be achieved. Measure and document progress, achievements and results of programme / project achievements. Maintain project document management and project management tools and system. Analyse and evaluate data collected to determine target achievement. Evaluate and measure the impact of the programme / project performance. Quality assures project performance dashboard for the Entity. Maintain the programme governance and model and projects management to ensure that the department's statutory and regulatory obligations are met. Develop and maintain programme / project performance information dashboard. Coordinate project audit action plans and reports. Facilitate and co-ordinate programme

and project risk assessment sessions. Co-ordinate reporting on audit findings for the Branch. Establish and manage operations effectively. Develop and monitor programme annual operational plan. Establish and coordinate project plans, schedules and budgets. Manage project / programme communication and stakeholders. Compile and be accountable for programme / project performance reports. Coordinate entity change management initiatives. Establish service provider protocols. Establish and manage an effective and efficient results-based programme management office. Manage and ensure adherence to the Entity's project management methodologies and tools. Standardize project and programme management best practices and processes. Manage and allocate resources effectively across all projects by managing priorities based on timelines, budgets, human resources. Manage programme deliverables and outcomes.

ENQUIRIES : Mr R Saila Tel No: (012) 337 9387 and Ms MSM Magoele Tel No: (012) 337 9330

APPLICATIONS : Applications can be submitted by hand delivered during office hours to: Agric Place. Office of the Chief Registrar of Deeds at 20 Steve Biko Rd (formely Beatrix) Street, Arcadia, Pretoria, 0083 or by email to Advert4@deeds.gov.za (Please separate Application Form for each post) before the closing date as no late applications will be considered

NOTE : EE targets: Coloured and White Males and African and Coloured Females as well as Persons with Disabilities.

POST 45/59 : **DIRECTOR: DEEDS ENTERPRISE ARCHITECTURE REF NO: 3/1/1/1/2025/31**
Chief Directorate: Deeds ICT

SALARY : R1 266 714 per annum (Level 13), (all-inclusive remuneration package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for the Senior Management Services (SMS)

CENTRE : Office of The Chief Registrar of Deeds: Gauteng (Pretoria)

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and a Degree / BTech in Information Technology / Computer Science (NQF Level 7) or related equivalent qualification and a Nyukela (Pre-entry Certificate to the SMS) submitted prior to appointment. Minimum of 5 years' experience at middle / senior managerial level in Information Technology environment. Knowledge of Deeds Registration systems (DRS, Deeds Office Tracking System, DeedsWeb, DeedsView, DeedsScan and DeedsVerify). Knowledge of Cadastral information systems and the related databases. Knowledge and the ability to develop solutions to implement key business strategies. Ability to establish rapport and drive consensus and change at all levels of the organisation. Ability to make appropriate decisions considering the relative costs and benefits of potential. Knowledge of database solutions, application services, messaging backbone, application integration and architecture patterns. In-depth knowledge of GWEA (Government Wide Enterprise Architecture). Computer literacy. Good written and verbal communication skills. Good judgement and assertiveness skills. Analytical skills. Decision making. Interpersonal relation. Project Management. Problem solving. Valid Driver's license.

DUTIES : Develop Deeds Application, and Technology architecture: Design, develop, review and approve requirements, specifications and deliverables related to solution for Deeds. Design, develop, review and approve requirements, specifications and deliverables for EA for Deeds. Initiate and implement changes. Compile TOR's and specifications for technology procurement. Compile and submit specifications for technology procurement. Determine ICT standards, frameworks and policies. Provide advice in the procurement of new technology for Deeds. Advice on the management of strategy, strategic planning, audit and governance. Consult, recommend and advise Senior Management on process, technology and strategy. Review IA and external audit process, reports and manage responses and action plans. Determine content management processes and procedures Advise, recommend and evaluate business processes. Provide a consultancy service regarding the framework and underlying rule sets that govern an infrastructure base upon which applications can be built, ported and integrated in order to support the business processes of the enterprise. Provide a consultation service regarding infrastructure component architectures, include the architecture for the

computing platform, the network, infrastructure software, middleware and database architecture. Manage the Modernization of Deeds Registration Applications. Manage the conversion of the current DRS database. Manage the conversion and redevelopment of the DRS applications. Manage the refurbishment of deeds Web applications. Manage quality on enterprise architecture and solution design and specification. Approve all system specification, architecture deliverables and standards. Conduct research on the latest enterprise architectural technologies and requirements. Provide quality assurance on the development of solution in the Deeds environment. Ensure alignment with the Government enterprise architecture. Manage IT frameworks, standards and services. Innovate in the structure or processes of an organization. Innovate in the use of information systems or technologies. Integrate and / or standardize business processes. Improve quality and timeliness of business information. Recommend and approve POC's and Pilots. Procure new technology for research and development. Evaluate new technology and procure and implement. Review, recommend and implement frameworks and standards for system development and implementation. Manage service providers for development and implementation of ICT systems and technology.

ENQUIRIES : Mr R Saila Tel No: (012) 337 9387 and Ms MSM Magoele Tel No: (012) 337 9330

APPLICATIONS : Applications can be submitted by hand delivered during office hours to: Agric Place. Office of the Chief Registrar of Deeds at 20 Steve Biko Rd (formely Beatrix) Street, Arcadia, Pretoria, 0083 or by email to Advert6@deeds.gov.za (Please separate Application Form for each post) before the closing date as no late applications will be considered

NOTE : EE Targets: Coloured and White Males and African and Coloured Females as well as Persons with Disabilities.

POST 45/60 : **DIRECTOR: INFORMATION TECHNOLOGY SYSTEMS AND SECURITY MANAGEMENT REF NO: 3/1/1/1/2025/32**
Chief Directorate: Deeds ICT

SALARY : R1 266 714 per annum (Level 13), (all-inclusive remuneration package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for the Senior Management Services (SMS)

CENTRE : Office of The Chief Registrar of Deeds: Gauteng (Pretoria)

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and a Degree or BTech in Computer Science / Information Technology / Information Security (NQF Level 7) or relevant equivalent qualification and a Nyukela (Pre-entry Certificate to the SMS) submitted prior to appointment. Minimum of 5 years' experience at Middle / Senior Managerial level in ICT environment. Knowledge of Big Data Analysis / Data Analytics, Project Management. Extensive knowledge of full Oracle infrastructure and software stack, IT security standards and ISO (International Organization for Standardization) 27000 Framework Implementation. Analytical and problem-solving skills. Strong technical skills. The ability to work well under pressure. Attention to detail. Teamworking skills. Organization and time management. Interpersonal and communication skills. Management and leadership skills. Valid driver's license.

DUTIES : Define Deeds business Information management strategies and solutions: Identification of Deeds Registration information needs. Develop and implement strategies for acquisition and creation of information that enhance business services. Analysis and interpretation of Deeds Registration information and data assets. Define and manage information access and dissemination procedures. Ensure business continuity, ICT governance and compliance: Coordinate, assess, develop and communicate contingency requirements and recovery. plans in-line with business BCP requirements. Work closely with Deeds Registration senior managers to develop and review the overall ICT budget (operating and capital). Provide subject matter expertise and lead continuous Improvement and benchmarking activities on Risk, Compliance and Audit controls through liaison and coordination with key stakeholders. Plan, manage and conduct BCP and DR testing on all Deeds ICT services and systems. Manage, analyze, design and develop business intelligence for Deeds business processes. Establish strategy and roadmap for data and business intelligence products. Build and develop Deeds Registration market

requirements. knowledge with a focus on understanding the organization's market requirements. Design, build and deploy BI solutions (e.g. reporting tools). Implement, maintain and support data analytics platforms. Identify, develop and implement processes to manage and reduce risks and threats to business information. Identify and protect company Deeds Registration ICT systems and data through the development and implementation of security protocols. Make sure that staff follow security procedures and guidelines through training programs and assessments. Perform information security process evaluations and inspections. Prepare the organization and staff for external inspections. Manage and control the budget for information security operations within the organization. Monitor manage and control security incidents. Manage communication of security incidences. Ensure the ICT infrastructure and network is secure and protected from cyber threats. Manage ICT infrastructure including server and network configuration, security, accessibility, connectivity, and backup. Manage IT Information Security Policy and ensure compliance to it. Ensure compliance with internal and external information security requirements, maintain awareness of latest cyber-security threats and implement security measures to minimise risk to information assets. Ensure ICT systems are secure and resilient, carrying out proactive maintenance (e.g. patching) and ensuring processes and configurations are clearly documented. Identify and take actions to manage ICT related risks and Audit Findings.

ENQUIRIES : Mr R Saila Tel No: (012) 337 9387 and Ms MSM Magoele Tel No: (012) 337 9330

APPLICATIONS : Applications can be submitted by hand delivered during office hours to: Agric Place. Office of the Chief Registrar of Deeds at 20 Steve Biko Rd (formely Beatrix) Street, Arcadia, Pretoria, 0083 or by email to Advert7@deeds.gov.za (Please separate Application Form for each post) before the closing date as no late applications will be considered

NOTE : EE Targets: Coloured and White Males and African and Coloured Females as well as Persons with Disabilities.

POST 45/61 : **DEPUTY REGISTRAR OF DEEDS (X2 POSTS)**

SALARY : R1 266 714 per annum (Level 13), (all-inclusive remuneration package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for the Senior Management Services (SMS)

CENTRE : Eastern Cape Deeds Registry: Mthatha (Directorate: Examination, Execution and Deeds Training) Ref No: 3/1/1/1/2025/37
North-West Deeds Registry: Mahikeng (Directorate: Examination, Execution and Deeds Training) Ref No: 3/1/1/1/2025/34

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and a B Proc (NQF Level 7) / LLB (NQF Level 7) / B Uris (NQF Level 7) / Advance Diploma: Estate and Trust Administration or related equivalent qualification (NQF Level 7) with Diploma in Deeds Registration Law and a Nyukela (Pre-entry Certificate to the SMS) submitted prior to appointment. Minimum of 5 years' experience at Middle / Senior Managerial level / Assistant Registrar of Deeds / Deeds Law Lecturer / Deputy Registrar of Deeds in property conveyance. Knowledge of Registration of deeds, Interpretation of Statute, Examination of Deeds, Research and information analysis, Human resources prescripts, Project management principles and tools, Court procedures, Supply chain management prescript and financial management. Computer skills. Communication skills. Organising skills. Problem-solving skills. Interpersonal skills. Report writing skills. Presentation skills. Policy analyses and development. Resources. Negotiation. Influencing skills. Appropriate courses in Management Practices. A valid driver's license.

DUTIES : Manage the process of examination and the registration of deeds and documents. Manage examination and register deeds in compliance with Deeds Registries Act of 1937 and Titles Act of 1986 as well as common, statutory and case law and recognized practices and procedures and Chief Registrar of Deeds directives. Analyse standards of examination and draft report to Registrar. Grant hearings to Conveyancers with regard to examination matters and make rulings. Provide rural development support pertaining to the registration matters. Advise the Courts on request regarding the feasibility of the applications. Comment on Draft Bills and Chief Registrars Circulars regarding land registration and related matters. Oversee the execution

process. Approve requests for late and expedited executions and for final black-booking. Oversee conveyancing problems encountered on deeds and give guidance. Oversee execution register of Conveyancers. Oversee the sorting and distribution of deeds. Oversee the workload, workflow, processes and standards and implement corrective measures to prevent and address backlogs / challenges. Manage the turnaround times for deeds to be made available from lodgement to execution. Oversee statistics, exception reports and implement corrective measures. Approve request for withdrawal of deeds. Oversee the update of procedure manual. Manage deeds training and development and library services. Manage the Practice Committee / Examiner Forum and issue circulars. Manage implementation of deeds training and examination development plan. Oversee library services.

ENQUIRIES : Ms MSM Magoele Tel No: (012) 337 9330 and Ms TP Masilela Tel No: (012) 338 7395

APPLICATIONS : Applications can be submitted by hand delivered during office hours to: Agric Place. Office of the Chief Registrar of Deeds at 20 Steve Biko Rd (formely Beatrix) Street, Arcadia, Pretoria, 0083 or by email to Eastern Cape Deeds Registry: Mthatha Advert3A@deeds.gov.za
North West Deeds Registry: Mahikeng Advert3B@deeds.gov.za, (Please separate Application Form for each post) before the closing date as no late applications will be considered

NOTE : EE Targets: Coloured and White Males and African and Coloured Females as well as Persons with Disabilities.

POST 45/62 : **DEPUTY REGISTRAR OF DEEDS (X2 POSTS)**

SALARY : R1 266 714 per annum (Level 13), (all-inclusive remuneration package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for the Senior Management Services (SMS)

CENTRE : Limpopo Deeds Registry: Polokwane (Directorate: Registration and Information Services) Ref No: 3/1/1/1/2025/40
Eastern Cape Deeds Registry: Qonce (Directorate: Registration and Information Services) Ref No: 3/1/1/1/2025/38

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and a B Proc (NQF Level 7) / LLB (NQF Level 7) / B Uris (NQF Level 7) / Advance Diploma: Estate and Trust Administration or related equivalent qualification (NQF Level 7) with Diploma in Deeds Registration Law and a Nyukela (Pre-entry Certificate to the SMS) submitted prior to appointment. Minimum of 5 years' experience at Middle / Senior Management level / Assistant Registrar of Deeds / Deeds Law Lecturer / Deputy Registrar of Deeds in property conveyance. Knowledge of: Registration of deeds, Interpretation of Statutes, Examination of Deeds, Research and information analysis, Human resources prescripts, Project management principles and tools, Court procedures, Supply chain management prescript and financial management. Computer skills. Communication skills. Organising skills. Problem-solving skills. Interpersonal skills. Report writing skills. Presentation skills. Policy analyses and development. Resources. Negotiation. Influencing skills. Appropriate courses in Management Practices. A valid driver's license.

DUTIES : Oversee the registration section. Oversee the workload, workflow processes and standards and implement corrective measures. Provide guidance on noting and withdrawal of interdicts. Oversee correspondence and give guidance to clients. Oversee the information section and DOTS services. Manage the turnaround times for the provision of information to clients. Manage the deeds tracking system. Manage the turnaround times on DOTS enquiries, Manage presidential / departmental inquiries and compile a report. Approve complaints register action plan. Monitor the completion of client satisfaction surveys report, Approve the Service Delivery Improvement plan. Oversee the archiving of deeds / documents. Archive deeds and documents. Deliver registered deeds and documents. Maintain the updating of the deeds registration database. Update the land register. Manage the turnaround times and standards for capturing of deeds information on Deeds Registration System (DRS). Manage support services in deeds registration systems. Provide support for deeds registration systems. Liaise with the office of the Chief Registrar on system issues. Oversee systems related helpdesk support. Provide deeds rural development and land reform support services. Provide support to rural development and land reform components. Participate in the

provincial planning committees. Advise on registration related matters. Advise on the application of provincial legislation regarding registration matters.

ENQUIRIES : Ms MSM Magoele Tel No: (012) 337 9330 and Ms TP Masilela Tel No: (012) 338 7395

APPLICATIONS : Applications can be submitted by hand delivered during office hours to: Agric Place. Office of the Chief Registrar of Deeds at 20 Steve Biko Rd (formely Beatrix) Street, Arcadia, Pretoria, 0083 or by email to Limpopo Deeds Registry: Polokwane Advert2A@deeds.gov.za
Eastern Cape Deeds Registry: Qonce Advert2B@deeds.gov.za (Please separate Application Form for each post) before the closing date as no late applications will be considered

NOTE : EE Targets: Coloured and White Males and African and Coloured Females as well as Persons with Disabilities.

POST 45/63 : **DIRECTOR: PERFORMANCE AND FINANCIAL AUDIT REF NO: 3/1/1/1/2025/16**

SALARY : R1 266 714 per annum (Level 13), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)

CENTRE : Chief Directorate: Internal Audit: Gauteng (Pretoria)

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and a Bachelor's Degree or Advanced Diploma in Internal Auditing (NQF Level 7) and a Nyukela certificate (Pre-entry Certificate to the SMS). Minimum of 5 years of experience at middle / senior managerial level (operational management, auditing). Membership of the Institute of Internal Auditors is recommended. Job related knowledge: Project management best practice, The Standards of the Institute of Internal Auditors, Risk based Performance Audit and financial audit methodologies and procedures. Job related skills: Communication (verbal and written), Interviewing, Analytical and problem-solving ability, Staff and interpersonal, Project management skills, Computer, Business process analysis, Risk and control assessment and Analytical. Work under pressure and meet deadlines. A valid driver's license.

DUTIES : Compile the Performance and Financial Audit Directorate's strategic and operational plan in line with the Chief Directorate's quality standards, methodologies, policies and procedures on an annual basis. Compile the Performance and Financial Audit Directorate's operational plan by April each year. Manage the compilation of the Performance and Financial Audit Directorate's operational and process risk registers by April each year. Compile the Performance and Financial Audit Directorate's portion of the strategic 3-year rolling and annual internal audit plans by April each year. Coordinate with other internal and external service assurance providers to ensure proper risk coverage and to minimise duplication of effort. Manage the implementation of the Performance and Financial Audit Directorate's strategic and operational plans in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis. Manage the achievement of the Performance and Financial Audit Directorate's operational plan objectives on a continuous basis and report progress to the Chief Audit Executive monthly. Manage the achievement of the Performance and Financial Audit Directorate's risk register action plans on a continuous basis and report progress to the Chief Audit Executive monthly. Manage the achievement of the Performance and Financial Audit Directorate's risk register action plans on a continuous basis and report progress to the Chief Audit Executive monthly. Manage the achievement of the Performance and Financial Audit Directorate's portion of the internal audit strategic 3-year rolling and annual internal audit plans' deliverables on a continuous basis and report progress to the Chief Audit Executive monthly. Manage the implementation of the Performance and Financial Audit Internal Audit Reports' Action Plans by line management on a quarterly basis. Manage the requests for progress reports from line management on the implementation of all relevant action plans on all Performance and Financial Audit Directorate's internal audit reports on a quarterly basis. Analyse the line managements' status of implementation of action plans of the Performance and Financial Audit Directorate's internal audit reports and clarify the statuses with line managers on a quarterly basis. Manage the preparation of progress reports on the implementation of management action plans of the Performance and Financial Audit Directorate's internal audit reports presentations to the Audit Committee and Director-

		General on a quarterly basis. Manage the Performance and Financial Audit Directorate's generally conformance to the International Institute of Internal Auditors' Standards on a continuous basis. Perform quality assurance reviews on the planning, execution, reporting and closure phases' deliverables of all Performance and Financial Audit Directorate's audit projects in conformance to the Internal Audit Methodology and the International Institute of Internal Auditor's Standards on a continuous basis. Participate in the Annual Internal Quality Assessment Review and the five yearly external quality assessment review and implement the actions plans of the reports by the set target dates. Manage the reliance of the Auditor-General of South Africa on the work performed and reports issued by the Performance and Financial Audit Directorate monthly and report progress to the Audit Committee and the Director-General on an annual basis. Manage the Performance and Financial Audit Directorate's resources. Manage human, logistical and financial resources allocated to this position on an on-going basis in line with Departmental prescripts.
ENQUIRIES	:	Ms K De La Rouviere Tel No: (012) 312 9837
APPLICATIONS	:	Applications can be submitted by hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to P16@dlrrd.gov.za
NOTE	:	EE Targets: Coloured and White Males and African and Coloured Females and Persons with disabilities.
POST 45/64	:	**DIRECTOR: FINANCIAL AND SUPPLY CHAIN MANAGEMENT SERVICES REF NO: 3/1/1/1/2025/44** Directorate: Financial and Supply Chain Management Services
SALARY	:	R1 266 714 per annum (Level 13), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)
CENTRE	:	Gauteng (Pretoria)
REQUIREMENTS	:	Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and a Bachelor's Degree or Advanced Diploma in Cost Management Accounting / Financial Management / Accounting / Public Finance / Auditing / Supply Chain Management / Logistics Management / Purchasing Management / (NQF Level 7) or related equivalent qualification and a Nyukela certificate (Pre-entry Certificate to the SMS). Minimum of 5 years' experience at middle / senior managerial level in the relevant environment. Job related knowledge: Extensive knowledge of Generally Accepted Accounting Principles, Treasury Regulations and Generally Reviewed Accounting Principles. Job related skills: Coaching and mentoring (Through leadership), Presentation, Analytical, Adaptability and flexibility, Customer service, Initiative, Innovation and creativity, Process improvement, Communication (verbal and written), Project management and Computer literate. Willingness to travel. A valid driver's license.
DUTIES	:	Ensure compliance to financial management standards by adhering to policies and guidelines. Ensure compliance with Public Finance Management Act, Treasury Regulations and other related legislation and instructions. Ensure implementation of policies, systems, procedures, and processes to ensure sound financial management. Oversee financial support services within provincial shared service centres. Manage financial accounting processes. Manage the departmental budget. Manage salaries and payroll. Maintenance of finance systems. Oversee supply chain, facilities and office administration. Manage the Demand management plan and acquisition of goods, services and assets. Provide logistics, travel and transport services. Provide asset and facilities management. Oversee financial management support services. Provide internal control and reporting services. Develop and maintain budget and reporting. Provide payment services. Provide asset revenue management. Provide lease revenue management.
ENQUIRIES	:	Ms V Nemalili Tel No: (012) 337 3656
APPLICATIONS	:	Applications can be submitted by hand delivered during office hours to: Suncardia building, 6th floor, 524 Corner Stanza Bopape and Steve Biko Street, Arcadia, 0083 or by email to P44@dlrrd.gov.za
NOTE	:	EE Targets: Coloured and White Males and African and Coloured Females and Persons with disabilities.

POST 45/65	:	**DIRECTOR: PLANNING INSTITUTIONS SUPPORT SERVICES REF NO: 3/1/1/1/2025/45** Chief Directorate: Planning Facilitation
SALARY	:	R1 266 714 per annum (Level 13), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)
CENTRE	:	Gauteng (Pretoria)
REQUIREMENTS	:	Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and a Bachelor's Degree in Town and Regional Planning / Urban and Regional Planning (NQF Level 7) and a Nyukela certificate (Pre-entry Certificate to the SMS). Registered as a Professional Planner with the South African Council for Planners (SACPLAN). Minimum of 5 years' experience at a middle / senior managerial level in a Spatial Planning and Land Use Management (SPLUM) environment. Job related knowledge: Knowledge of the following: Spatial Planning and Land Use Management Act and related legislation, Planning Profession Act, Land Survey Act, Disaster Management Act, Local Government Municipal Systems Act, Local Government Municipal Structures Acts, National Disaster Management Frameworks, White Paper on Spatial Planning and Land Use Management, National Development Plan, National Spatial Development Framework, Application of development concepts and initiatives, Understanding of Spatial Planning and Land Use Management, Planning policy environment, Knowledge of intergovernmental legislation, Knowledge of governmental plans and programmes, Geographic Information Systems (GIS), Policy development. Job related skills: Computer literacy, Good communication (written and verbal), Negotiation, Financial management, Project management, Team management and Interpersonal skills. A valid driver's license.
DUTIES	:	Monitor compliance with legislative duties land use regulators and other planning institutions. Develop tools and systems to monitor compliance by land use regulators and other planning institutions. Identify interventions to monitor compliance by land use regulators and other planning institutions. Develop reports compliance by land use regulators and other planning institutions. Provide technical and financial support to statutory bodies, South African Council for Planners (SACPLAN). Provide oversight of technical support to statutory bodies (SACPLAN). Provide oversight of financial support to statutory bodies (SACPLAN). Develop report on technical and financial support to statutory bodies (SACPLAN). Maintain best practices and administrative efficiency of land use management institutions. Develop best practices manuals. Develop tools to monitor implementation of best practices and administrative efficiency of land use management institutions. Develop reports on the implementation of best practice and administrative efficiency of land use management institutions. Regulate the planning profession including planning institutions and provide training. Develop Training Manuals. Support the Implementation of the Planning Profession Act. Develop reports on Training.
ENQUIRIES	:	Mr A Hay Tel No: (012) 312 8027
APPLICATIONS	:	Applications can be submitted by hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to P45@dlrrd.gov.za
NOTE	:	EE Targets:Coloured and White Males and African and Coloured Females and Persons with disabilities.
POST 45/66	:	**DIRECTOR: SPATIAL COORDINATION REF NO: 3/1/1/1/2025/46** Chief Directorate: Intergrated Spatial Planning
SALARY	:	R1 266 714 per annum (Level 13), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)
CENTRE	:	Gauteng (Pretoria)
REQUIREMENTS	:	Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and a Bachelor's Degree in Town and Regional Planning / Urban and Regional Planning or any relevant equivalent qualification (NQF Level 7) and a Nyukela certificate (Pre-entry Certificate to the SMS). Registration with the South African Council for Planners (SACPLAN) as a Professional Planner. Minimum of 5 years' experience at a middle / senior managerial level. Job related knowledge: Knowledge of Spatial Planning and Land Use Management Act (SPLUMA) and related legislation, Application of development concepts

and initiatives, Knowledge of Intergovernmental legislation, Knowledge for government plans and programmes Job related skills: Computer literacy, Good communication (written and verbal), Negotiation, Financial management, Project management, Team management and Interpersonal. A valid driver's license.

DUTIES : Develop tools to promote the alignment and coordination of spatial plans. Promote and use of existing Spatial Planning and Land Use Management Act (SPLUMA) tools and systems. Coordinate SPLUMA implementation reports by Municipalities. Promote spatial planning and land use management implementation by all relevant sectors and spheres of government. Evaluation and reporting on Spatial Development Plans. Coordinate database of spatial plans across different sectors and spheres. Determine alignment of spatial plans with strategic national spatial development framework. Ensure sharing of information and feedback loop across sectors and spheres of government. Promote best practices and promote innovation within the sector. Facilitate spatial alignment and integration of projects / programmes of different spheres. Coordinate activities for Spatial Governance structures. Coordinate Intergovermental spatial alignment. Coordinate activities for spatial planning Governance Structures. Promote strategic spatial alignment. Identify, participate and produce guiding reports on projects and programmes coordinated by the three spheres of government and other sectors. Coordinate international relationships through National and Provincial Spatial Fora. Facilitate spatial planning and land use management national and provincial forums. Facilitate dialogue and information sharing among all stakeholders i.e government, private sector, academia, State Owned Entities (SOEs) and Non-Profit Organisations (NPOs). Facilitate stakeholder engagement with various stakeholders. Establish bi-lateral relations within Southern African Development Community (SADC) and the African Continent. Facilitate learning platform of specific agendas with other nations. Import lessons for spatial coordination and integration.

ENQUIRIES : Ms A Matsila Tel No: (012) 312 8030

APPLICATIONS : Applications can be submitted by hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to P46@dlrrd.gov.za

NOTE : EE Targets: Coloured and White Males and African and Coloured Females and Persons with disabilities.

POST 45/67 : **DIRECTOR: ENVIRONMENTAL PLANNING SERVICES REF NO: 3/1/1/1/2025/47**
Chief Directorate: Spatial Development Planning

SALARY : R1 266 714 per annum (Level 13), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)

CENTRE : Pretoria

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and a Bachelor's Degree in Town and Regional Planning / Environmental Management / Development Studies (NQF Level 7) and a Nyukela certificate (Pre-entry Certificate to the SMS). Minimum of 5 years' experience at a middle / senior managerial level in Environmental Planning Management. Job related knowledge: Knowledge of Spatial Planning and Land Use Management Act (SPLUMA) and related legislation, Application of development concepts and initiatives, Understanding of Spatial Planning and Land Use Management policy environment, Knowledge of intergovernmental legislation, Knowledge for governments plans and programmes, Geographic Information Systems (GIS), Policy development. Job related skills: Project management, Team management, Interpersonal, Budget management, Computer literacy, Resource planning, Problem solving and Decision-Making, Legislation and policy, Customer service and Communication (written and verbal). A valid driver's license.

DUTIES : Provide environmental planning services to rural development and land reform project planning in line with the Environmental Policy of the Department. Ensure the coordination of Environmental Impact Assessment projects for all Provincial Shared Services Centres with relevant Competent Authorities. Conduct Strategic Environmental Assessments (SEA) for identified strategically located lands / areas. Conduct Climate Change Risk and Vulnerability Assessments for relevant Development plans. Ensure capacity

building on the implementation of Environmental Policy and related plans. Provide the coordination of environmental compliance through the development and implementation of the Departmental Consolidated Environmental Implementation Management Plan (CEIMP). Oversee the development and implementation of the Consolidated Environmental Implementation Plan by coordinating the affairs of the Environmental Compliance and Implementation Forum (ECIF). Oversee the development of the annual report on the CEIMP. Provide a two-way streamlining of environmental and spatial planning processes in line with relevant legislation. Foster collaboration between State Organs on issues pertaining to Spatial and Environmental Planning. Develop systems, tools and regulations to ensure a two-way mainstreaming between Spatial and Environmental Planning. Provide sound intergovernmental relations and cooperative governance by coordinating inputs and participation for the environmental sector queries and structures respectively. Facilitate the development of responses / provide advice to environmental queries from external stakeholders. Represent, participate and report on activities of various intergovernmental structures in the environmental sector. Foster and coordinate the participation of relevant external stakeholders, especially from the environmental sector on Departmental initiatives.

ENQUIRIES : Ms N Ntshabele Tel No: (012) 312 8035

APPLICATIONS : Applications can be submitted by hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to P47@dlrrd.gov.za

NOTE : EE Targets: Coloured and White Males and African and Coloured Females and Persons with disabilities.

POST 45/68 : **DIRECTOR: SPATIAL PLANNING AND LAND USE MANAGEMENT SERVICES REF NO: 3/1/1/1/2025/48**
Directorate: Spatial Planning and Land Use Management Services

SALARY : R1 266 714 per annum (Level 13), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)

CENTRE : Western Cape (Cape Town)

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and a Bachelor's Degree in Town and Regional Planning / Urban and Regional Planning / Geographical Information Science (GISc) (NQF Level 7) and a Nyukela certificate (Pre-entry Certificate to the SMS). Registration with South African Council for Planners (SACPLAN) as a Profession Planner or with South African Geomatics Council as a Professional Geomatics Professional: GISc. Minimum of 5 years' experience at a middle / senior managerial level in a Town and Regional Planning or GISc environment. Job related knowledge: An understanding of the Public Service environment, Thorough knowledge of the Public Finance Management Act (PFMA) and related Treasury Regulations, Understanding of the South African economy with respect to industrial development, growth, equity and empowerment. Sound understanding of the interconnectedness of Government policies and strategies. Job related skills: Strong strategic planning and leadership, Analytical, innovative, problem-solving and interpersonal, Human resource management, Skilled negotiator and self-confident decision maker, Good report writing, Excellent financial management, A high level of computer literacy, Ability to communicate effectively at all levels. A valid driver's license and willingness to travel both locally and internationally.

DUTIES : Provide spatial planning, land use management and environmental services in liaison with the national office. Monitor compliance with the provisions of Spatial Planning and Land Use Management Act (SPLUMA). Enforce compliance with SPLUMA. Oversee Spatial Planning and Land Use Management Interventions to ensure compliance. Ensure compliance with the National Environmental Management Act. Provide spatial planning information services in liaison with the national office. Enable provincial integrated spatial information management systems. Provide Geographic Information Science (GISc) technical support to municipalities. Facilitate the utilisation of GISc technical tools to aid spatial planning. Provide support to the implementation of Spatial Planning and Land Use Management Act 16 of 2013 (SPLUMA). Support municipalities in the utilisation of SPLUMA guidelines, toolsets, systems and procedures. Support municipalities in setting up functional Land

Use Regulators. Provide technical support in the development of Provincial Legislation, Land Use Schemes and Spatial Development Frameworks and related Plans. Provide technical support to agriculture, rural development and land reform programmes. Provide Spatial Analysis services, Provide GISc and Mapping services. Provide GISc remote sensing and mobile application services. Provide development planning support. Provide Intergovernmental support and co-ordination. Coordinate Intergovernmental relations amongst relevant stakeholders. Coordinate provincial Spatial Planning and Land Use Management Services. Coordinate adhoc engagements as required. Support spatial integration of plans and programmes.

ENQUIRIES : Ms A Matsila Tel No: (012) 312 8013

APPLICATIONS : Applications can be submitted by hand delivered during office hours to: 5th Floor, 14 Long Street, Cape Town, 8000 or by email to P48@dlrrd.gov.za

NOTE : EE Targets: Coloured and White Males and African and Coloured Females and Persons with disabilities.

POST 45/69 : **DIRECTOR: CADASTRAL SPATIAL INFORMATION REF NO: 3/1/1/1/2025/50**
Chief Directorate: Cadastral Spatial Information

SALARY : R1 266 714 per annum (Level 13), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)

CENTRE : Gauteng (Pretoria)

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and an Undergraduate qualification (NQF Level 7) in Geomatics / Surveying qualifications as recognised by the South African Qualifications Authority (SAQA) and a Nyukela certificate (Pre-entry Certificate to the SMS). Registered as a Geomatics Technologist or Geomatics Technician with the South African Geomatics Council (SAGC). Minimum of 5 years' experience at a middle / senior managerial level in cadastral survey environment. Job related knowledge: Cadastral survey, Technical System, Cadastral spatial information, Performance management and monitoring, Government systems and structures, Government decision making processes, Programme setting process, Understanding of the management information and formal reporting system, Dealing with misconduct, Internal control and risk management, Project management principles and tools, The political landscape of South Africa. Job related skills: Project management, Team management, Interpersonal, Budget forecasting, Computer literacy, Resource planning, Problem solving and decision-making, Time management, Business and Communication (verbal and written). The ability to work efficiently and effectively at all times. A valid driver's license.

DUTIES : Manage accurate cadastral electronic repository. Manage cadastral spatial data quality. Manage creation and publishing of metadata for all cadastral spatial data for which Surveyor-General are custodians. Manage cadastral information provisioning. Manage supply of national dataset on request of the cadastral spatial information on request. Manage the availability of scanned images on the Chief Surveyor General (CSG) website. Manage the availability of spatial data on the SCG website. Render research and mapping services to departmental components on request. Develop and maintain Cadastral Information System. Manage the development and implementation of a centralised web-based CIS solution. Manage cadastral information data quality. Undertake projects in accordance with project plans as approved, demonstrating the contribution of officials and component involved. Provide and coordinate effective Information Technology support to the Branch National Geomatics Management Services (NGMS). Manage maintenance and support of Cadastral Information Legacy System. Manage maintenance of CSG web application. Manage and attend to programmatically and other problems reported by staff members. Represent NGMS by co-ordinating requests, compiling reports, communicating office and Cadastral Spatial Information needs and attending all relevant meetings / workshops. Manage research on technical and programming related issues. Manage Office of the Chief Information Officer services in accordance with the signed Service Level Agreement. Participate and contribute to national, regional and international professional bodies.

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

APPLICATIONS : Applications can be submitted by hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to P50@dlrrd.gov.za

NOTE : EE Targets: Coloured and White Males and African and Coloured Females and Persons with disabilities.

OTHER POSTS

POST 45/70 : **DEPUTY DIRECTOR: INFORMATION TECHNOLOGY AUDITS REF NO: 3/1/1/1/2025/52 (X3 POSTS)**
Directorate: Information Technology Audit

SALARY : R896 436 per annum (Level 11), all-inclusive package to be structured in accordance with the rules for MMS)

CENTRE : Gauteng (Pretoria)

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and a National Diploma in Auditing / Information Technology (NQF Level 6). Minimum of 3 years' experience in Information Technology Auditing at Assistant Director level. Job related knowledge: Project management best practice, The Standard of the Institute of Internal Auditors, Risk based Internal Audit methodologies and procedures and software. Job related skills: Communication (verbal and written), Interviewing, Analytical and problem-solving ability, Staff and interpersonal, Project management, Computer, Business process and analysis, Risk and control assessment. Work under pressure and meet deadlines. A valid driver's license.

DUTIES : Participate in the compilation of the Information Technology Audit Directorate's strategic and operational plans in line with the Chief Directorate's quality standards, methodologies, policies, and procedures on an annual basis. Participate in the compilation of the Information Technology Audit Directorate's operational plan by April each year. Compile the Information Technology Audit Directorate's operational and process risk registers by April each year. Implement the Information Technology Audit Directorate's operational plan and risk register action plans allocated to this position on a continuous basis and report progress to the Director: Information Technology Audit monthly. Participate in the compilation of the Information Technology Audit Directorate's portion of the Strategic 3 year-Rolling and Annual Internal Audit Plans April each year. Execute / manage the planning of the specialised annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda. Execute / manage the compilation on the electronic audit software of the planning phase deliverables of the Information Technology Audit Directorate's specialised projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis and report to the Director: Information Technology Audit on a weekly basis. Execute / manage the execution of the specialised annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda. Execute / manage the compilation on the electronic audit software of the execution phase deliverables of the Information Technology Audit Directorate's specialised projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis and report to the Director: Information Technology Audit on a weekly basis. Execute / manage the reporting of the specialised annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda. Execute / manage the compilation on the electronic audit software of the reporting phase deliverables of the Information Technology Audit Directorate's specialised projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis and report to the Director: Information Technology Audit on a weekly basis. Execute / manage the closure of the specialised annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda and Follow-up on implementation of management action plans on Internal Audit reports of specialised annual and previous audit plan projects. Execute / manage the compilation on the electronic audit software of the closure phase deliverables of the Information Technology Audit Directorate's specialised projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis and

report to the Director: Information Technology Audit on a weekly basis. Evaluate the line management's status of implementation of action plans of the Information Technology Audit Directorate's specialised internal audit reports allocated to this position and perform the adequacy assessment of management action plans implemented on a quarterly basis. Manage the information Technology Directorate's resources allocated to this position. Manage human, logistical, and financial resources allocated to this position on an on-going basis in line with Departmental prescripts.

ENQUIRIES : Mr M. Rammutla Tel No: (012) 312 9840

APPLICATIONS : Applications can be submitted by hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to P52@dlrrd.gov.za

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

POST 45/71 : **DEPUTY DIRECTOR: FORENSIC INVESTIGATIONS REF NO: 3/1/1/1/2025/53 (X2 POSTS)**
Directorate: Forensic Investigations

SALARY : R896 436 per annum (Level 11), all-inclusive package to be structured in accordance with the rules for MMS)

CENTRE : Gauteng (Pretoria)

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and a National Diploma in Forensic Investigations / Law / Auditing / Forensic Accounting / Criminal Justice or related equivalent qualification (NQF Level 6). Minimum of 3 years' credible and applicable experience at Assistant Director or equivalent level in Forensic Investigations. Job related knowledge: Project management best practice, The Association of Certified Fraud Examiners (ACFE) Professional Standards, Forensic Investigations methodologies and procedures. Job related skills: Communication (written and verbal), Interviewing, Analytical and problem-solving ability, Interpersonal, Project management, Computer and Investigations. A valid driver's license and must be willing to travel extensively.

DUTIES : Participate in the compilation of the Forensic Investigations Directorate's strategic and operational plans. Participate in the compilation of the Forensic Investigations Directorate's operational plan by April each year. Compile the Forensic Investigations Directorate's operational and process risk registers by April each year. Implement the Forensic Investigations Directorate's operational plan and risk register action plans allocated to this position on a continuous basis and report progress to the Director: Forensic Investigations monthly. Participate in the compilation of the Forensic Investigations Directorate's annual internal case management registers by April each year. Manage the planning of the annual case management register projects allocated to this position according to the deliverables and timelines defined on the approved investigation projects plans. Manage the compilation on the electronic audit software of the planning phase deliverables of the Forensic Investigations Directorate's projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis and report progress to the Director: Forensic Investigations on a weekly basis. Manage Investigations of the annual case management register projects allocated to this position according to the deliverables and timelines defined on the approved investigation projects plans. Manage the compilation on the electronic audit software of the investigation phase deliverables of the Forensic Investigations Directorate's projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis and report progress to the Director: Forensic Investigations on a weekly basis. Manage the reporting of the annual case management register projects allocated to this position according to the deliverables and timelines defined on the approved investigation projects plans memoranda. Manage the compilation on the electronic audit software of the reporting phase deliverables of the Forensic Investigations Directorate's projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis and report progress to the Director: Forensic Investigations on a weekly basis. Manage the closure of the annual case management register projects according to the deliverables and timelines defined on the approved investigation projects plans and follow-up on

		implementation by line management of recommendations of Forensic Investigation's reports of the annual and previous case management register projects. Manage the compilation on the electronic audit software of the closure phase deliverables of the Forensic Investigations Directorate's projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis and report to the Director: Forensic Investigations on a weekly basis. Analyse the line management's status of implementation of recommendations of the Forensic Investigations Directorate's reports allocated to this position and clarify the statuses with line managers on a quarterly basis. Manage the Forensic Investigations Sub-directorate's resources allocated to this position. Manage human, logistical and financial resources allocated to this position on an on-going basis in line with Departmental prescripts.
ENQUIRIES	:	Mr M. Rammutla Tel No: (012) 312 9840
APPLICATIONS	:	Applications can be submitted by hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to P53@dlrrd.gov.za
NOTE	:	EE Targets: African, Coloured, Indian and White Males and Africans, Coloured and White Females and Persons with Disabilities.
POST 45/72	:	**PROFESSIONAL SURVEYOR REF NO: 3/1/1/1/2025/59** Directorate: Geo-Spatial Information and Professional Support
SALARY	:	R761 157 per annum, (The salary will be determined in accordance with the OSD).
CENTRE	:	Western Cape (Mowbray)
REQUIREMENTS	:	Minimum requirements: Applicants must be in possession of Grade 12 Certificate and a four-year Bachelor of Science or Bachelor's Degree in Survey / Geomatics. Compulsory registration with South African Geomatics Council (SAGC) as Professional Surveyor on appointment and Compulsory registration with South African Geomatics Council as Professional Land Surveyor to perform cadastral surveys. Minimum of 3 years post qualification survey experience required. Job related knowledge: Programme and project management, Survey design and analysis knowledge, Research and development, Computer-aided survey applications, Legal compliance, Technical report writing, Creating high performance culture, Networking and Professional judgement. Job related skills: Decision making, Team leadership, Analytical, Creativity, Self–management, Financial management, Customer focus and responsiveness, Communication (verbal and written). Computer literacy, Planning and organising, Conflict management, Problem solving and analysis, People management, Change management and Innovation. A valid driver's license.
DUTIES	:	Plan and perform surveys to solve practical survey problems (challenges) to improve efficiency and enhance safety. Investigate applications on new and existing technologies. Plan and perform surveys of a complex nature. Develop cost effective solutions and approve surveys according to prescribed requirements / standards. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Provide professional advisory and support services. Develop tender specifications. Provide human capital development services. Ensure training and development of Candidate Professional Surveyors. To promote skills / knowledge transfer and adherence to sound survey principles and code of practice. Supervise the survey work and processes. Administer performance management and development. Render office administration and budget planning. Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor and control expenditure. Report on expenditure and service delivery. Conduct research and development. Provide continuous professional development to keep up with new technologies and procedures. Research / literature studies on survey technology to improve expertise. Liaise with relevant bodies / councils on survey-related matters.
ENQUIRIES	:	Mr A Parker Tel No: (021) 658 4301
APPLICATIONS	:	Applications can be submitted by hand delivered during office hours to: 14 Long Street, 1st floor, Cape Town, 8001 or by email to P59@dlrrd.gov.za
NOTE	:	EE Targets: African and Indian Males and Coloured and Indian Females and Persons with disabilities.

POST 45/73	:	**PROJECT COORDINATOR REF NO: 3/1/1/1/2025/27** Directorate: Operational Management
SALARY	:	R582 444 per annum (Level 10)
CENTRE	:	Limpopo (Polokwane)
REQUIREMENTS	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and Bachelor's Degree / National Diploma in Agriculture / Development Studies / Social Science / Law or any related equivalent qualification. Minimum 3 years' experience in land reform environment Job related knowledge: Development management including strategic management, Research methods and techniques, Community facilitation, Understand and Interpret Business Plan, Thorough knowledge in land reform and development-related issues, Knowledge of Restitution of land rights, Knowledge of Land Reform, Knowledge of rural development, Development management including strategic management, Understanding and interpret Business Plan. Job related skills: Project Management, Negotiation, Contract Management, Leadership, Communication (verbal and written), Ability to draft terms of reference for service providers, Ability to manage consultants, Excellent report writing, Initiative, able to take responsibility and meet deadlines, Computer literacy, Ability to produce report on a word processor, Ability to facilitate community meetings, Good networking, Ability to draft terms of reference for service providers Willingness to travel, to spend extended periods in the field and work irregular hours. A valid driver's license.
DUTIES	:	Coordinate the lodgement of land claims. Categorise claims per local municipality. Engage municipalities on claims to be settled. Validate land claims. Conduct oral and archival research. Conduct site inspection process (Mapping). Identify homestead. Partaking in analysis of aerial photograph reports. Facilitate where there are overlapping land claims. Facilitate separation of tenants, beneficial of occupation and registered land rights. Verify lodged claim. Conduct in loco inspection. Produce in loco inspection report. Assist in closing of commitment register. Coordinate clearance of suspense account. Manage payment of beneficiaries. Negotiate the settlement of claims. Conduct option exercise with claimants. Identify claims for historical and current valuation by the Office of the Valuer General. Escalate historical valuation for offers. Settle the claims. Conduct verification process. Conduct analysis of family tree. Sign off completed name verification report. Draft Section 42d submission.
ENQUIRIES	:	Mr KE Senosha Tel No: (015) 495 1905
APPLICATIONS	:	Applications can be submitted by hand delivered during office hours to: 61 Biccard Street, Polokwane, 0700 or by email to P27@dlrrd.gov.za
NOTE	:	EE Targets: Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities.
POST 45/74	:	**CONTROL SURVEY TECHNICIAN REF NO: 3/ NO: 1/1/1/2025/60** Directorate: Imagery and Topographic Data
SALARY	:	R551 493 per annum, (The salary will be determined in accordance with the OSD)
CENTRE	:	Western Cape (Mowbray)
REQUIREMENTS	:	Minimum requirements: Applicants must be in possession of Grade 12 Certificate and a National Diploma in Surveying or Cartography (NQF Level 6) or related equivalent qualification. Compulsory registration with South African Geomatics Council as a Survey Technician / Surveyor. Minimum of 6 years post qualification technical (surveying / cartography) experience. Job relate knowledge: The Constitution, Good governance and Batho Pele Principles, Labour and Employment Legislation, Public Service Regulations, Public Financial Management Act, Land Survey Act, Special Data Infrastructure Act, National Geomatics Information (NGI) standards and procedures, Programme and project management, Survey, legal and operational compliance, Survey operational communication, Process knowledge and skills, Maintenance, Mobile equipment operating, Survey design and analysis, Research and development, Computer-aided survey applications, Creating high performance culture, Technical consulting, Survey and professional judgement. Job related skills: Strategic capability and leadership, Problem solving and analysis, Decision making, Team leadership, Creativity, Financial management, Customer focus and responsiveness, Communication (verbal and written),

Computer, People management, Planning and organising, Conflict management and Negotiation. A valid driver's license.

DUTIES : Survey design and analysis effectiveness. Perform final review and approvals or audits on new survey applications according to set standards and design principles or theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Maintain survey operational effectiveness. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set survey maintenance standards, specifications and service levels according to organisational objectives. Monitor maintenance efficiencies according to organisational goals to direct or redirect survey services. Provide financial management service. To ensure the availability and management of funds to meet the Medium-Term Expenditure Framework (MTEF) objectives within the survey environment / services. Manage the operational survey project portfolio for the operation to ensure effective resourcing according to organisational 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 organisational principles. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Provide governance service. Allocate, monitor and control resources. Compiles risk logs (databases) and manages significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation of survey related matters to minimise possible survey risks. Manages 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. Render people management services. Direct the development motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of survey services according to organisational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking action to correct deviations to achieve departmental objectives.

ENQUIRIES : Ms B Semoli Tel No: (021) 658 4300

APPLICATIONS : Applications can be submitted by hand delivered during office hours to: 14 Long Street, 1st floor, Cape Town, 8001 or by email to P60@dlrrd.gov.za

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

POST 45/75 : **ASSISTANT DIRECTOR: OPERATIONAL AND COMPLIANCE AUDIT REF NO: 3/1/1/1/2025/51**
Chief Directorate: Internal Audit

SALARY : R468 459 per annum (Level 09)

CENTRE : Gauteng (Pretoria)

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and a National Diploma in Auditing / Accounting (NQF Level 6) or relevant related qualification. Minimum of 3 years' experience in operational and compliance auditing at supervisory level. Job related knowledge: Project management best practice, The Standards of the Institute of Internal Auditors, Risk based internal audit methodologies and procedures and software. Job related skills: Communication (verbal and written), Interviewing, Analytical and problem-solving ability, Staff and interpersonal, Project management, Computer, Business process analysis, Risk and control assessment. Work under pressure and meet deadlines. A valid driver's license.

DUTIES : Perform and supervise the planning of the annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda. Perform and supervise the compilation on the electronic audit software of the planning phase deliverables of the Operational and Compliance Audit Directorate's projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis and report to the Deputy Director: Operational and Compliance Audit on a weekly basis. Perform and supervise the execution of the annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda.

Perform and supervise the compilation on the electronic audit software of the execution phase deliverables of the Operational and Compliance Audit Directorate's projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis and report to the Deputy Director: Operational and Compliance Audit on a weekly basis. Perform and supervise the reporting of the annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda. Perform and supervise the compilation on the electronic audit software of the reporting phase deliverables of the Operational and Compliance Audit Directorate's projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis and report to the Deputy Director: Operational and Compliance Audit on a weekly basis. Perform and supervise the closure of the annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda. Perform and supervise the compilation on the electronic audit software of the closure phase deliverables of the Operational and Compliance Audit Directorate's projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis and report to the Deputy Director: Operational and Compliance Audit on a weekly basis. Supervise the Operational and Compliance Audit Sub-Directorate's resources allocated to this position. Supervise human, logistical and financial resources allocated to this position on an on-going basis in line with the Departmental prescripts.

ENQUIRIES : Mr M Rammutla Tel No: (012) 312 9840

APPLICATIONS : Applications can be submitted by hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to P51@dlrrd.gov.za

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

POST 45/76 : **ASSISTANT DIRECTOR: FORENSIC INVESTIGATIONS REF NO: 3/1/1/1/2025/54**

Directorate: Forensic Investigations

SALARY : R468 459 per annum (Level 09)

CENTRE : Gauteng (Pretoria)

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and a National Diploma in Forensic Investigation / Law / Auditing / Forensic Accounting / Criminal Justice (NQF Leve 6) or related equivalent qualification. Minimum of 3 years applicable experience in Forensic Investigations. Job related knowledge: Association of Certified Fraud Examiners (ACFE) Professional Standards, Forensic Investigations methodologies and procedures. Job related skills: Communication (written and verbal), Interviewing, Analytical and problem-solving ability, Interpersonal, Project management, Computer literacy and Investigation. A valid driver's license and must be willing to travel.

DUTIES : Perform the planning of the annual case management register projects according to the deliverables and timelines defined on the approved investigation projects planning memoranda. Perform and supervise the compilation on the electronic audit software of the planning phase deliverables of the Forensic Investigations Directorate's projects methodologies, policies and procedures on a continuous basis and report progress to the Deputy Director: Forensic Investigations on a weekly basis. Perform and supervise the investigation of the annual case management register projects according to the deliverables and timelines defined on the approved investigation projects planning memoranda. Perform and supervise the compilation on the electronic audit software of the investigation phase deliverables of the Forensic Investigations Directorate's projects in line with the quality standards, methodologies, policies and procedures on continuous basis and report progress to the Deputy Director: Forensic Investigations on a weekly basis. Perform and supervise the reporting of the annual case management register projects according to the deliverables and timelines defined on the approved investigation projects planning memoranda. Perform and supervise the compilation on the electronic audit software of the reporting phase deliverables of the Forensic Investigations Directorate's projects allocated in line with the Chief Directorate's quality standards, methodologies, policies and procedures

on continuous basis and report progress to the Deputy Director. Forensic Investigations on a weekly basis. Perform and supervise the closure of the annual case management register projects allocated to this position according to the deliverables and timelines defined on the approved investigation projects planning memoranda. Perform and supervise the compilation on the electronic audit software of the closure phase deliverables of the Forensic Investigations Directorate's projects allocated to this position, in line with the Chief Directorate' s quality standards, methodologies, policies and procedures on continuous basis and report progress to the Deputy Director: Forensic Investigations on a weekly basis.

ENQUIRIES : Mr M Rammutla Tel No: (012) 312 9840
APPLICATIONS : Applications can be submitted by hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to P54@dlrrd.gov.za
NOTE : EE Targets: African, Coloured, Indian and White Males and African, Coloured and Indian Females and Persons with Disabilities.

POST 45/77 : **ASSISTANT DIRECTOR: RESTITUTION POLICY REF NO: 3/1/1/1/2025/62**
Directorate: Restitution Policy

SALARY : R468 459 per annum (Level 09)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and a National Diploma in Policy Development / Law / Development studies / Economics / Social Sciences or related equivalent qualification (NQF Level 6). Minimum 3 years' working experience in the relevant field. Job related knowledge: Restitution and land related matters, Policy development, Research methodology, Project management principles. Ability to draw up business plans and terms of reference. Job related skills: Report writing, Communication (verbal and written), Interpersonal, Project management, Computer literacy, Negotiation, Facilitation and Conflict resolution, A valid driver's license. Work under pressure and meet deadlines. Use of computer for prolonged periods.
DUTIES : Monitor Restitution policy compliance. Vet section 42D compliance to specific settlement model policies as referred by National Quality Assurance Unit (NQA). Highlight issues on-compliance to NQA for the relevant Regional Land Claims Commission office's corrective action. Document areas of recurring non-compliance for future training interventions and or policy review. Develop new policies and review existing policies and procedures. Conduct policy research. Draft new policies. Circulate the draft policy for inputs. Consolidate and finalise the policy. Review and amend existing policies. Coordinate and facilitate implementation of policy. Coordinate meetings of sector task teams. Coordinate and consolidate reports of sector task teams. Monitor progress of the settlement of sector claims. Monitor implementation of settlement models. Provide policy induction training and workshops. Develop training plan and schedule. Identify internal and external facilitators. Coordinate logistical arrangements. Facilitate and resent induction training or workshops. Compile induction training or workshop report.
ENQUIRIES : Ms C Moyo Tel No: (012) 407 4603
APPLICATIONS : Applications can be submitted by hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to P62@dlrrd.gov.za
NOTE : EE Targets: Coloured, Indian and White Males and African, Coloured, Indian, and White Females and Persons with Disabilities.

POST 45/78 : **ASSISTANT DIRECTOR: LEASE MANAGEMENT REF NO: 3/1/1/1/2025/64**
Directorate: Financial Accounting
Re-advertisement, applicants who applied previously are encouraged to re-apply

SALARY : R468 459 per annum (Level 09)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a National Diploma or Degree in Accounting / Cost and Management Accounting / Financial Management / Financial Accounting / Accounting Sciences / Auditing / Commerce. Minimum of 3 years' supervisory experience in an accounting environment with specific experience in debtors

and leases debtors' management. Job related knowledge: Knowledge of Public Financial Management Act, Treasury Regulations, Policies, Procedures and Prescripts, Financial systems including Basic Accounting System (BAS) and Comprehensive Program for Accounting Control (ACCPAC), Budgets and budgetary procedures, Debtors, lease and revenue management. Job related skills: Supervisory, Communication (written and verbal), Planning and organisation, Interpersonal relations, Computer literacy. A valid driver's license. Teamwork. Confidentially, fairness, respect and honesty.

DUTIES : Management of lease debtors. Review of reconciled lease register between Lease Management and Provincial Office's property management records. Supervise daily tasks in lease management section. Advise provinces on collection of outstanding lease receivables. Ensure that all revenue is collected, and that sufficient proof can be provided. Reconcile Land Administration Web (Law) Register with Operating Lease Revenue. Review of inputs for Operating Lease Revenue. Ensure that State Land and Lease System (SLLS) reports is reconciled, and all new cases are captured on the system. Monitor the monthly distribution of lease debtor's statements to Provincial Office's. Control and monitor submissions in respect of the write-off of outstanding debt and report monthly on all writes-offs. Draft and review of policies and Standard Operating Procedures (SOPs) for lease debts. Manage the recovery of departmental debtors. Manage the instructions / invoices / credit notes received from other Directorate in the Department regarding departmental debt. Manage, control and evaluate the database of debtors who owe the department. Trace debtors who are in debt to the department for outstanding debt. Put the debtor "in mora" for 30 days. Verify and check documents, letters and submission informing debtors of their outstanding departmental debt. Negotiate payment terms and methods with the debtors. Setup payment plan and negotiate with the debtors. Make recommendations and decisions in respect of re-payments of outstanding debt. Monitor, verify and check all submissions pertaining to the referral of outstanding debtors accounts to the State Attorney for recovery. Control and monitor the follow up with the State Attorneys on a monthly basis. Monitor the monthly payment of accounts. Maintaining accurate, up-to-date debtor's account information by analysing reports and improving work procedures and frameworks. Control and monitor submissions in respect of the write-off of outstanding debt and report monthly on all write-offs. Draft and review of policies and SOPs for departmental debts. Manage month-end and year-end processes. Effective month / year end closure on BAS and ACCPAC. Ensure that all transactions and documentation is reviewed for all transactions to be processed. Monitoring and correction of suspense (ledger) accounts and expenditure allocations. Verify the reconstruction of debtors' accounts. Reconcile rent land and unallocated receipts account done monthly for inclusion in compliance certificate. Reconcile the systems with the bank accounts. Clear all unallocated revenue to be or report provided where not cleared. Provided documentation for revenue that could not be allocated. File and receive all relevant proof of payments. Analyses and investigate problems experience on the Debtor System and report the faults to the System Controller and the contractors of the debtor system. Analysis on a monthly basis all financial reports on the different financial system to improve the control and procedures and management of the reports. Present all departmental and lease debtors' records for internal and external audit. Compile monthly compliance and in year monitoring (IYM) reports for departmental and lease debts. Compile inputs to the monthly operational report. Provide inputs for annual / interim financial statements operating lease revenue, accrued departmental revenue and impairment. Reconcile lease revenue receivable register as working paper to receivables note. Obtain information for working paper to be from ACCPAC and BAS. Manage the resources of Division (Physical, Human and Financial). Monitor and ensure proper utilisation of equipment and reporting thereof. Ensure that all staff sign performance agreements. Review, evaluate and monitor performance and appraisal of employees. Develop and implement personal development plans. Ensure capacity and development of staff. Manage discipline.

ENQUIRIES : Ms SH Sambo Tel No: (012) 312 8861

APPLICATIONS : Applications can be submitted by hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to P64@dlrrd.gov.za

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

POST 45/79 : **SENIOR ADMINISTRATIVE OFFICER REF NO: 3/1/1/1/2025/17**
Chief Directorate: Internal Audit

SALARY : R397 116 per annum (Level 08)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and a National Diploma in Public Administration / Public Management / Business Administration / Business Management or relevant equivalent qualification. Minimum of 2 years' experience in administration environment. Job related knowledge: Public Service Regulations, Financial procedures, Treasury regulations and Basic Accounting System (BAS). Job related skills: Computer literacy, Interpersonal, Organising and Planning, Communication (verbal and written), Analytical, Problem solving, Financial management and Report writing. A valid driver's license. Work under pressure, Teamwork and willingness to work extra hours.
DUTIES : Provide financial management services. Facilitate, plan, oversee, drive the timely and accurate preparation of the annual budget in line with Public Finance Management Act (PFMA), Treasury Regulations Strategic priorities weekly / monthly / quarterly. Compile Demand Management Plan (DMP), Medium Term Expenditure Framework (MTEF), adjustment estimates and Estimated National Expenditure (ENE). Oversee effective, efficient and economical utilisation of funds. Document and communicate procedures for accessing and shifting of funds. Coordinate budgeting, audit and financial functions. Verify Transport and Subsistence (T&S) and sundry and overtime payment. Administer the procurement of goods and services. Compile, manage and maintain of the Demand Management Plan. Facilitate Supply Chain Management (SCM) services. Facilitate monthly, quarterly and annual reporting on SCM related matters. Control over safekeeping, utilisation and maintenance of all assets. Ensure proper administration of sourcing and evaluation of quotations. Capture and authorise of goods / services on LOGIS system. Handle queries from internal and external clients relating to supply chain matters. Render general office support services. Supervise, motivate and develop staff through individual performance agreements. Provide assistance in the developing / reviewing of operational plan. Compile various submissions / memoranda and responses. Attend to queries from Internal Audit. Administer leave forms / attend to queries. Make travel / conference bookings and confirmations. Provide secretariat services. Checking draft minutes for accuracy against recording of notes. Administer asset. Maintain asset register. Liaise with asset unit during asset verification. Manage outgoing and on-going assets. Allocate equipment to officials.
ENQUIRIES : Mr M. Rammutla Tel No: (012) 312 9840
APPLICATIONS : Applications can be submitted by hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to P17@dlrrd.gov.za
NOTE : EE Targets: Coloured, Indian, and White Males and African, Coloured, Indian and White Females and Persons with Disabilities.

POST 45/80 : **SENIOR ADMINISTRATIVE OFFICER REF NO: 3/1/1/1/2025/18**
Directorate: National Spatial Information Framework

SALARY : R397 116 per annum (Level 08)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and a National Diploma in Public Administration / Public Management / Business Administration / Business Management or relevant equivalent qualification. Minimum of 2 years' experience in administration environment. Job related knowledge: Public Service Regulations, Financial procedures, Treasury regulations and Basic Accounting System (BAS). Job related skills: Computer literacy, Interpersonal, Organising and Planning, Communication (verbal and written), Analytical, Problem solving, Financial management and Report writing. A valid driver's license. Work under pressure, Teamwork and willingness to work extra hours.
DUTIES : Provide financial management services. Facilitate, plan, oversee, drive the timely and accurate preparation of the annual budget in line with Public Finance Management Act (PFMA), Treasury Regulations Strategic priorities weekly / monthly / quarterly. Compile Demand Management Plan (DMP), Medium Term

Expenditure Framework (MTEF), adjustment estimates and Estimated National Expenditure (ENE). Oversee effective, efficient and economical utilisation of funds. Document and communicate procedures for accessing and shifting of funds. Coordinate budgeting, audit and financial functions. Verify Transport and Subsistence (T&S) and sundry and overtime payment. Administer the procurement of goods and services. Compile, manage and maintain of the Demand Management Plan. Facilitate Supply Chain Management (SCM) services. Facilitate monthly, quarterly and annual reporting on SCM related matters. Control over safekeeping, utilisation and maintenance of all assets. Ensure proper administration of sourcing and evaluation of quotations. Capture and authorise of goods / services on LOGIS system. Handle queries from internal and external clients relating to supply chain matters. Render general office support services. Supervise, motivate and develop staff through individual performance agreements. Provide assistance in the developing / reviewing of operational plan. Compile various submissions / memoranda and responses. Attend to queries from Internal Audit. Administer leave forms / attend to queries. Make travel / conference bookings and confirmations. Provide secretariat services. Checking draft minutes for accuracy against recording of notes. Administer asset. Maintain asset register. Liaise with asset unit during asset verification. Manage outgoing and on-going assets. Allocate equipment to officials.

ENQUIRIES : Mr S Dlamini Tel No: (012) 312 8001

APPLICATIONS : Applications can be submitted by hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to P18@dlrrd.gov.za

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

POST 45/81 : **SENIOR ADMINISTRATIVE OFFICER REF NO: 3/1/1/1/2025/28**
Branch: Spatial Planning and Land Use Management

SALARY : R397 116 per annum (Level 08)

CENTRE : Gauteng (Pretoria)

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and a National Diploma in Public Administration / Public Management / Business Administration / Business Management or relevant equivalent qualification. Minimum of 2 years' experience in administration environment. Job related knowledge: Public Service Regulations, Financial procedures, Treasury regulations and Basic Accounting System (BAS). Job related skills: Computer literacy, Interpersonal, Organising and Planning, Communication (verbal and written), Analytical, Problem solving, Financial management and Report writing. A valid driver's license. Work under pressure, Teamwork and willingness to work extra hours.

DUTIES : Provide financial management services. Facilitate, plan, oversee, drive the timely and accurate preparation of the annual budget in line with Public Finance Management Act (PFMA), Treasury Regulations Strategic priorities weekly / monthly / quarterly. Compile Demand Management Plan (DMP), Medium Term Expenditure Framework (MTEF), adjustment estimates and Estimated National Expenditure (ENE). Oversee effective, efficient and economical utilisation of funds. Document and communicate procedures for accessing and shifting of funds. Coordinate budgeting, audit and financial functions. Verify Transport and Subsistence (T&S) and sundry and overtime payment. Administer the procurement of goods and services. Compile, manage and maintain of the Demand Management Plan. Facilitate Supply Chain Management (SCM) services. Facilitate monthly, quarterly and annual reporting on SCM related matters. Control over safekeeping, utilisation and maintenance of all assets. Ensure proper administration of sourcing and evaluation of quotations. Capture and authorise of goods / services on LOGIS system. Handle queries from internal and external clients relating to supply chain matters. Render general office support services. Supervise, motivate and develop staff through individual performance agreements. Provide assistance in the developing / reviewing of operational plan. Compile various submissions / memoranda and responses. Attend to queries from Internal Audit. Administer leave forms / attend to queries. Make travel / conference bookings and confirmations. Provide secretariat services. Checking draft minutes for accuracy against recording of notes. Administer asset. Maintain asset register.

Liaise with asset unit during asset verification. Manage outgoing and on-going assets. Allocate equipment to officials.

ENQUIRIES : Mr S Dlamini Tel No: (012) 312 8001

APPLICATIONS : Applications can be submitted by hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to P28@dlrrd.gov.za

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

POST 45/82 : **SENIOR AUDITOR: OPERATIONAL AND COMPLIANCE AUDIT REF NO: 3/1/1/1/2025/63**
Chief Directorate: Internal Audit

SALARY : R397 116 per annum (Level 08)

CENTRE : Gauteng (Pretoria)

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and a National Diploma in Auditing / Accounting (NQF Level 6) or related equivalent qualification. Minimum of 2 years' experience in Operational and Compliance Auditing. Job related knowledge: Standards of the Institute of Internal Auditors, Risk based Internal Audit methodologies and procedures and software. Job related skills: Communication (verbal and written), Interviewing, Analytical, Problem solving, Computer literacy, Business process analysis, Risk and control assessment skills.

DUTIES : Perform the planning of the annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda. Perform the compilation on the electronic audit software of the planning phase deliverables of the Operational and Compliance Audit Directorate's projects allocated to this position, in line with the Chief Directorate's quality standards, methodology, policies and procedures on a continuous basis, and report progress to the Assistant Director: Operational and Compliance Audit on a weekly basis. Perform the execution of the annual audit plan projects according to the deliverables and timeline defined on the approved audit projects planning memoranda. Perform the compilation on the electronic audit software of the execution phase deliverable's of the Operational and Compliance Audit Directorate's projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on continuous basis, and report progress to the Assistant Director: Operational and Compliance Audit on a weekly basis. Perform the defined scope of the reporting of the annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda. Preform the compilation on the electronic audit software of the defined scope of the reporting phase deliverable of the Operational and Compliance Audit Directorate's projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedure on continuous basis and report progress to the Assistant Director: Operational and Compliance Audit on a weekly basis. Perform the closure of the annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda. Perform the compilation on the electronic audit software of the closure phase deliverables of the Operational and Compliance Audit Directorate's projects allocated to this position, In line with the Chief Directorate's quality standards, methodologies, policies and procedures on continuous basis and report progress to the Assistant Director: Operational and Compliance Audit on a weedy basis.

ENQUIRIES : Mr M. Rammutla Tel No: (012) 312 9840

APPLICATIONS : Applications can be submitted by hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to P63@dlrrd.gov.za

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

POST 45/83 : **SURVEY TECHNICIAN (GRADE A – C) REF NO: 3/1/1/1/2025/23**
Directorate: Cadastral Information, Maintenance and Supply Services

SALARY : R391 671 – R586 665 per annum, (The salary will be determined in accordance with the OSD)

CENTRE : North West (Mmabatho)

REQUIREMENTS : Minimum requirements: Applicants must be in possession of Grade 12 Certificate and a minimum National Diploma in Survey or Cartography (NQF Level 6). Compulsory registration with South African Geomatics Council (SAGS) as a Survey Technician / Surveyor. Minimum of 3 years post qualification technical survey experience. Job related Knowledge: Programme and project management, Survey Design and analysis, Research and Development, Computer aided survey applications and knowledge of legal compliance. Job related skills: Technical report writing and Creating high performance culture, Decision making, Team Leadership, Analytical, Creativity, Self-management, Financial management, Customer focus and responsiveness, Communication (verbal and written), Computer literacy, Planning and organising, Conflict management, Problem solving and analysis, People management skills and Innovation. A valid driver's license. Values / Attributes: Confidentiality, fairness, respect and honesty.

DUTIES : Provide technical survey services and support. Provide technical services in terms of examination, maintenance, archiving and information supply of survey documents and submit for evaluation / approval by the relevant authority. Perform surveys and survey computations. Promote safety in line with statutory and regulatory requirements. Evaluate plans, existing technical manuals, standard drawings and procedures to incorporate new technology, and provide Geographic Information System (GIS), mapping and Information supply services. Perform administrative and related functions. Provide inputs into the budgeting process as required, Compile and submit reports as required, Provide and consolidate inputs to the technical survey operational plan, Develop, implement and maintain databases, Supervise and control Candidate Survey Technicians / Officers and related personnel and assets. Conduct research and development. Render continuous professional development to keep up with new technologies and procedures. Research / literature studies on technical survey technology or new survey techniques to improve expertise and liaise with relevant bodies / councils on survey related matters.

ENQUIRIES : Mr FM Motimone Tel No: (018) 388 7230

APPLICATIONS : Applications can be submitted by hand delivered during office hours to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735 or by email to P23@dlrrd.gov.za

NOTE : EE Targets: (Grade A) Coloured, Indians and White Males and African, Coloured, Indians and White Females and persons with disabilities. (Grade B and C) Coloured, Indian and White Males and Coloured, Indian and White Females and persons with disabilities.

POST 45/84 : **SURVEY TECHNICIAN (GRADE A – C) REF NO: 3/1/1/1/2025/24**
Directorate: Examination Services

SALARY : R391 671 – R586 665 per annum, (The salary will be determined in accordance with the OSD)

CENTRE : Western Cape (Cape Town)

REQUIREMENTS : Minimum requirements: Applicants must be in possession of Grade 12 Certificate and a minimum National Diploma in Survey or Cartography (NQF Level 6). Compulsory registration with South African Geomatics Council (SAGS) as a Survey Technician / Surveyor. Minimum of 3 years post qualification technical survey experience. Job related Knowledge: Programme and project management, Survey Design and analysis, Research and Development, Computer aided survey applications and knowledge of legal compliance. Job related skills: Technical report writing and Creating high performance culture, Decision making, Team Leadership, Analytical, Creativity, Self-management, Financial management, Customer focus and responsiveness, Communication (verbal and written), Computer literacy, Planning and organising, Conflict management, Problem solving and analysis, People management skills and Innovation. A valid driver's license. Values / Attributes: Confidentiality, fairness, respect and honesty.

DUTIES : Provide technical survey services and support. Provide technical services in terms of examination, maintenance, archiving and information supply of survey documents and submit for evaluation / approval by the relevant authority. Perform surveys and survey computations. Promote safety in line with statutory and regulatory requirements. Evaluate plans, existing technical manuals, standard drawings and procedures to incorporate new technology, and provide Geographic Information System (GIS), mapping and Information supply services. Perform administrative and related functions. Provide inputs into the

budgeting process as required, Compile and submit reports as required, Provide and consolidate inputs to the technical survey operational plan, Develop, implement and maintain databases. Supervise and control Candidate Survey Technicians / Officers and related personnel and assets. Conduct research and development. Render continuous professional development to keep up with new technologies and procedures. Research / literature studies on technical survey technology or new survey techniques to improve expertise and liaise with relevant bodies / councils on survey related matters.

ENQUIRIES : Ms S Jones-Phillipson at 071 856 0593

APPLICATIONS : Applications can be submitted by hand delivered during office hours to: 14 Long Street, 1st floor, Cape Town, 8001 or by email to P24@dlrrd.gov.za

NOTE : EE Targets: (Grade A) African, Coloured, Indian and White Males and African, Coloured and Indian Females and persons with disabilities. (Grade B and C) Indian and White Males and African, Coloured, Indian and White Females and persons with disabilities.

POST 45/85 : **SURVEY TECHNICIAN (GRADE A – C) REF NO: 3/1/1/1/2025/25**
Directorate: Cadastral Information, Maintenance and Supply Services

SALARY : R391 671 – R586 665 per annum, (The salary will be determined in accordance with the OSD).

CENTRE : Free State (Bloemfontein)

REQUIREMENTS : Minimum requirements: Applicants must be in possession of Grade 12 Certificate and a minimum National Diploma in Survey or Cartography (NQF Level 6). Compulsory registration with South African Geomatics Council (SAGS) as a Survey Technician / Surveyor. Minimum of 3 years post qualification technical survey experience. Job related Knowledge: Programme and project management, Survey Design and analysis, Research and Development, Computer aided survey applications and knowledge of legal compliance. Job related skills: Technical report writing and Creating high performance culture, Decision making, Team Leadership, Analytical, Creativity, Self-management, Financial management, Customer focus and responsiveness, Communication (verbal and written), Computer literacy, Planning and organising, Conflict management, Problem solving and analysis, People management skills and Innovation. A valid driver's license. Values / Attributes: Confidentiality, fairness, respect and honesty.

DUTIES : Provide technical survey services and support. Provide technical services in terms of examination, maintenance, archiving and information supply of survey documents and submit for evaluation / approval by the relevant authority. Perform surveys and survey computations. Promote safety in line with statutory and regulatory requirements. Evaluate plans, existing technical manuals, standard drawings and procedures to incorporate new technology, and provide Geographic Information System (GIS), mapping and Information supply services. Perform administrative and related functions. Provide inputs into the budgeting process as required, Compile and submit reports as required, Provide and consolidate inputs to the technical survey operational plan, Develop, implement and maintain databases. Supervise and control Candidate Survey Technicians / Officers and related personnel and assets. Conduct research and development. Render continuous professional development to keep up with new technologies and procedures. Research / literature studies on technical survey technology or new survey techniques to improve expertise and liaise with relevant bodies / councils on survey related matters.

ENQUIRIES : Ms BG Mtshali Tel No: (051) 448 0955

APPLICATIONS : Applications can be submitted by hand delivered during office hours to: 136 Charlotte Maxeke Street, SA Eagle Building, Bloemfontein, 9300 or by email to P25@dlrrd.gov.za

NOTE : EE targets: Targets: (Grade A) African, Indian and White Males and African, Coloured and Indian Females and persons with disabilities. (Grade B and C) Coloured, Indian and White Males and Coloured, Indian and White Females and persons with disabilities.

POST 45/86 : **SURVEY TECHNICIAN (GRADE A – C) REF NO: 3/1/1/1/2025/26**
Directorate: Examination Services

SALARY : R391 671 – R586 665 per annum, (The salary will be determined in accordance with the OSD)

CENTRE : KwaZulu Natal (Pietermaritzburg)

REQUIREMENTS	:	Minimum requirements: Applicants must be in possession of Grade 12 Certificate and a minimum National Diploma in Survey or Cartography (NQF Level 6). Compulsory registration with South African Geomatics Council (SAGS) as a Survey Technician / Surveyor. Minimum of 3 years post qualification technical survey experience. Job related Knowledge: Programme and project management, Survey Design and analysis, Research and Development, Computer aided survey applications and knowledge of legal compliance. Job related skills: Technical report writing and Creating high performance culture, Decision making, Team Leadership, Analytical, Creativity, Self-management, Financial management, Customer focus and responsiveness, Communication (verbal and written), Computer literacy, Planning and organising, Conflict management, Problem solving and analysis, People management skills and Innovation. A valid driver's license. Values / Attributes: Confidentiality, fairness, respect and honesty.
DUTIES	:	Provide technical survey services and support. Provide technical services in terms of examination, maintenance, archiving and information supply of survey documents and submit for evaluation / approval by the relevant authority. Perform surveys and survey computations. Promote safety in line with statutory and regulatory requirements. Evaluate plans, existing technical manuals, standard drawings and procedures to incorporate new technology, and provide Geographic Information System (GIS), mapping and Information supply services. Perform administrative and related functions. Provide inputs into the budgeting process as required, Compile and submit reports as required, Provide and consolidate inputs to the technical survey operational plan, Develop, implement and maintain databases. Supervise and control Candidate Survey Technicians / Officers and related personnel and assets. Conduct research and development. Render continuous professional development to keep up with new technologies and procedures. Research / literature studies on technical survey technology or new survey techniques to improve expertise and liaise with relevant bodies / councils on survey related matters.
ENQUIRIES	:	Ms N Ngubane Tel No: (033) 355 2900
APPLICATIONS	:	Applications can be submitted by hand delivered during office hours to: 1st Floor, 270 Jabu Ndlovu Street (formerly known as Loop Street), Pietermaritzburg, 3200or by email to P26@dlrrd.gov.za
NOTE	:	EE Targets: (Grade A) African, Coloured, Indian and White Males and Coloured and White Females and persons with disabilities. (Grade B and C) African, Coloured, Indian and White Males and Coloured, Indian and White Females and persons with disabilities.
POST 45/87	:	**PERSONAL ASSISTANT REF NO: 3/1/1/1/2025/41** Chief Directorate: Legal Support and Deeds Training
SALARY	:	R325 101 per annum (Level 07)
CENTRE	:	Office of The Chief Registrar of Deeds: Gauteng (Pretoria)
REQUIREMENTS	:	Minimum requirements: Applicants must be in a Grade 12 Certificate and a National Diploma in Secretarial / Office Administration/Management. Minimum of 3 years' experience in rendering a support service to senior management. Knowledge on the relevant legislation / policies / prescripts and procedures. Telephone etiquette. Basic knowledge on financial administration. Sound organisational skills. Computer literacy (MS Office). Good interpersonal relations. High level of reliability. Written communication skills. Language Skills. Ability to communicate well with people at different levels and from different backgrounds. Ability to do research and analyse documents and situations. Ability to act with tact and discretion. Good grooming and presentation. Self-management and motivation.
DUTIES	:	Provides a secretarial / receptionist support service to the manager. Receives telephone calls in an environment where, in addition to the calls for the senior manager, discretion is required to decide to whom the call should be forwarded. Finalise and resolve relevant enquiries as part of the job's operational responsibilities. Performs advanced typing work. Operates and ensures that office equipment, e.g. Fax machines and photocopiers are in good working order. Record the engagements of the senior manager. Utilizes discretion to decide whether to accept/decline or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitizes / advises the manager regarding engagements. Compiles realistic schedules for appointments. Render administrative support service. Ensures the effective flow of information and

documents to and from the office of the manager. Ensures the safe keeping of all documentation in the office of the manager in line with relevant legislation and policies. Obtains inputs, collates and compiles reports, e.g.: Progress reports, Monthly reports and management reports. Scrutinizes routine submissions / reports and make notes and / or recommendations for the manager. Respond to enquiries received from internal and external stakeholders. Drafts documents as required. Does filling of documents for the manager and the unit where required. Collects, analyses and collates information requested by the manager. Clarifies instructions and notes on behalf of the manager. Ensures that travel arrangements are well coordinated. Prioritizes issues in the office of the manager. Manages the leave register and telephone accounts for the unit. Handles procurement of standard items like stationary, refreshments etc. for the activities of the manager and the unit. Obtains the necessary signatures on documents like procurement advices and monthly salary reports. Provides support to manager regarding meetings. Scrutinizes documents to determine actions / information / other documents required for meetings. Collects and compiles all necessary documents for the manager to inform him / her on the contents. Records minutes / decisions and communicates to relevant role-players, follow-up on progress made. Prepares briefing notes for the manager as required. Coordinates logistical arrangements for meetings when required. Supports the manager with the administration for the managers budget. Collects and coordinates all the documents that relate to the manager's budget. Assists manager in determining funding requirements for purposes of MTEF submissions. Keeps records for expenditure commitments, monitors expenditure and alerts manager of possible over-and under spending. Checks and correlates BAS reports to ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consults with the manager and compiles draft memos for this purpose. Compares the MTEF allocation with the requested budget and informs the manager of changes. Studies the relevant public service and departmental prescripts / policies and other documents and ensure that the application thereof is understood properly. Remains up to date with regard to the prescripts / policies and procedures applicable to his / her work terrain to ensure efficient and effective support to the manager. Remains abreast with the procedures and processes that apply in the office of the manager.

ENQUIRIES : Mr. H Tshinavhe Tel No: (012) 337 9380

APPLICATIONS : Applications can be submitted by hand delivery to the Office of the Chief Registrar of Deeds at 20 Steve Biko Rd (formely Beatrix) Street, Arcadia, Pretoria, 0083. Candidates are also encouraged to apply by using the email address Advert9@deeds.gov.za before the closing date as no late applications will be considered.

NOTE : Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified. EE Targets: Coloured, Indian and White Males and African, Coloured, Indian, and White Females and people with disabilities.

POST 45/88 : **PERSONAL ASSISTANT REF NO: 3/1/1/1/2025/42**
Chief Directorate: Finance and Corporate Support

SALARY : R325 101 per annum (Level 07)

CENTRE : Office of the Chief Registrar of Deeds: Gauteng (Pretoria)

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate National Diploma in Secretarial / Office Administration / Management. Minimum of 3 years' experience in rendering a support service to senior management. Knowledge on the relevant legislation / policies / prescripts and procedures. Telephone etiquette. Basic knowledge on financial administration. Sound organisational skills. Computer literacy (MS Office). Good interpersonal relations. High level of reliability. Written communication skills. Language skills. Ability to communicate well with people at different levels and from different backgrounds. Ability to do research and analyse documents and situations. Ability to act with tact and discretion. Good grooming and presentation. Self-management and motivation.

DUTIES : Provides a secretarial / receptionist support service to the manager. Receives telephone calls in an environment where, in addition to the calls for the senior manager, discretion is required to decide to whom the call should be forwarded.

Finalise and resolve relevant enquiries as part of the job's operational responsibilities. Performs advanced typing work. Operates and ensures that office equipment, e.g. Fax machines and photocopiers are in good working order. Record the engagements of the senior manager. Utilizes discretion to decide whether to accept / decline or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitizes / advises the manager regarding engagements. Compiles realistic schedules for appointments. Render administrative support service. Ensures the effective flow of information and documents to and from the office of the manager. Ensures the safe keeping of all documentation in the office of the manager in line with relevant legislation and policies. Obtains inputs, collates and compiles reports, e.g.: Progress reports, Monthly reports and management reports. Scrutinizes routine submissions / reports and make notes and / or recommendations for the manager. Respond to enquiries received from internal and external stakeholders. Drafts documents as required. Does filling of documents for the manager and the unit where required. Collects, analyses and collates information requested by the manager. Clarifies instructions and notes on behalf of the manager. Ensures that travel arrangements are well coordinated. Prioritizes issues in the office of the manager. Manages the leave register and telephone accounts for the unit. Handles procurement of standard items like stationary, refreshments etc. for the activities of the manager and the unit. Obtains the necessary signatures on documents like procurement advices and monthly salary reports. Provides support to manager regarding meetings. Scrutinizes documents to determine actions / information / other documents required for meetings. Collects and compiles all necessary documents for the manager to inform him / her on the contents. Records minutes / decisions and communicates to relevant role-players, follow-up on progress made. Prepares briefing notes for the manager as required. Coordinates logistical arrangements for meetings when required. Supports the manager with the administration for the managers budget. Collects and coordinates all the documents that relate to the manager's budget. Assists manager in determining funding requirements for purposes of MTEF submissions. Keeps records for expenditure commitments, monitors expenditure and alerts manager of possible over-and under spending. Checks and correlates BAS reports to ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consults with the manager and compiles draft memos for this purpose. Compares the MTEF allocation with the requested budget and informs the manager of changes. Studies the relevant public service and departmental prescripts / policies and other documents and ensure that the application thereof is understood properly. Remains up to date with regard to the prescripts / policies and procedures applicable to his / her work terrain to ensure efficient and effective support to the manager. Remains abreast with the procedures and processes that apply in the office of the manager.

ENQUIRIES : Mr. AM Strydom Tel No: (012) 337 9380

APPLICATIONS : Applications can be submitted by hand delivery to the Office of the Chief Registrar of Deeds at 20 Steve Biko Rd (formely Beatrix) Street, Arcadia, Pretoria, 0083 Candidates are also encouraged to apply by using the email address Advert8@deeds.gov.za before the closing date as no late applications will be considered.

NOTE : Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified. EE Targets: African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with Disabilities.

POST 45/89 : **PERSONAL ASSISTANT REF NO: 3/1/1/1/2025/43**

SALARY : R325 101 per annum (Level 07)

CENTRE : Northern Cape Deeds Registry: Kimberley

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Secretarial / Office Administration / Management. Minimum of 3 years' experience in rendering a support service to senior management. Knowledge on the relevant legislation / policies / prescripts and procedures. Telephone etiquette. Basic knowledge on financial administration. Sound organisational skills. Computer literacy (MS Office).

Good interpersonal relations. High level of reliability. Written communication skills. Language skills. Ability to communicate well with people at different levels and from different backgrounds. Ability to do research and analyse documents and situations. Ability to act with tact and discretion. Good grooming and presentation. Self-management and motivation.

DUTIES : Provides a secretarial / receptionist support service to the manager. Receives telephone calls in an environment where, in addition to the calls for the senior manager, discretion is required to decide to whom the call should be forwarded. Finalise and resolve relevant enquiries as part of the job's operational responsibilities. Performs advanced typing work. Operates and ensures that office equipment, e.g. Fax machines and photocopiers are in good working order. Record the engagements of the senior manager. Utilizes discretion to decide whether to accept / decline or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitizes / advises the manager regarding engagements. Compiles realistic schedules for appointments. Render administrative support service. Ensures the effective flow of information and documents to and from the office of the manager. Ensures the safe keeping of all documentation in the office of the manager in line with relevant legislation and policies. Obtains inputs, collates and compiles reports, e.g.: Progress reports, Monthly reports and management reports. Scrutinizes routine submissions / reports and make notes and / or recommendations for the manager. Respond to enquiries received from internal and external stakeholders. Drafts documents as required. Does filling of documents for the manager and the unit where required. Collects, analyses and collates information requested by the manager. Clarifies instructions and notes on behalf of the manager. Ensures that travel arrangements are well coordinated. Prioritizes issues in the office of the manager. Manages the leave register and telephone accounts for the unit. Handles procurement of standard items like stationary, refreshments etc. for the activities of the manager and the unit. Obtains the necessary signatures on documents like procurement advices and monthly salary reports. Provides support to manager regarding meetings. Scrutinizes documents to determine actions/information / other documents required for meetings. Collects and compiles all necessary documents for the manager to inform him / her on the contents. Records minutes / decisions and communicates to relevant role-players, follow-up on progress made. Prepares briefing notes for the manager as required. Coordinates logistical arrangements for meetings when required. Supports the manager with the administration for the managers budget. Collects and coordinates all the documents that relate to the manager's budget. Assists manager in determining funding requirements for purposes of MTEF submissions. Keeps records for expenditure commitments, monitors expenditure and alerts manager of possible over-and under spending. Checks and correlates BAS reports to ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consults with the manager and compiles draft memos for this purpose. Compares the MTEF allocation with the requested budget and informs the manager of changes. Studies the relevant public service and departmental prescripts / policies and other documents and ensure that the application thereof is understood properly. Remains up to date with regard to the prescripts / policies and procedures applicable to his / her work terrain to ensure efficient and effective support to the manager. Remains abreast with the procedures and processes that apply in the office of the manager.

ENQUIRIES : Mr. V Mbizeni Tel No: (053) 832 7228

APPLICATIONS : Applications can be submitted by or by hand delivered during office hours to: Office of the Registrar of Deeds: Kimberley at Conner Stead and Knight Streets, 10th Floor New Public Building, Kimberley 8301. Candidates are also encouraged to apply by using the email address: Advert10@deeds.gov.za before the closing date as no late applications will be considered.

NOTE : Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified. EE Targets: Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with Disabilities.

POST 45/90 : **REGISTRY CLERK (SUPERVISOR) REF NO: 3/1/1/1/2025/55**

SALARY : R325 101 per annum (Level 07)
CENTRE : Office of The Chief Registrar of Deeds: Gauteng (Pretoria)
REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate or equivalent qualification. Minimum of 3 years experience required. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Planning and organization. Computer literacy. Language. Good verbal and written communication skills. Interpersonal relations. Flexibility. Teamwork.
DUTIES : Supervise and provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail / files. Supervise the handling of incoming and outgoing correspondence. Supervise the reception and receive all mail. Supervise and sort, register and dispatch mail and Distribute notices on Registry. Supervise and render an effective filling and record management service. Opening and close files according to record classification system. Filing / storage, tracing (electronically / manually) and retrieval of documents and files. Complete index cards for all files. Supervise the operation and operate office machines in relation to the registry function. Open and maintain franking machine register. Frank post, record money and update register on daily basis. Undertake spot checks on post to ensure no private post is included. Open and maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of number of letters franked. Supervise the processing and process documents for archiving and / disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents. Supervise human resources / staff. Allocate and ensure quality of work, personnel development, assess staff performance and apply discipline.
ENQUIRIES : Mr. A Strydom or Ms P Matsemela Tel No: (012) 337 9380
APPLICATIONS : Applications can be hand delivered during office hours to Agriculture Place, Office of the Chief Registrar of Deeds at 20 Steve Biko Rd (formely Beatrix) Street, Arcadia, Pretoria, 0083 or by email to Advert15@deeds.gov.za before the closing date as no late applications will be considered.
NOTE : Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified. EE Targets: Coloured and Indian Males and Coloured, Indian and White Females and Persons with Disabilities.

POST 45/91 : **PERSONAL ASSISTANT REF NO: 3/1/1/1/2025/58**
Chief Directorate: Internal Audit

SALARY : R325 101 per annum (Level 07)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and National Diploma in Secretarial / Office Administration / Management or relevant equivalent qualification. Minimum of 3 years' experience in rendering a support service to senior management. Job related knowledge: Relevant legislation / policies / prescripts and procedures, Telephone etiquette, Basic knowledge on financial administration. Job related skills: Sound organisational, Computer literacy (Microsoft Office), Good interpersonal relations, High level of reliability. Communication (verbal and written), Language, Ability to communicate well with people at different levels and from different backgrounds, Ability to do research and analyse documents and situations, Ability to act with tact and discretion, Good grooming and presentation, Self-management and motivation. Willingness to work extended hours. Classified Secrets Security Clearance.
DUTIES : Provide a secretarial / receptionist support service to the manager. Receives telephone calls in an environment where, in addition to the calls for the senior manager, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalise some enquiries. Performs

advanced typing work. Operates and ensures that office equipment, e.g. Fax machine and photocopies are in good working order. Record the engagements of the senior manager. Utilises discretion to decide whether to accept / decline or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitises / advises the manager regarding engagements. Compiles realistic schedules for appointments. Render administrative support service. Ensures the effective flow of information and documents to and from the office of the manager. Ensures the safe keeping of all documentation in the office of the manager in line with relevant legislation and policies. Obtains inputs, collates and compiles reports, e.g.: Progress reports, Monthly reports and management reports. Scrutinises routine submissions / reports and make notes and / or recommendations for the manager. Respond to enquiries received from internal and external stakeholders. Drafts documents as required. Does filling of documents for the manager and the unit where required. Collects, analyses and collates information requested by the manager. Clarifies instructions and notes on behalf of the manager. Ensures that travel arrangements are well coordinated. Prioritises issues in the office of the manager. Manages the leave register and telephone accounts for the unit. Handles procurement of standard items like stationary, refreshments etc. for the activities of the manager and the unit. Obtains the necessary signatures on documents like procurement advice and monthly salary reports. Provides support to manager regarding meetings. Scrutinises documents to determine actions / information / other documents required for meetings. Collects and compiles all necessary documents for the manager to inform him / her on the contents. Records minutes / decisions and communicates to relevant role-players, follow-up on progress made. Prepares briefing notes for the manager as required. Coordinates logistical arrangements for meetings when required. Supports the manager with the administration for the manager's budget. Collects and coordinates all the documents that relate to the manager's budget. Assists manager in determining funding requirements for purposes of Medium-Term Expenditure Framework (MTEF) submissions. Keeps records for expenditure commitments, monitors expenditure and alerts manager of possible over and under spending. Checks and correlates Basic Accounting System (BAS) reports to ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consults with the manager and compiles draft memos for this purpose. Compares the MTEF allocation with the requested budget and informs the manager of changes. Studies the relevant public service and departmental prescripts / policies and other documents and ensure that the application thereof is understood properly. Remains up to date with regard to the prescripts / policies and procedures applicable to his / her work terrain to ensure efficient and effective support to the manager. Remains abreast with the procedures and processes that apply in the office of the manager.

ENQUIRIES : Mr M Rammutla Tel No: (012) 312 9840
APPLICATIONS : Applications can be submitted by hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to P58@dlrrd.gov.za
NOTE : EE Targets: Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with Disabilities.

POST 45/92 : **HUMAN RESOURCE CLERK SUPERVISOR REF NO: 3/1/1/1/2025/19**
Directorate: Corporate Services

SALARY : R325 101 per annum (Level 07)
CENTRE : Northern Cape (Kimberley)
REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate or relevant equivalent qualification. Minimum of 3 years' experience working in a Human Resource environment. Job related knowledge: Knowledge of registry duties, practices as well as the ability to capture data and operate a computer, Working knowledge and understanding of the legislative framework governing the Public Service, Knowledge of storage and retrieval procedures in terms of the working environment, Understanding of the work in registry. Job related skills: Planning and organisation, Computer literacy, Good communication (verbal and written), Interpersonal relations, Flexibility and Teamwork.

DUTIES	:	Supervise and undertake more complex implementation and maintenance of human resource administration practices. Human Resource Provisioning (recruitment and selection, appointments, transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods etc.). Implement conditions of service and service benefits (leave, housing, medical, injury on duty, long service recognition, overtime, relocation, pension, allowances etc.). Termination of services. Recommend (approve) transactions on Personnel and Salary Administration system (PERSAL) according to delegations, (final authorisations should happen on a higher level preferable at Assistant Director or higher level). Performance management. Prepare reports on human resource administration issues and statistics. Handle human resource administration enquiries. Manage enquiries from internal and external clients. Supervise human resources / staff. Allocate and ensure quality of work. Personnel development. Apply discipline. Assess staff performance.
ENQUIRIES	:	Ms. T Oliphant Tel No: (053) 830 4056
APPLICATIONS	:	Applications can be submitted by hand delivered during office hours to: Magistrate Court Building, 6th floor, Knight Street, Corner of Stead Street, Kimberley, 8300 or by email to P19@dlrrd.gov.za
NOTE	:	EE Targets: African and White Males and Coloured, Indian and White Females and Persons with disabilities.
POST 45/93	:	**SENIOR TELECOM OPERATOR REF NO: 3/1/1/1/2025/49**
SALARY	:	R269 499 per annum (Level 06)
CENTRE	:	Eastern Cape Deeds Registry: Qonce
REQUIREMENTS	:	Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate. Minimum of One (1) years relevant working experience within switchboard environment. Knowledge of MS Package. Telephone etiquette. Computer literacy. Customer care. Good Communication Skills. Interpersonal Skills. Switchboard Operation skills. Ability to communicate well with people at different levels and different backgrounds. Ability to learn the department's services delivery components. Ability to take initiatives. Ability to work independently. Ability to organise work. Ability to prioritise work.
DUTIES	:	Render telephone services. Keep and maintain incoming and outgoing calls register of the component. Screen and forward calls. Receive telephone messages. Record telephone messages. Develop and maintain a database of contact numbers for all officials. Provide information to clients and address all general enquiries. Render customer services. Ensure that customers are referred promptly and correctly. Ensure that customers are attended to at all times. Supply basic information to customers regarding the department's services when required. Manage switchboard service. Operate switchboard by answering incoming and outgoing calls at all times. Keep database of other important contact numbers on an on-going basis. Report fault on the telephone system and report to supervisor and service provider when needed. Identify and inspect default and defective equipment. Utilise the Telephone Management System to monitor telephone cost on an ongoing basis. Ensure that switchboard and all telephone lines are in working condition at all times. Administer telephone accounts. Complete telephone register and submit to supervisor. Reconcile private telephone or fax with register and submit to supervisor. Implement barring and other facilities. Update internal telephone directory when required. Distribute internal telephone directory to internal users when required. Print telephone cost report for each extension monthly. Allocate and monitor pin codes.
ENQUIRIES	:	Ms VC Bomela and Mr P Sabasaba Tel No: (043) 642 2741
APPLICATIONS	:	Applications can be submitted by hand delivery during working hours to 113 Alexander Road, Qonce, 5600 Eastern Cape or by email Advert11@deeds.gov.za before the closing date as no late applications will be considered.
NOTE	:	Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified. EE Targets: African, Coloured, Indian and White Males and African, Indian and White Females and Persons with Disabilities.
POST 45/94	:	**REGISTRY CLERK REF NO: 3/1/1/1/2025/56**
SALARY	:	R228 321 per annum (Level 05)

CENTRE	:	Office of The Chief Registrar of Deeds: Gauteng (Pretoria)
REQUIREMENTS	:	Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate or relevant equivalent qualification. No experience required. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Planning and organization. Computer literacy. Language. Good verbal and written communication skills. Interpersonal relations. Flexibility. Teamwork.
DUTIES	:	Manage operations to achieve planned outcomes. Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. Handle incoming and outgoing correspondence. Receive all mails, sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filling and record management service. Opening and close files according to record classification system. Filing/storage, tracing (electronically / manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function. Open and maintain franking machine register. Frank post, record money and update register on daily basis. Undertake spot checks on post to ensure no private post is included. Lock posts in postback for messengers to delivery to Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of number of letters franked. Process documents for archiving and/ disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.
ENQUIRIES	:	Mr H Tshinavhe or PM Matsemela Tel No: (012) 337 9380
APPLICATIONS	:	Applications can be hand delivered during office hours to Agriculture Place, Office of the Chief Registrar of Deeds at 20 Steve Biko Rd (formely Beatrix) Street, Arcadia, Pretoria, 0083 or by email to Advert16@deeds.gov.za before the closing date as no late applications will be considered.
NOTE	:	Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified. EE Targets: Coloured, Indian and White Males and Indian and White Females and Persons with Disabilities.
POST 45/95	:	**FINANCE CLERK REF NO: 3/1/1/1/2025/57**
SALARY	:	R228 321 per annum (Level 05)
CENTRE	:	Office of the Chief Registrar of Deeds: Gauteng (Pretoria)
REQUIREMENTS	:	Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate. No experience required. Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service Financial Legislations Procedures and Treasury Regulations (PFMA, DORA, PSA, PSR, PPPFA, FINANCIAL Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc). Planning and organise skills. Computer literacy skills. Communication skills (verbal and written). Basic numeracy skills. Confidentiality, fairness and honesty.
DUTIES	:	Render financial accounting transactions. Receive invoices. Check invoices for correctness, verification and approval (internal control). Process invoices (e.g. capture payments). Filing of all documents. Collection of cash. Perform salary administration support services. Receive salary advices. Process advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). File all documents. Perform bookkeeping support services. Capture all financial transactions. Clear suspense accounts. Record debtors and creditors. Process electronic banking transactions. Render a budget support service. Collect information from budget holders. Compare expenditure against budget. Identify variances. Capture, allocate virements on budgets. Distribute documents with regard to the budget. File all documents. Receive and capture cash payments.
ENQUIRIES	:	Ms P Matsemela or HS Tshinavhe Tel No: (012) 337 9380

APPLICATIONS : Applications can be hand delivered during office hours to Agriculture Place, Office of the Chief Registrar of Deeds at 20 Steve Biko Rd (formely Beatrix) Street, Arcadia, Pretoria, 0083 or by email to Advert13@deeds.gov.za before the closing date as no late applications will be considered.

NOTE : Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified. EE Targets: Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with Disabilities.

POST 45/96 : **HUMAN RESOURCE CLERK REF NO: 3/1/1/1/2025/61 (X2 POSTS)**
Division: Human Resource and Records Management Services

SALARY : R228 321 per annum (Level 05)
CENTRE : Office of The Chief Registrar of Deeds: Gauteng (Pretoria)
REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate or relevant equivalent qualification. No experience required. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Planning and organisation. Computer literacy. Good verbal and written communication skills. Interpersonal relations. Flexibility. Teamwork.

DUTIES : Implement human resource administration practices. Recruitment and Selection (Advertisements, Appointments, Transfer, Verification of qualifications, Secretariat functions at interviews, Absorptions, Probationary periods e.g.). Implement conditions of services (Leave, Housing, Medical, Injury. on Duty, Long Service Recognition, Overtime, Relocation, Pension, Allowances, PILIR or etc.). Performance Management. Termination of service, Address human resource administration enquiries. Respond to enquiries from internal and external clients.

ENQUIRIES : Mr. H Tshinavhe Tel No: (012) 337 9380
APPLICATIONS : Applications can be hand delivered during office hours to Agriculture Place, Office of the Chief Registrar of Deeds at 20 Steve Biko Rd (formely Beatrix) Street, Arcadia, Pretoria, 0083 or by email to Advert14@deeds.gov.za before the closing date as no late applications will be considered.

NOTE : Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified. EE Targets: Coloured, Indian and White Males and Indian and White Females and Persons with Disabilities.

POST 45/97 : **REGISTRY CLERK REF NO: 3/1/1/1/2025/20**
Directorate: Quality Assurance and Administration

SALARY : R228 321 per annum (Level 05)
CENTRE : North West (Mmabatho)
REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate. Job related knowledge: Knowledge of registry duties, practices as well as the ability to capture data and operate a computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Job related skills: Planning and organisation, Computer literacy, Language and Communication (verbal and written). Interpersonal relations. Flexibility and work within a team.

DUTIES : Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail / files. Handle incoming and outgoing correspondence. Receive, sort, register and dispatch all mail. Distribute notices on registry issues. Render an effective filing and record management service. Opening and close files according to record classification system. Filing / storage, tracing (electronically / manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function. Open and maintain Franking machine register. Frank post, record money and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to the Post Office. Open and

maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of number of letters franked. Process documents for archiving and / disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.

ENQUIRIES : Ms P Dipudi Tel No: (018) 388 7138
APPLICATIONS : Applications can be submitted by hand delivered during office hours to: Coner James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735 or by email to P20@dlrrd.gov.za
NOTE : EE Targets: African, Coloured, Indian and White Males and Indian and White Females and Persons with disabilities.

POST 45/98 : **SECRETARY REF NO: 3/1/1/1/2025/21**
Directorate: Corporate Services

SALARY : R228 321 per annum (Level 05)
CENTRE : Eastern Cape (East London)
REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate or relevant equivalent qualification. Job related knowledge: Computer literacy (Microsoft Word, Microsoft Excel, PowerPoint, etc.) Job related skills: Good telephone etiquette, Sound organisational skills, Good people skills, Computer literacy, Ability to communicate well with people at different levels and from different backgrounds (both written and verbal), Ability to act with tact and discretion. Good grooming and presentation.
DUTIES : Provide a secretariat / receptionist support service to the Director. Receive telephonic calls and refers the calls to the correct role players if not meant for the relevant senior manager. Record appointments and events in the diary. Types documents for the senior manager and other staff within the unit on a word process. Operate office equipment e.g. Fax machines and photocopiers. Provide a clerical support service to the Senior Manager. Liaise with travel agencies to make travel arrangements. Check arrangements when relevant documents are received. Arrange meetings and events for the senior manager and the staff in the unit. Identifies venues, invite role players, organise refreshments and sets up schedules for meeting and events. Process the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the senior manager. Records basic minutes of meetings of the senior manager where required. Draft routine correspondence and reports. Do filling of documents for the senior manager and the unit where necessary. Administer matters like leave registers and telephonic accounts. Receive, records and distributes all incoming and outgoing documents. Handle the procurement of standard items like stationary, refreshments etc. Collects all relevant documents to enable the Director to prepare for meetings. Remains up to date with regard to prescripts / policies and procedures applicable to her / his work environment to ensure efficient and effective support to the senior manager. Study the relevant public service and the departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Remain abreast with the procedures and process that apply in the office of the senior manager.
ENQUIRIES : Ms A van Vuuren Tel No: (043) 701 8127 or Ms A Kili Tel No: (043) 701 8186
APPLICATIONS : Applications can be submitted by hand delivered during office hours to: Coner James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735 or by email to P20@dlrrd.gov.za
NOTE : EE Targets: Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities.

POST 45/99 : **MESSENGER REF NO: 3/1/1/1/2025/22**
Directorate: District Office

SALARY : R138 486 per annum (Level 02)
CENTRE : Eastern Cape: (Sarah Baartman / Nelson Mandela Bay)
REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 10 Certificate. Job related skills: Computer literacy, Sound organisational skills, Good people skills, Basic communication (verbal and written), Client orientation and customer focus.

DUTIES	:	Perform messenger functions. Sort and arrange correspondences in the registry. Collect, distribute and circulate correspondences (mail, parcels, documents and files). Records and control correspondences register. Sort mail, files, documents and parcels. Ensure that items to collect are sealed and addressed. Collect mail, files documents and parcels to addressor. Deliver mail, files, documents and parcels to addresses. Ensure that recipients sign on the delivery book / register. Record contents and physical addresses in the delivery book / register. Perform general office assistant tasks. Make copies, fax and shred documents.
ENQUIRIES	:	Ms A van Vuuren Tel No: (043) 701 8127 or Ms A Kili Tel No: (043) 701 8186
APPLICATIONS	:	Applications can be submitted by hand delivered during office hours to: Ocean Terrace, Coner Moore and Coutts Street, Block H, Quigney, East London, 5201 or by email to P22@dlrrd.gov.za
NOTE	:	EE Targets: African, Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities.

ANNEXURE L

NATIONAL PROSECUTING AUTHORITY

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

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

CLOSING DATE : 23 December 2025

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

OTHER POSTS

POST 45/100 : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2025/597**
Specialised Commercial Crime Unit

SALARY : R1 195 110 – R1 859 814 per annum (LP-9), (Total cost package)

CENTRE : Port – Elizabeth (East London)

REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years' post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Extensive prosecutorial or litigation experience with regard to common law offences such as fraud, theft, forgery and uttering, commercial crimes and related matters. Proficiency in prosecuting, guiding investigations in complex or more difficult matters, including commercial matters, drafting charge sheets, including indictments and court documents, dealing with representations. Knowledge of

asset forfeiture law will be an added advantage. Well-developed skills in legal research and legal drafting. Strong interpersonal and communication skills. General computer proficiency and knowledge of programs in MS Office. Good interpersonal, analytical, organization and communication skills.

DUTIES : Study case dockets, decide on the institution of and conduct criminal proceedings. Deal with any representations. Conduct prosecution of serious, complex and organized commercial crime and corruption matters. Prepare cases for court including the acquisition of additional evidence and drafting charge sheets, indictments and other court documents. Present the state's case in court, including examination and cross-examination of witnesses and addressing the court on conviction and sentence. Manage court and case flow management independently. Study and deal with appeals and reviews. Advise the police on the investigation of serious, complex and organized commercial crime cases and corruption matters. Be able to guide and supervise junior advocates. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES : Nosiseko Mabaleka Tel No: (012) 842 1465
APPLICATIONS : e mail: Recruit2025597@npa.gov.za

POST 45/101 : **STATE ADVOCATE**
Specialised Commercial Crime Unit

SALARY : R932 904 - R 1 539 321 per annum (Level LP- 7 to LP-8), (Total cost package)
CENTRE : Port Elizabeth (Gqeberha) Ref No: Recruit 2025/598
Port Elizabeth (East – London) Ref No: Recruit 2025/599 (X2 Posts) (1 Re-advert)

REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Extensive prosecutorial or litigation experience with regard to common law offences such as fraud, theft, forgery and uttering, commercial crimes and related matters. Knowledge of asset forfeiture law will be an added advantage. Good interpersonal, analytical, organisational and communication skills. Ability to act independently or with minimum supervision. A valid driver's licence.

DUTIES : Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare a case for court, including the acquisition of additional evidence, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Study and deal with appeals and reviews, attend to representations, prepare opinions and heads of arguments. Conduct prosecution of serious, complex and organised commercial crime and corruption matters. Appear in court in motion applications pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES : Nosiseko Mabaleka Tel No: (012) 842 1465
APPLICATIONS : Port Elizabeth (Gqeberha) e mail: Recruit2025598@npa.gov.za
Port Elizabeth (East – London) e mail: Recruit2025599@npa.gov.za

POST 45/102 : **REGIONAL COURT CONTROL PROSECUTOR**
National Prosecutions Service

SALARY : R1 032 906 - R1 675 743 per annum (Level SU-3), (Total cost package)
CENTRE : CPP: Modimolle Ref No: Recruit 2025/600
CPP: Bloemfontein (Phuthaditjhaba) Ref No: Recruit 2025/601

REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least six (6) years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good management skills. Must have the ability to act independently or within minimum supervision. Proficiency in

prosecuting, guiding investigation and giving instructions in complex or more difficult common law and statutory offences in Regional and District Court. Draft complex charge sheets and complex court documents. Good management skills. Must manage, give guidance and train prosecutors.

DUTIES : Manage, train and give guidance to and train prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquest of a general and more advanced nature in the Regional and District Court. Prepare cases for court and draft charge sheets and other proceedings for court. Present and assist prosecutors to present the State's case in court, to lead witnesses, cross examine and address the court on inter alia, conviction and sentence, and in general to conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the code of conduct, policy and directives of the NPA. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES : CPP: Modimolle Thuba Thubakgale Tel No: (015) 045 0285
CPP: Bloemfontein (Phuthaditjhaba) Lemmer Ludwick Tel No: (015) 410 6001

APPLICATIONS : CPP: Modimolle e mail: Recruit2025600@npa.gov.za
CPP: Bloemfontein (Phuthaditjhaba) e mail: Recruit2025601@npa.gov.za

POST 45/103 : **REGIONAL COURT PROSECUTOR**
National Prosecutions Service

SALARY : R630 630 - R 1 450 323 per annum (Level LP-5 to LP-6), (Total cost package), (Excluding benefits)

CENTRE : CPP: Thohoyandou (Malamulele) Ref No: Recruit 2025/602
CPP: Thohoyandou (Sibasa) Ref No: Recruit 2025/603
CPP: Thohoyandou (Makhado) Ref No: Recruit 2025/604
CPP: Modimolle Ref No: Recruit 2025/605 (X2 Posts) (Re-advert)
CPP: Bloemfontein Ref No: Recruit 2025/606 (X2 Posts)
CPP: Modimolle (Lephalale) Ref No: Recruit 2025/614

REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least four (4) years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting. Experience in guiding investigations and giving instructions in law and statutory offences in regional court. Good interpersonal skills. Good analytical skills. Good presentation skills. Good project management skills.

DUTIES : Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents and represent the State in all courts. Lead witnesses, cross-examine and address the court on inter alia, conviction and sentence and in general to conduct prosecutions on behalf of the state. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Perform all duties related thereto in accordance with the Code of Conduct, Policy, and Directives of the National Prosecuting Authority.

ENQUIRIES : CPP: Thohoyandou (Malamulele); CPP: Thohoyandou (Sibasa); CPP: Thohoyandou (Makhado); CPP: Modimolle and CPP: Modimolle (Lephalale) Thuba Thubakgale Tel No: (015) 045 0285
CPP: Bloemfontein Lemmer Ludwick – 051 410 6001

APPLICATIONS : CPP: Thohoyandou (Malamulele) e-mail: Recruit2025602@npa.gov.za
CPP: Thohoyandou (Sibasa) e-mail: Recruit2025603@npa.gov.za
CPP: Thohoyandou (Makhado) e-mail: Recruit2025604@npa.gov.za
CPP: Modimolle e-mail: Recruit2025605@npa.gov.za
CPP: Bloemfontein e-mail: Recruit2025606@npa.gov.za
CPP: Modimolle (Lephalale) e-mail: Recruit2025614@npa.gov.za

POST 45/104 : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: RECRUIT 2025/607**
Strategy, Operations and Compliance: HRM & D - Labour Relations

SALARY : R582 444 per annum (Level 10), (Excluding benefits)

CENTRE : Pretoria: Head Office

REQUIREMENTS : An appropriate B-degree (NQF Level 7) or Three (3) year Diploma (NQF level 6) in Labour Relations or equivalent. (Studying towards LLB Degree will be an added advantage). Three (3) years' experience in Labour Relations. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of the employment relations legislative and regulatory framework. Experience in appearing in conciliations, mediations, and arbitration proceedings. Knowledge and experience in the handling of complaints, disciplinary hearings, and grievances. Dispute resolution skills. Valid driver's license.

DUTIES : Represent the NPA in disciplinary hearings, conciliations, mediations, and arbitration proceedings. Facilitate NPA representations and provide support to the counsel representing the NPA in external disputes. Facilitate the resolution of grievances and conduct necessary investigations for such resolutions. Facilitate disciplinary proceedings and conduct necessary investigations. Proactively implement mechanisms that minimize disputes and create sound employment relations. Participate in collective bargaining and facilitate the implementation of collective agreements. Prepare the necessary documents and provide opinions on the management and resolution of labour matters. Ensure compliance with grievances and disciplinary policies. Research and advice the NPA on the relevant legislative framework.

ENQUIRIES : Ronnie Pather - 012 845 6186

APPLICATIONS : e mail: Recruit2025607@npa.gov.za

POST 45/105 : **BUSINESS ANALYST REF NO: RECRUIT 2025/608**
Strategy, Operations and Compliance: Information Systems Management

SALARY : R582 444 per annum (Level 10), (Excluding benefits)

CENTRE : Pretoria: Head Office

REQUIREMENTS : An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in IT or equivalent qualification. Minimum five (5) years' experience as Business Analyst within the IT industry. Certification in Business Analysis. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Certification in Project Management or Business Analysis. Project management skills. Understanding of SDLC. Proficiency in MS Office suite and process mapping tools (Visio), project management (MS Projects). Research, presentation, and facilitation. Strategic planning skills. Knowledge management. Service delivery and innovation skills. Agile Business Analysis certification will be an advantage. Valid driver's licence.

DUTIES : Determine operational objectives by studying business functions; gathering information; evaluating output requirements and formats. Review a variety of areas including core operations and corporate services. Document process maps, construct workflow charts and diagrams by studying system capabilities and writing specifications. Improve systems by studying current practices and designing modifications. Perform daily, weekly and monthly reviews and analyses of current processes using operational metrics and reports. Recommend controls by identifying problems and writing improved procedures. Monitor project progress by tracking activity, resolving problems and publishing progress reports for recommending actions. Conduct insightful, ad hoc analyses to investigate ongoing or one-time operational issues. Conduct and coordinate research to support strategic and business planning within the various units and programs of the client group. Define project requirements by identifying project milestones, phases and elements; forming project team and stakeholder analysis and management; establishing project budget. Understand and communicate the financial and operational impact of any changes. Validate resource requirements and develop cost estimate models. Interpret, evaluate and interrelate research data and develop integrated business analyses and projections for incorporation into strategic decision-making. Maintain user confidence and protect operations by keeping information confidential. Prepare technical reports by collecting, analyzing and summarizing information and trends. Create informative, actionable and repeatable reporting that highlights relevant business trends and opportunities for improvement.

ENQUIRIES : Obert Masango Tel No: (012) 845 7058

APPLICATIONS : e mail: Recruit2025608@npa.gov.za

POST 45/106	:	**BUSINESS INTELLIGENCE ANALYST REF NO: RECRUIT 2025/609** Strategy, Operations and Compliance: Information Systems Management (Re-advert)
SALARY	:	R582 444 per annum (Level 10), (Excluding benefits)
CENTRE	:	Pretoria: Head Office
REQUIREMENTS	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Computer Science or equivalent. Minimum five (5) years' relevant experience in Business Intelligence. Big Data analysis skills, including SQL, statistical knowledge, data visualization tools (Tableau, Power BI), and cloud computing platforms (AWS, Azure, GCP). Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of the employment relations legislative and regulatory framework. SQL database Administration, SQL Server and SQL Query skills. ITIL (Information Technology International Library) Foundation. Project Management skills. Research, presentation and facilitation. Strategic planning skills. Knowledge management. Data Analysis skills. Service delivery and innovation skills.
DUTIES	:	Create Business Intelligence dashboards, reports and tools. Perform SQL queries, design, code, test, and aggregate the results to create useful information. Provide technical documents on database content. Map various databases used in the organization. Develop, design, and analyze data architecture and data warehouses. Collaborate with IT department in deploying software and hardware upgrades to leverage big data use. Create or discover new data procurement and processing programs. Oversee the deployment of data to the data warehouse. Review and validate customer data as and when collected. Review customer files to ensure integrity of data collection and utilization. Monitor analytics and metrics results. Implement new data analysis methodologies. Perform data profiling to identify and understand anomalies. Evaluate and recommend appropriate business intelligence tools and software. Train users on how to use BI tools, dashboards and reports. Provide technical and functional support to users on the use of BI tools, dashboards and reports.
ENQUIRIES	:	Obert Masango Tel No: (012) 845 7058
APPLICATIONS	:	e mail: Recruit2025609@npa.gov.za
POST 45/107	:	**WEB DEVELOPER REF NO: RECRUIT 2025/610** Strategy, Operations and Compliance: Information Systems Management
SALARY	:	R397 116 per annum (Level 08), (Excluding benefits)
CENTRE	:	Pretoria: Head Office
REQUIREMENTS	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Information Technology or equivalent. Minimum three (3) years' experience in Web development. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of ITIL (Information Technology International Library) framework. Computer programming/coding skills in C#. NET, ASP.NET and NET. JavaScript, HTML5, CSS, XML, jQuery, SQL Server, and Web Services. Research, presentation and facilitation. Knowledge management. Ability to work under pressure and adherence to strict deadlines. Service delivery and innovation skills. MS Office suite, MS Word, Excel, Outlook, PowerPoint, MS Project. Valid driver's licence.
DUTIES	:	Collaborate with business analyst to establish a detailed technical specification through client discussion. Clarify the actions the application is intended to perform. Design and develop the application - break down the application specification into its most accessible components and convert this logic into a programming language. Work as part of a project team. Test sample datasets to ensure that the output from the application is correct. Brainstorm potential remedies to anticipated difficulties. Respond to problems and rectify the applications as needed. Analyze and improve the applications' efficacy. Adapt the application to new needs as needed. Carry out user acceptability testing to ensure that the application is simple, quick and accurate. Provide extensive documentation for the applications' usage by users and support personnel. Update, repair, change and create current software and general applications.
ENQUIRIES	:	Obert Masango Tel No: (012) 845 7058
APPLICATIONS	:	e mail: Recruit2025610@npa.gov.za

POST 45/108	:	**SYSTEM DEVELOPER: SHAREPOINT REF NO: RECRUIT 2025/611** Strategy, Operations and Compliance: Information Systems Management
SALARY	:	R397 116 per annum (Level 08), (Excluding benefits)
CENTRE	:	Pretoria: Head Office
REQUIREMENTS	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Computer Science or equivalent. Minimum three (3) years' experience in Microsoft SharePoint development or Information Technology environment. Certification on Microsoft SharePoint Development. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of ITIL (Information Technology International Library) framework will be an added advantage. Computer programming/coding skills in C#. NET, ASP.NET and NET. JavaScript, HTML5, CSS, XML, jQuery, SQL Server, and Web Services. Research, presentation and facilitation. Exposure to Project Management processes. Ability to work under pressure and adherence to strict deadlines. Service delivery and innovation skills. MS Office suite, MS Word, Excel, Outlook, PowerPoint, MS Project. Valid driver's licence.
DUTIES	:	Collaborate with other software developers., business analysts and IT professionals to implement Microsoft SharePoint solutions. Configure NPAs' SharePoint portals/systems to specified requirements. Develop new web components using XML, NET, SQL, C# and various programming languages including PowerApps. Extend SharePoint functionality by developing forms, web parts and application technologies. Review website interface and software stability. Maintain existing portals and applications. Provide user support.
ENQUIRIES	:	Obert Masango Tel No: (012) 845 7058
APPLICATIONS	:	e mail: Recruit2025611@npa.gov.za
POST 45/109	:	**SYSTEM DEVELOPER: CRM DYNAMICS REF NO: RECRUIT 2025/612** Strategy, Operations and Compliance: Information Systems Management
SALARY	:	R397 116 per annum (Level 08), (Excluding benefits)
CENTRE	:	Pretoria Head Office
REQUIREMENTS	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Computer Science or equivalent. Minimum three (3) years' relevant experience in Web development. Certification as Microsoft CRM Dynamics Developer. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of ITIL (Information Technology International Library) framework. Computer programming/coding skills in C#. NET, ASP.NET and NET. JavaScript, HTML5, CSS, XML, jQuery, SQL Server, and Web Services. Research, presentation and facilitation. Knowledge management. Ability to work under pressure and adherence to strict deadlines. Service delivery and innovation skills. MS Office suite, MS Word, Excel, Outlook, PowerPoint, MS Project. Valid driver's licence.
DUTIES	:	Collaborate with other software developers, business analysts, Software architects and IT professionals to implement Microsoft Dynamics CRM solutions. Develop and maintain a platform roadmap. Integrate existing systems and services into the CRM architecture. Assist with deployment and provisioning activities. Design solutions based on business requirements and end user input. Create user documentation for new functions. Train users on use of new functions. Advise on use of Microsoft Stack to enable business capabilities. Maintain current CRM Dynamics module already in production. Manage all CRM Dynamics environments (development, testing and production). Manage all user licenses and provisioning according to contract.
ENQUIRIES	:	Obert Masango Tel No: (012) 845 7058
APPLICATIONS	:	e mail: Recruit2025612@npa.gov.za
POST 45/110	:	**SENIOR ADMINISTRATIVE OFFICER REF NO: RECRUIT 2025/613** Strategy, Operations & Compliance: Supply Chain Management - Logistics
SALARY	:	R397 116 per annum (Level 08), (Excluding benefits)
CENTRE	:	Head Office: Pretoria
REQUIREMENTS	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Public Management and/or Supply Chain Management or equivalent qualification. Minimum two (2) years' experience working in Logistics. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of PFMA, Logistical Information System (LOGIS), Treasury Regulations and Preferential Procurement Policy framework Act.

		Written and Verbal communication skills, Planning, organising skills and analytical skills. Computer literacy and knowledge of programs in Microsoft Office (MS Word, Excel, PowerPoint and Outlook).
DUTIES	:	Administer invoices and orders on LOGIS. Administer Warehouse. Prepare payment reports. Administer Invoice Tracking System. Provide information on the preparation of monthly management reports. Supervision of staff. Assess staff performance.
ENQUIRIES	:	John Solomon Tel No: (012) 845 6770
APPLICATIONS	:	e mail: Recruit2025613@npa.gov.za

ANNEXURE M

NATIONAL TREASURY

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

APPLICATIONS : To apply visit: https://erecruitment.treasury.gov.za/eRecruitment

CLOSING DATE : 12 January 2026 at 12:00 pm (Midday)

NOTE : Effective from 7 April 2021, the National Treasury now utilises an e-Recruitment System which means all applicants must login/register to apply for positions, we only accept hand delivered/posted applications should an applicant prove that he/she tried to apply via e-Recruitment with no success and the National Treasury ICT unit was unable to assist. The applicant's profile on the e-Recruitment is equivalent to the newly approved Z83, and it is the responsibility of applicants to ensure their profiles are fully completed or their applications will not be considered, as per the DPSA Practice Note. Certain documentation will still be required to be uploaded on the system such as copies of all qualifications including National Senior Certificate/Matric certificate, ID, etc., however these documents need not be certified at point of application, however certification will be required prior to attending the interview. Please note: All shortlisted candidates will be subjected to two assessments. The first assessment will be a technical exercise that intends to test relevant technical elements of the job, while the second assessment will be an integrity (ethical conduct) assessment, the logistics of which will be communicated by the Department. It should be noted that the National Treasury does not support the use of Artificial Intelligence (AI) in any of its recruitment and selection processes and will disqualify an application if it picks up the use of AI when completing assessments without acknowledging the source of information. Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government, available as an online course on https://www.thensg.gov.za/training-course/sms-pre-entry-programme/, prior to finalisation of appointment, is a requirement for all SMS positions. For SMS positions certain candidates may be required to undergo additional Psychometric Assessments. All qualifications, criminal and SA citizenship checks will be conducted on all short-listed candidates and,where applicable, additional checks will be conducted in line with the new DPSA Directive effective 01 April 2024. By submitting your application, it also means you consent to the National Treasury processing your information for Human Resources Management purposes. It is the applicant's responsibility to have all their foreign qualifications (this includes O and A level certificates) evaluated by the South African Qualifications Authority (SAQA), at your own expense. Upon appointment, successful candidates will be required to sign a Performance Agreement within 3 months from date of appointment and for candidates whose appointment exceeds 12 calendar months will be appointed on probation for the period of twelve (12) calendar months excluding leave taken as prescribed by Public Service Regulation 68. The status of your application will be visible on the e-Recruitment system. However, if you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. NOTE: The National Treasury reserves the right not to fill the below-mentioned posts, withdraw or to put on hold a position and/or to re-advertise a post. All queries must be submitted via email addressed to the Human Resources Recruitment Support Team on Recruitment.Enquiries@treasury.gov.za and for all graduate related queries must be submitted via email addressed to the Human Resources Graduate Recruitment Team on erecruitment@treasury.gov.za. The National Treasury is compliant with the requirements of POPIA.

MANAGEMENT ECHELON

POST 45/111 : **CHIEF DIRECTOR: TAX LEGISLATIVE DRAFTING REF NO: S120/2025**
Division: Office of The General-Counsel (OGC)
Purpose: Oversee drafting and scrutiny of all tax and other revenue legislation and its legislative processes, including stakeholder engagement, comments on draft legislation impacting on all revenue legislation and advising on the interpretation of revenue legislation

SALARY : R1 494 900 per annum, (all-inclusive)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 is required coupled with a minimum of Bachelor's degree in Law or LLB (equivalent to NQF level 7). A postgraduate qualification/ LLM in Tax law and completion of a legislative drafting course will be an added advantage. A minimum of 5 years' experience at a senior managerial level obtained in legislative drafting and other documents and the broader legal environment. Knowledge and experience in constitutional law and interpretation of statues. Experience in the Executive's and Parliament's processes for considering draft legislation. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on https://www.thensg.gov.za/training-course/sms-pre-entry-programme/, prior to finalisation of an appointment.
DUTIES : Oversee Drafting and Scrutiny of Tax and other Revenue Legislation: Oversee and develop key design measures for the drafting of new and amendment tax and other revenue legislation and oversee and draft the legislation. Manage the scrutinization of draft revenue legislation prepared by another institution (e.g. SARS). Following the stakeholder consultation, oversee the drafting of, and draft, resultant amendments to draft revenue legislation. Oversee the editing and document control of legislative documents for sound and clear revenue legislation. Ensure the facilitation of the translation of draft tax and other revenue Bills into another official language. Manage Revenue Legislative Process Engagement: Lead in the stakeholder consultation engagements on legal aspects. Manage the coordination of drafting inputs from key stakeholders, e.g. SARS and tax practitioners. Ensure the facilitation of the scrutiny of draft revenue legislation by the Office of the Chief State Law Adviser (Department of Justice & Constitutional Development) and liaising with Parliamentary Legal Advisers. Oversee engagement schedule on drafting co-ordination within the National Treasury, Executive and Parliament. Lead the Parliamentary process on tax and other revenue Bills on legal aspects. Oversee Drafting and Scrutiny of Legal Instruments issued under Tax and other Revenue Legislation, and Comment on draft Legislation having implications for Revenue Legislation: Oversee the drafting of, and draft, regulations, notices and other legal instruments to be issued by the National Treasury or the Minister of Finance. Oversee the scrutiny of, and scrutinise, regulations, notices and other legal instruments to be issued by the National Treasury or the Minister of Finance prepared by other institutions (e.g. SARS). Ensure the alignment of the editing and document control of legislative documents for the legal instrument to be issued by the National Treasury or the Minister of Finance. Co-ordinate and provide inputs on draft legislation, having implications for tax and other revenue legislation, initiated by other national departments submitted to the National Treasury for input. Supervise Interpretation of Tax and other Revenue Legislation: Oversee advice, and advise, on the interpretation of tax and other revenue legislation to internal and external stakeholders. Oversee liaison, and liaise, with other units in National Treasury or another institution that should be consulted on interpretation. Oversee the facilitation of opinions on interpretation of tax and other revenue legislation from Office of the Chief State Law Advisers or private legal practitioners.
ENQUIRIES : enquiries only (No applications): Recruitment.Enquries@treasury.gov.za

OTHER POST

POST 45/112 : **DEPUTY DIRECTOR: PUBLIC PROCUREMENT NORMS AND STANDARDS REF NO: S083/2025**
Division: Office Of Chief Procurement Officer (OCPO)
Purpose: To assist in the research, design and development of a public procurement regulatory framework to promote uniformity, standardisation, integrity and transparency in the procurement system for all spheres of government and provide policy rollout and support on interpretation of policy prescripts.

SALARY : R1059 105 per annum, (all-inclusive)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or a Bachelors degree (equivalent to NQF level 7) in Supply Chain Management or Procurement or Bachelor of Commerce in Law (LLB) or a Bachelor of Commerce in Economics. A minimum of 4 years' experience of which 2 years should be at an Assistant Director level or equivalent obtained in a supply chain management environment. Knowledge and experience of the public procurement legislative and regulatory frameworks. Knowledge and experience in policy development and formulation.

DUTIES : Public Procurement Policy Development: Contribute to the research, design and development of a public procurement regulatory framework in line with relevant public procurement prescripts by assisting in: comparative research on international and domestic best practices. Drafting public procurement discussion papers, options analyses, and policy proposals; Drafting of regulations, guidelines, and model tools to give effect to statutory provisions. Contribute to the development and review of regulations, instructions, and circulars to operationalise public procurement prescripts by: Translating policy objectives into practical and legally sound regulatory instruments; Ensuring alignment with: The Constitution of the Republic of South Africa, 1996, The Public Procurement Act (when in operation), Public Finance Management Act, Treasury Regulations, Municipal Finance Management Act, Municipal Supply Chain Management Regulations, Preferential Procurement Policy Framework Act, Preferential Procurement Regulations; Relevant Public Procurement Case Law, Support stakeholder consultation and public participation processes in policy development by Coordinating consultation workshops, written submissions, and intergovernmental forums; and Support the consolidation of stakeholder inputs into policy refinement. Assist in the drafting of submissions, reports, and recommendations for decision-making to executive management by Contributing to evidence-based and legally defensible proposals. Public Procurement Policy rollout and support: Provide interpretive guidance and policy advice to procuring institutions on the application of public procurement prescripts by: Preparing advisory communication and FAQs to address implementation queries; and Ensuring consistent interpretation across procuring institutions. Facilitate the policy rollout through induction workshops and stakeholder engagements by: Assisting in the development of induction materials on new prescripts and Presenting at workshops and briefing sessions for public procurement officials and other stakeholders. Public Procurement norms and standards: Contribute to the development of public procurement specific norms and standards including: Codes of Conduct for persons involved in procurement (such members of the Tribunal, bid committee members, officials, bidders); Differentiated guidelines; Differentiated model procurement policies; Bid documents considering the different sectors and industries. Public Procurement Knowledge and Information Management: Monitor and evaluate the impact of procurement regulatory policy by: Collecting and analysing feedback from procuring institutions; Engaging with other stakeholders to solicit information; and Identifying gaps, unintended consequences, or areas requiring amendment.

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

INTERNSHIP PROGRAMME 01 APRIL 2026 – 31 MARCH 2028
PERIOD: 24 MONTHS

APPLICATIONS https://erecruitment.treasury.gov.za/eRecruitment
CLOSING DATE : 12 January 2026 at 12:00 pm (midday)

NOTE : Purpose: Our 24-month internship programme offers graduates opportunities to enhance skills and gain valuable work experience to complement their qualifications. Division: Various Divisions Within The National Treasury

OTHER POSTS

POST 45/113 : **ASSET & LIABILITY MANAGEMENT INTERN (X1 POST)**
Chief Directorate: Liability Management

STIPEND : R134 749 per annum, (all-inclusive)
CENTRE : Pretoria
REQUIREMENTS : Diploma Marketing Management
ENQUIRIES : enquiries only erecruitment@treasury.gov.za

POST 45/114 : **ASSET & LIABILITY MANAGEMENT INTERN (X1 POST)**
Chief Directorate: Financial Operations – Systems Integration

STIPEND : R134 749 per annum, (all-inclusive)
CENTRE : Pretoria
REQUIREMENTS : BSc Computer Science
ENQUIRIES : enquiries only erecruitment@treasury.gov.za

POST 45/115 : **ASSET & LIABILITY MANAGEMENT INTERN (X1 POST)**
Chief Directorate: Financial Operations – Accounting Information

STIPEND : R134 749 per annum, (all-inclusive)
CENTRE : Pretoria
REQUIREMENTS : BCom/Honours Accounting BCom/Honours/Masters Financial Management
ENQUIRIES : enquiries only erecruitment@treasury.gov.za

POST 45/116 : **ASSET & LIABILITY MANAGEMENT INTERN (X1 POST)**
Chief Directorate: Public Entities Shareholder Oversight

STIPEND : R134 749 per annum, (all-inclusive)
CENTRE : Pretoria
REQUIREMENTS : BCom Development Finance BCom Development Economics/Finance/Accounting
ENQUIRIES : enquiries only erecruitment@treasury.gov.za

POST 45/117 : **ASSET & LIABILITY MANAGEMENT INTERN (X1 POST)**
Chief Directorate: State Owned Entities Oversight – Water, Energy & Telecoms

STIPEND : R134 749 per annum, (all-inclusive)
CENTRE : Pretoria
REQUIREMENTS : BCom/Honours/Masters Finance BCom/Honours Accounting
ENQUIRIES : enquiries only erecruitment@treasury.gov.za

POST 45/118 : **ASSET & LIABILITY MANAGEMENT INTERN (X1 POST)**
Chief Directorate: State Owned Entities Oversight – Investment Analysis

STIPEND : R134 749 per annum, (all-inclusive)
CENTRE : Pretoria
REQUIREMENTS : Bachelor of Business Science Finance BCom/Honours Accounting
ENQUIRIES : enquiries only erecruitment@treasury.gov.za

POST 45/119 : **ASSET & LIABILITY MANAGEMENT INTERN (X1 POST)**
Chief Directorate: Strategy & Risk Management

STIPEND : R134 749 per annum, (all-inclusive)
CENTRE : Pretoria
REQUIREMENTS : BCom/Honours/Masters Financial Accounting/Financial Risk Management/Financial Management
ENQUIRIES : enquiries only erecruitment@treasury.gov.za

POST 45/120	:	**BUDGET OFFICE INTERN (X2 POSTS)** Chief Directorate: Infrastructure Regulation & Assessment
STIPEND	:	R134 749 per annum, (all-inclusive)
CENTRE	:	Pretoria
REQUIREMENTS	:	BCom Honours/Masters Econometrics/Economics BCom Honours/Masters Financial Management/Investment Management Development Finance
ENQUIRIES	:	enquiries only erecruitment@treasury.gov.za
POST 45/121	:	**BUDGET OFFICE INTERN (X2 POSTS)** Chief Directorate: Public Finance Statistics
STIPEND	:	R134 749 per annum, (all-inclusive)
CENTRE	:	Pretoria
REQUIREMENTS	:	BSc/Honours Computer Science/Informatics
ENQUIRIES	:	enquiries only erecruitment@treasury.gov.za
POST 45/122	:	**BUDGET OFFICE INTERN (X1 POST)** Chief Directorate: Industrial Development Co-operation
STIPEND	:	R134 749 per annum, (all-inclusive)
CENTRE	:	Pretoria
REQUIREMENTS	:	BCom Economics BA Development Studies/Public Administration BCom Information Systems Post Graduate Diploma Business Intelligence BSc Data Management
ENQUIRIES	:	enquiries only erecruitment@treasury.gov.za
POST 45/123	:	**CORPORATE SERVICES INTERN (X1 POST)** Chief Directorate: Communications – Media & External Communications
STIPEND	:	R134 749 per annum, (all-inclusive)
CENTRE	:	Pretoria
REQUIREMENTS	:	Diploma Media Studies/Communication/Communication Studies specialising in social media Diploma Journalism
ENQUIRIES	:	enquiries only erecruitment@treasury.gov.za
POST 45/124	:	**CORPORATE SERVICES INTERN (X1 POST)** Chief Directorate: Communications – Publications, Projects & Events
STIPEND	:	R134 749 per annum, (all-inclusive)
CENTRE	:	Pretoria
REQUIREMENTS	:	Diploma/BTech Graphic Design Diploma/BTech Visual Communications
ENQUIRIES	:	enquiries only erecruitment@treasury.gov.za
POST 45/125	:	**CORPORATE SERVICES INTERN (X2 POSTS)** Chief Directorate: Information & Communications Technology
STIPEND	:	R134 749 per annum, (all-inclusive)
CENTRE	:	Pretoria
REQUIREMENTS	:	Diploma/BTech/BSc Information Technology BSc/Honours/Masters Computer Science
ENQUIRIES	:	enquiries only erecruitment@treasury.gov.za
POST 45/126	:	**CORPORATE SERVICES INTERN (X1 POST)** Chief Directorate: Human Resources Management – Organisation Development
STIPEND	:	R134 749 per annum, (all-inclusive)
CENTRE	:	Pretoria
REQUIREMENTS	:	Bachelor of Social Work BA Psychology
ENQUIRIES	:	enquiries only erecruitment@treasury.gov.za
POST 45/127	:	**CORPORATE SERVICES INTERN (X1 POST)** Chief Directorate: Human Resources Management – HR Planning, Acquisition & Operations
STIPEND	:	R134 749 per annum, (all-inclusive)

CENTRE	:	Pretoria
REQUIREMENTS	:	Diploma/BCom Human Resources Management BCom Industrial Psychology
ENQUIRIES	:	enquiries only erecruitment@treasury.gov.za
POST 45/128	:	**CORPORATE SERVICES INTERN (X1 POST)** Chief Directorate: Human Resources Management – Talent Management
STIPEND	:	R134 749 per annum, (all-inclusive)
CENTRE	:	Pretoria
REQUIREMENTS	:	Diploma Human Resources Development Diploma Human Resources Management
ENQUIRIES	:	enquiries only erecruitment@treasury.gov.za
POST 45/129	:	**CORPORATE SERVICES INTERN (X2 POSTS)** Chief Directorate: Human Resources Management – Service Delivery
STIPEND	:	R134 749 per annum, (all-inclusive)
CENTRE	:	Pretoria
REQUIREMENTS	:	Diploma/BTech/BCom Human Resources Management Diploma/BTech/BA Public Management/Public Administration
ENQUIRIES	:	enquiries only erecruitment@treasury.gov.za
POST 45/130	:	**CORPORATE SERVICES INTERN (X2 POSTS)** Chief Directorate: Facilities Management
STIPEND	:	R134 749 per annum, (all-inclusive)
CENTRE	:	Pretoria
REQUIREMENTS	:	Diploma Administrative Management Diploma Office Administration
ENQUIRIES	:	enquiries only erecruitment@treasury.gov.za
POST 45/131	:	**ECONOMIC POLICY & INTERNATIONAL COOPERATION INTERN (X1 POST)** Chief Directorate: Modelling & Forecasting
STIPEND	:	R134 749 per annum, (all-inclusive)
CENTRE	:	Pretoria
REQUIREMENTS	:	BCom Honours/Masters Econometrics BCom Honours/Masters Economics
ENQUIRIES	:	enquiries only erecruitment@treasury.gov.za
POST 45/132	:	**INTERGOVERNMENTAL RELATIONS INTERN (X4 POSTS)** Chief Directorate: Provincial Budget Analysis
STIPEND	:	R134 749 per annum, (all-inclusive)
CENTRE	:	Pretoria
REQUIREMENTS	:	BCom/Honours/Masters Accounting/Economics/Financial Management BSc/Honours/Masters Data Science/Computer Science BSc/Honours/Masters Mathematics/Statistics
ENQUIRIES	:	enquiries only erecruitment@treasury.gov.za
POST 45/133	:	**INTERGOVERNMENTAL RELATIONS INTERN (X1 POST)** Chief Directorate: MFMA Implementation – Regulatory Oversight
STIPEND	:	R134 749 per annum, (all-inclusive)
CENTRE	:	Pretoria
REQUIREMENTS	:	LLB /Diploma Paralegal
ENQUIRIES	:	enquiries only erecruitment@treasury.gov.za
POST 45/134	:	**INTERGOVERNMENTAL RELATIONS INTERN (X2 POSTS)** Chief Directorate: MFMA Implementation
STIPEND	:	R134 749 per annum, (all-inclusive)
CENTRE	:	Pretoria
REQUIREMENTS	:	BCom Economics/Information Systems BA Public Management BSc Computer Science
ENQUIRIES	:	enquiries only erecruitment@treasury.gov.za

POST 45/135	:	**INTERGOVERNMENTAL RELATIONS INTERN (X2 POSTS)** Chief Directorate: MFMA Implementation – LGFMG
STIPEND	:	R134 749 per annum, (all-inclusive)
CENTRE	:	Pretoria
REQUIREMENTS	:	BCom Accounting BCom Honours Financial Management
ENQUIRIES	:	enquiries only erecruitment@treasury.gov.za
POST 45/136	:	**INTERGOVERNMENTAL RELATIONS INTERN (X4 POSTS)** Chief Directorate: Local Government Budget Analysis
STIPEND	:	R134 749 per annum, (all-inclusive)
CENTRE	:	Pretoria
REQUIREMENTS	:	BCom Accounting BSc/Honours/Masters Data Management/Informatics/Computer Science BCom Honours Financial Accounting
ENQUIRIES	:	enquiries only erecruitment@treasury.gov.za
POST 45/137	:	**OFFICE OF THE ACCOUNTANT-GENERAL INTERN (X2 POSTS)** Chief Directorate: Specialised Audit Services
STIPEND	:	R134 749 per annum, (all-inclusive)
CENTRE	:	Pretoria
REQUIREMENTS	:	BCom/Honours/Masters Internal Audit BA Forensic Science & Technology Postgraduate Diploma Forensic Auditing Postgraduate Diploma Forensic Investigation & Criminal Justice Postgraduate Investigative & Forensic Accounting
ENQUIRIES	:	enquiries only erecruitment@treasury.gov.za
POST 45/138	:	**OFFICE OF THE ACCOUNTANT-GENERAL INTERN (X1 POST)** Chief Directorate: MFMA Capacity Building & Training
STIPEND	:	R134 749 per annum, (all-inclusive)
CENTRE	:	Pretoria
REQUIREMENTS	:	BCom Internal Audit BCom Accounting
ENQUIRIES	:	enquiries only erecruitment@treasury.gov.za
POST 45/139	:	**OFFICE OF THE ACCOUNTANT-GENERAL INTERN (X1 POST)** Chief Directorate: PFMA – Regulatory Oversight
STIPEND	:	R134 749 per annum, (all-inclusive)
CENTRE	:	Pretoria
REQUIREMENTS	:	Bachelor of Commerce BCom/Finance/Public Finance BCom Accounting/Economics
ENQUIRIES	:	enquiries only erecruitment@treasury.gov.za
POST 45/140	:	**OFFICE OF THE ACCOUNTANT-GENERAL INTERN (X1 POST)** Chief Directorate: PFMA – Regulatory Environment
STIPEND	:	R134 749 per annum, (all-inclusive)
CENTRE	:	Pretoria
REQUIREMENTS	:	BCom Public Finance/Law
ENQUIRIES	:	enquiries only erecruitment@treasury.gov.za
POST 45/141	:	**OFFICE OF THE ACCOUNTANT-GENERAL INTERN (X2 POSTS)** Chief Directorate: Accounting Support & Reporting
STIPEND	:	R134 749 per annum, (all-inclusive)
CENTRE	:	Pretoria
REQUIREMENTS	:	Diploma/BCom Accounting Diploma/BCom Financial Management
ENQUIRIES	:	enquiries only erecruitment@treasury.gov.za
POST 45/142	:	**OFFICE OF THE CHIEF PROCUREMENT OFFICER INTERN (X1 POST)** Chief Directorate: Public Procurement
STIPEND	:	R134 749 per annum, (all-inclusive)
CENTRE	:	Pretoria

REQUIREMENTS : BCom Economics/Supply Chain Management/Public Procurement Diploma/BTech Logistics/Purchasing Management
ENQUIRIES : enquiries only erecruitment@treasury.gov.za

POST 45/143 : **OFFICE OF THE CHIEF PROCUREMENT OFFICER INTERN (X1 POST)**
Chief Directorate: SCM ICT - Central Supplier Database

STIPEND : R134 749 per annum, (all-inclusive)
CENTRE : Pretoria
REQUIREMENTS : BCom Honours/Masters Information Systems BSc Honours/Masters Computer Science
ENQUIRIES : enquiries only erecruitment@treasury.gov.za

POST 45/144 : **OFFICE OF THE CHIEF PROCUREMENT OFFICER INTERN (X1 POST)**
Chief Directorate: SCM Governance Monitoring & Compliance

STIPEND : R134 749 per annum, (all-inclusive)
CENTRE : Pretoria
REQUIREMENTS : BCom Supply Chain Management BA Public Management/Public Administration
ENQUIRIES : enquiries only erecruitment@treasury.gov.za

POST 45/145 : **OFFICE OF THE CHIEF PROCUREMENT OFFICER INTERN (X1 POST)**
Chief Directorate: Office of the CPO

STIPEND : R134 749 per annum, (all-inclusive)
CENTRE : Pretoria
REQUIREMENTS : Bachelor of Public Administration Diploma Public Administration
ENQUIRIES : enquiries only erecruitment@treasury.gov.za

POST 45/146 : **OFFICE OF THE CHIEF PROCUREMENT OFFICER INTERN (X2 POSTS)**
Chief Directorate: Strategic Procurement

STIPEND : R134 749 per annum, (all-inclusive)
CENTRE : Pretoria
REQUIREMENTS : Diploma/BCom Logistics/Supply Chain Management/Purchasing Management
ENQUIRIES : enquiries only erecruitment@treasury.gov.za

POST 45/147 : **OFFICE OF THE CHIEF PROCUREMENT OFFICER INTERN (X2 POSTS)**
Chief Directorate: Transversal Contracting

STIPEND : R134 749 per annum, (all-inclusive)
CENTRE : Pretoria
REQUIREMENTS : BSc/BCom Data Science BCom Accounting/Economics/Supply Chain Management
ENQUIRIES : enquiries only erecruitment@treasury.gov.za

POST 45/148 : **OFFICE OF THE CHIEF PROCUREMENT OFFICER INTERN (X1 POST)**
Chief Directorate: SCM ICT – IFMS

STIPEND : R134 749 per annum, (all-inclusive)
CENTRE : Pretoria
REQUIREMENTS : BCom Information Systems BSc Computer Science
ENQUIRIES : Only erecruitment@treasury.gov.za

POST 45/149 : **OFFICE OF THE DIRECTOR-GENERAL INTERN (X1 POST)**
Chief Directorate: Strategic Projects Monitoring & Evaluation

STIPEND : R134 749 per annum, (all-inclusive)
CENTRE : Pretoria
REQUIREMENTS : BA / Honours / Masters Public Administration / Public Management BA Public Administration / Public Management
ENQUIRIES : enquiries only erecruitment@treasury.gov.za

POST 45/150	:	**OFFICE OF THE DIRECTOR-GENERAL INTERN (X1 POST)** Chief Directorate: Financial Management – Office of the CFO
STIPEND	:	R134 749 per annum, (all-inclusive)
CENTRE	:	Pretoria
REQUIREMENTS	:	BCom Accounting BCom Financial Management
ENQUIRIES	:	enquiries only erecruitment@treasury.gov.za
POST 45/151	:	**OFFICE OF THE DIRECTOR-GENERAL INTERN (X1 POST)** Chief Directorate: Financial Management – Financial Accounting
STIPEND	:	R134 749 per annum, (all-inclusive)
CENTRE	:	Pretoria
REQUIREMENTS	:	BCom Accounting BCom Financial Management
ENQUIRIES	:	enquiries only erecruitment@treasury.gov.za
POST 45/152	:	**OFFICE OF THE DIRECTOR-GENERAL INTERN (X1 POST)** Chief Directorate: Financial Management – Management Accounting (Budgets)
STIPEND	:	R134 749 per annum, (all-inclusive)
CENTRE	:	Pretoria
REQUIREMENTS	:	BCom Management Accounting/ Financial Management BCom Accounting/Financial Accounting
ENQUIRIES	:	enquiries only erecruitment@treasury.gov.za
POST 45/153	:	**OFFICE OF THE DIRECTOR-GENERAL INTERN (X1 POSTS)** Chief Directorate: Financial Management – Management Accounting (Assets)
STIPEND	:	R134 749 per annum, (all-inclusive)
CENTRE	:	Pretoria
REQUIREMENTS	:	BCom Accounting BCom Supply Chain Management
ENQUIRIES	:	enquiries only erecruitment@treasury.gov.za
POST 45/154	:	**OFFICE OF THE DIRECTOR-GENERAL INTERN (X4 POSTS)** Chief Directorate: Supply Chain Management
STIPEND	:	R134 749 per annum, (all-inclusive)
CENTRE	:	Pretoria
REQUIREMENTS	:	BCom Supply Chain Management BCom Logistics
ENQUIRIES	:	enquiries only erecruitment@treasury.gov.za
POST 45/155	:	**OFFICE OF THE DIRECTOR-GENERAL INTERN X2 POSTS** Chief Directorate: Chief Risk Officer
STIPEND	:	R134 749 per annum, (all-inclusive)
CENTRE	:	Pretoria
REQUIREMENTS	:	BCom Risk Management/Internal Audit/Financial Management/Law Bachelor of Public Administration
ENQUIRIES	:	enquiries only erecruitment@treasury.gov.za
POST 45/156	:	**OFFICE OF THE DIRECTOR-GENERAL INTERN (X2 POSTS)** Chief Directorate: Internal Audit – Regularity Audit
STIPEND	:	R134 749 per annum, (all-inclusive)
CENTRE	:	Pretoria
REQUIREMENTS	:	Diploma/BCom Internal Audit Diploma/BCom Accounting
ENQUIRIES	:	enquiries only erecruitment@treasury.gov.za
POST 45/157	:	**OFFICE OF THE DIRECTOR-GENERAL INTERN (X2 POSTS)** Chief Directorate: Internal Audit – Performance Audit
STIPEND	:	R134 749 per annum, (all-inclusive)
CENTRE	:	Pretoria
REQUIREMENTS	:	Diploma/BCom Internal Audit Diploma/BCom Accounting
ENQUIRIES	:	enquiries only erecruitment@treasury.gov.za

POST 45/158	:	**OFFICE OF THE GENERAL COUNSEL INTERN (X2 POSTS)** Chief Directorate: Tax Legislative Drafting
STIPEND	:	R134 749 per annum, (all-inclusive)
CENTRE	:	Pretoria
REQUIREMENTS	:	Bachelor of Law/LLB/LLM BA Law
ENQUIRIES	:	enquiries only erecruitment@treasury.gov.za
POST 45/159	:	**OFFICE OF THE GENERAL COUNSEL INTERN (X1 POST)** Chief Directorate: Legislative Services - Fiscal and Intergovernmental Relations
STIPEND	:	R134 749 per annum, (all-inclusive)
CENTRE	:	Pretoria
REQUIREMENTS	:	LLB Masters Law
ENQUIRIES	:	enquiries only erecruitment@treasury.gov.za
POST 45/160	:	**OFFICE OF THE GENERAL COUNSEL INTERN (X1 POST)** Chief Directorate: Legislative Services - Legislative Drafting
STIPEND	:	R134 749 per annum, (all-inclusive)
CENTRE	:	Pretoria
REQUIREMENTS	:	LLB
ENQUIRIES	:	enquiries only erecruitment@treasury.gov.za
POST 45/161	:	**OFFICE OF THE GENERAL COUNSEL INTERN (X1 POST)** Chief Directorate: Legal Services
STIPEND	:	R134 749 per annum, (all-inclusive)
CENTRE	:	Pretoria
REQUIREMENTS	:	LLB
ENQUIRIES	:	enquiries only erecruitment@treasury.gov.za
POST 45/162	:	**OFFICE OF THE GENERAL COUNSEL INTERN (X1 POST)** Chief Directorate: Office of the General Counsel
STIPEND	:	R134 749 per annum, (all-inclusive)
CENTRE	:	Pretoria
REQUIREMENTS	:	LLB
ENQUIRIES	:	enquiries only erecruitment@treasury.gov.za
POST 45/163	:	**PUBLIC FINANCE INTERN (X2 POSTS)** Chief Directorate: Economic Services
STIPEND	:	R134 749 per annum, (all-inclusive)
CENTRE	:	Pretoria
REQUIREMENTS	:	BCom Honours Economics BA Honours Public Policy
ENQUIRIES	:	enquiries only erecruitment@treasury.gov.za
POST 45/164	:	**PUBLIC FINANCE INTERN (X1 POST)** Chief Directorate: Justice & Protection Services
STIPEND	:	R134 749 per annum, (all-inclusive)
CENTRE	:	Pretoria
REQUIREMENTS	:	BCom Honours/Masters Economics BA Honours/Masters Public Policy BSocSci Honours/Masters Public Administration
ENQUIRIES	:	enquiries only erecruitment@treasury.gov.za
POST 45/165	:	**PUBLIC FINANCE INTERN (X1 POST)** Chief Directorate: Admin Services - Governance & Administration
STIPEND	:	R134 749 per annum, (all-inclusive)
CENTRE	:	Pretoria
REQUIREMENTS	:	Bachelor of Commerce BSocSci Honours/Masters Public Policy/Public Administration
ENQUIRIES	:	enquiries only erecruitment@treasury.gov.za

POST 45/166	:	**PUBLIC FINANCE INTERN (X1 POST)** Chief Directorate: Admin Services - Central Governance Administration
STIPEND	:	R134 749 per annum, (all-inclusive)
CENTRE	:	Pretoria
REQUIREMENTS	:	BCom/Honours/Masters Economics/Public Finance BSocSci Honours/Masters Public Policy/Political Science/Public Administration/Sociology
ENQUIRIES	:	enquiries only erecruitment@treasury.gov.za
POST 45/167	:	**PUBLIC FINANCE INTERN (X1 POST)** Chief Directorate: Admin Services - Financial Administration
STIPEND	:	R134 749 per annum, (all-inclusive)
CENTRE	:	Pretoria
REQUIREMENTS	:	BCom/Honours/Masters Economics BSocSci Honours/Masters Public Policy/Public Administration
ENQUIRIES	:	enquiries only erecruitment@treasury.gov.za
POST 45/168	:	**PUBLIC FINANCE INTERN (X1 POST)** Chief Directorate: Health & Social Development
STIPEND	:	R134 749 per annum, (all-inclusive)
CENTRE	:	Pretoria
REQUIREMENTS	:	BCom Honours/Masters Economics BSocSci Honours/Masters Public Policy/Public Administration
ENQUIRIES	:	enquiries only erecruitment@treasury.gov.za
POST 45/169	:	**TAX & FINANCIAL SECTOR POLICY INTERN (X1 POST)** Chief Directorate: Indirect Taxes
STIPEND	:	R134 749 per annum, (all-inclusive)
CENTRE	:	Pretoria
REQUIREMENTS	:	LLB/LLM specialising in Tax or Environmental Law BCom Taxation/Law
ENQUIRIES	:	enquiries only erecruitment@treasury.gov.za

ANNEXURE N

OFFICE OF THE CHIEF JUSTICE

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

APPLICATIONS : **National Office (Midrand):** Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.

Eastern Cape Provincial Service Centre/Gqeberha: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag x 13012, Cambridge 5206, East London. Applications can also be hand delivered to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London.

Free State Provincial Service Centre: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300 or hand deliver applications to the Free State High Court, Corner President Brand and Fontein Street, Bloemfontein, 9301.

Gauteng Provincial Service Centre/Johannesburg/Pretoria: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg.

Kwazulu-Natal Provincial Service Centre: Durban/ Pietermaritzburg: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54314, Durban, 4001. Applications can also be hand delivered to 1st Floor Office No 118, CNR Somtseu8 & Stalwart Simelane Streets, Durban, 4000.

Limpopo Provincial Service Centre: Quoting the relevant reference number, direct your application to: Provincial Head, Office of the Chief Justice Service Centre, Limpopo, Private Bag X9693, Polokwane, 0700. Applications can also be hand delivered to the High Court of South Africa: Limpopo Division, Polokwane, 36 Biccard & Bodenstein Street, Polokwane, 0699.

Mpumalanga Provincial Service Centre: Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X 20051, Mbombela 1211. Applications can also be hand delivered to, Mpumalanga Division of the High Court, Office of the Chief Justice Provincial Service Centre, 311 Samora Machel Drive, Mbombela 1200

Northern Cape Provincial Service Centre: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X5043, Kimberley, 8300 Applications can also be hand delivered to the High Court, Sol Plaaitjie Drive, Room B107, Kimberley.

North West Provincial Service Centre/Mmabatho: Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X 2033, Mmabatho, 2735. Applications can also be hand delivered to 22 Molopo Road, Ayob Gardens, Mmabatho.

Western Cape Provincial Service Centre: Quoting the relevant reference number, direct your application to: The provincial Head, Office of the Chief Justice, Postal Address: Private Bag x 9020, Cape Town, 8000, or hand deliver applications to the Office of the Chief Justice, Provincial Service centre 30 Queen Victoria Street, cape Town

CLOSING DATE : 22 December 2025

NOTE All applications must be submitted on a New Z83 form, which can be downloaded on internet at www.judiciary.org.za / www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Please send your documents in a PDF and put them in one folder.

Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Each application form must be fully completed, duly signed and initialed on both pages by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of a foreign qualification, it must be accompanied by an evaluation 7considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered during the selection process. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointment. The Office the Chief Justice complies with the provisions of the Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for. In the event that your application was unsuccessful, the Office of the Chief Justice will retain your personal information for internal audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information will render your application null and void. The Office of the Chief Justice will safeguard the security and confidentiality of all information you shared during the recruitment process

OTHER POSTS

POST 45/170 : **DEPUTY DIRECTOR: SECURITY MANAGEMENT REF NO: 2025/353/OCJ**

SALARY : R896 436 – R1 055 958 per annum (Level 11), all-inclusive package. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Midrand

REQUIREMENTS : Applicants should be in possession of a minimum of a three-year National Diploma in Security and Risk Management/ equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA., Minimum 5 years' experience of which 3 years should be at ASD/Junior Management level in the relevant field. A valid driver's License, Grade A Private Security Industry Regulation Authority (PSIRA) certificate. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Skills and Competencies: Security Policy and Procedures, Risk Management Policy, OHS Act, Knowledge of Vetting Policy, Knowledge of Security Management Processes, Public service regulations, 2016, Public Service Act, MISS, PFMA Act, Republic of South Africa Constitution. Financial management, Presentation skills, Project Management Skills, Planning and Organising Skills, Analytical and Decision-Making Skills, Problem Solving Skills, Decision making skills, Strategic and analytical skills, Report writing skills.

DUTIES : Manage and oversee the effective and efficient use and deployment of resources, manage event security for the Judiciary and the OCJ, manage effective close and static security services to the Judiciary, Manage security assessments, investigations and recommend measures for the Judiciary, Manage the Sub Directorate.

ENQUIRIES Technical related enquiries, Mr N Naidoo Tel No: (010) 493 2649
HR Related Enquiries: Ms S Tshidino Tel No: (010) 493 8771

APPLICATIONS	:	Applications can be sent via email to: 2025/353/OCJ@judiciary.org.za
NOTE	:	OCJ will give preference to candidates in line with the departmental Employment Equity goals
POST 45/171	:	**CHIEF REGISTRAR (X2 POSTS)**
SALARY	:	R586 956 – R 1 386 972 per annum (MR6). The successful candidates will be required to sign a performance agreement. Salary will be in accordance with Occupation Specific Dispensation determination (Resolution 1 of 2008). Shortlisted candidates will be required to submit a service certificate/s for determination of their experience.
CENTRE	:	Gauteng Division of The High Court: Johannesburg Ref No: 2025/369/OCJ Gauteng Division of The High Court: Pretoria Ref No: 2025/370/OCJ
REQUIREMENTS	:	Applicants should be in possession of an LLB Degree or a Four (4) year legal qualification as recognised by SAQA. A minimum of eight (8) years' appropriate post qualification legal experience and must be gained as a Registrar, A valid driver's license. An LLM Degree will serve as an added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Skills and competencies: Computer literacy; Excellent communication skills (verbal and written). Report writing skills; Numerical Skills; Technical Expertise; Information technology; Attention to detail; Planning, Organising and Control; Problem solving and decision-making skills; Customer service; Interpersonal skills; Conflict Management; Work ethic and motivation; Professional appearance and conduct; Self-management.
DUTIES	:	Mentor and advice on the tracking and management of the progression of all cases filed in court and management of time and events necessary to move cases from initiation through to disposition and reporting to the Judge President; Make input on amendments of Court rules and Practice Directives to improve efficiency at the High Court; Implement directives issued by the Judge President; Manage implementation of the Departmental strategic objectives relating to the processing of cases within the Case Flow Management Framework at the High Court and reporting; Compile training manuals and provide training to Registrars and support staff. Stakeholder Management; Human Resources Management; Court and Case-flow Management/ Quasi-Judicial Functions; Manage Service Level Agreement Framework and Managing Strategic Court Efficiency Projects and Best Practices; Information and Case/ Court Documentation Management System; Safeguard case records in accordance with prescripts; Achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the department and monitoring the unit's service delivery in order to achieve the service delivery targets and to ensure the highest level of customer care and customer satisfaction. Manage PMDS of staff.
ENQUIRIES	:	HR Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515 Technical Enquiries: Ms R Bramdaw Tel No: (010) 494 8486 Johannesburg; Ms N Shandu Tel No: (010) 494 6796 Pretoria
APPLICATIONS	:	**Johannesburg:** Applications can be sent via email to: 2025/369/OCJ@judiciary.org.za **Pretoria:** Applications can be sent via email to: 2025/370/OCJ@judiciary.org.za
NOTE		OCJ will give preference to candidates in line with the departmental Employment Equity goals
POST 45/172	:	**ASSISTANT DIRECTOR: CONDITIONS OF SERVICES AND REMUNERATION REF NO: 2025/354/OCJ**
SALARY	:	R468 459 - R551 823 per annum (Level 09). The successful candidate will be required to sign a performance agreement
CENTRE	:	National Office: Midrand
REQUIREMENTS	:	Applicants should be in possession of a National Diploma/Degree in Human Resource Management/ Public Management, Personnel Management / Public Administration or equivalent qualification at NQF Level 6, A minimum of three (3) years' experience in Human Resource Management environment of which

1 year should be on supervisory level and Valid driver's license. Introductory to PERSAL Certificate. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Skills and Competencies: Knowledge and understanding of the Legislation/ Prescript and framework governing the Public Service i.e., Public Service Act, Public Service Regulation, Labour Relations Act, Employment Equity Act, Basic Conditions of Employment Act, Skills Development Act, Collective Agreements, Codes of Remuneration and the Public Finance Management Act, knowledge of HRM policies, knowledge of leave absence in the Public Service, GEHS, GEMS, and application of relevant legislative framework such as Public Service Act, 1994, knowledge of HRM related standards, practices, processes and procedure, knowledge of Government Employee Pension Fund, Basic Conditions of employment Act 1997, Batho Pele principle, knowledge of PERSAL System. Computer utilization, analytical thinking, Problem solving skills, Decision making skills, Motivational skills, Planning and analysing skills, Innovative, Leadership, Communication and Management of human resources.

DUTIES : Ensure the administration of conditions of service and benefits for all employees: Ensure the verification and implementation of housing allowance applications received. Facilitate the implementation of the acting allowance and 37% in lieu of benefits for employees appointed on contract. Ensure the processing of relocations and resettlements benefits. Ensure compliance on condition of service and benefits policies and DPSA Directives (PSCBC Resolutions and Frameworks, systems and processes). Facilitate the implementation of long service recognition for employees. Facilitate the implementation of service termination due to resignations, retirements, death and dismissals on PERSAL. facilitate the update of pension management database. Ensure compliance of leave management processes: Ensure the approval of leave transactions on PERSAL. Monitor applications for temporary and permanent incapacity leave and ill health retirement in terms of PILIR processes within the department. Create awareness for management and employees on the implementation of the leave management according to DPSA guidelines, systems and processes) to ensure consistency within OCJ. Promote compliance with management policies and DPSA Directives (PSCBC Resolutions and Frameworks, systems and processes). Provide advice on leave management matters. Facilitate the implementation of new appointments, transfers, promotions, movements and probations: Facilitate the implementation of appointment or transfers of the recommended candidate after selection process on PERSAL. Ensure all appointment / transfer records, in line with the Appointment Check List. Facilitate the implementation of salary structured packages for OSD, MMS and SMS employees. Create awareness for management and employees on appointment processes to ensure timeous appointment on PERSAL. Contribute towards the development of conditions of service and benefits policies in line with legislative frameworks, systems and processes: Conduct research and benchmark in line with best practices. Develop and review the conditions of service and benefits policies in line with Public Service Prescripts and DPSA guidelines. Review all the conditions of service and benefits templates and SOP for approval. Implement conditions of service and benefits policies and Facilitate the dissemination of policies on the OCJ intranet.

ENQUIRIES : Technical related enquiries, Mr P Mokoena Tel No: (010) 493 2537
HR Related Enquiries: Ms S Tshidino Tel No: (010) 493 8771

APPLICATIONS : Applications can be sent via email to: 2025/354/OCJ@judiciary.org.za

NOTE : OCJ will give preference to candidates in line with the departmental Employment Equity goals.

POST 45/173 : **ASSISTANT DIRECTOR: FACILITIES MANAGEMENT (X9 POSTS)**

SALARY : R468 459 - R551 823 per annum (Level 09). The successful candidate will be required to sign a performance agreement

CENTRE : Gauteng Provincial Service Centre: Johannesburg Ref No: 2025/355/OCJ
Mpumalanga Provincial Service Centre: Mbombela Ref No: 2025/356/OCJ
Free Sate Provincial Service Centre: Bloemfontein Ref No: 2025/357/OCJ
Northern Cape Provincial Service Centre Kimberley Ref No: 2025/358/OCJ
Western Cape Provincial Service Centre Cape Town Ref No: 2025/359/OCJ
KwaZulu Natal Provincial Service Centre: Durban Ref No: 2025/360/OCJ

Eastern Cape Provincial Service Centre: East London) Ref No: 2025/361/OCJ
North West Provincial Service Centre: Mmabatho Ref No: 2025/362/OCJ
Limpopo Provincial Service Centre, Polokwane Ref No: 2025/363/OCJ

REQUIREMENTS Applicants should be in possession of a minimum of a minimum of three-year National Diploma / Degree in the Built Environment, Facilities Management, Facilities Project Management, Property / Real Estate Management at NQF level 6 with 360 credits as recognised by SAQA. A minimum 3 years' experience in relevant field. A valid driver's License. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Skills and Competencies: Knowledge of relevant prescripts, application of MISS and MPSS, Administrative Justice Act, Knowledge of Promotion of Access of Information Act, Knowledge of Treasury and PFMA Regulations, Knowledge of Government Immovable Asset Management Plan (GIAMA), Understanding of Occupational Health and Safety Act, no. 85 of 1993, Knowledge of managing fleet assets and related administration; Knowledge of National Archives and Records Services Act and Regulations, Knowledge of document management and filing systems, General Built environment including mechanical, electrical Water Services Act, National Environmental Management Act 107 of 1998 (NEMA), Horticultural processes and Cleaning Industry, Public Finance Management Act, (PFMA), Financial management, Presentation skills, Project Management Skills, Planning and Organising Skills, Analytical and Decision-Making Skills, Problem Solving Skills, Decision making skills, Strategic and analytical skills, Report writing skills.

DUTIES : Provide effective facilities and auxiliary services management processes and systems at service centres, monitor implementation of facilities Contracts and Services, ensure provision of an efficient maintenance of PSC and Court facilities, Monitor the provision of Infrastructure services, Supervise and develop staff.

ENQUIRIES : Technical related enquiries, Mr N Naidoo Tel No: (010) 493 2649
HR Related Enquiries: Ms S Tshidino Tel No: (010) 493 8771

APPLICATIONS : Applications can be sent via email on the below-email addresses:
Gauteng: 2025/355OCJ@judiciary.org.za
Mpumalanga: 2025/356/OCJ@judiciary.org.za
Free Sate: 2025/357/OCJ@judiciary.org.za
Nothern Cape: 2025/358/OCJ@judiciary.org.za
Western Cape: 2025/359/OCJ@judiciary.org.za
Kwazulu Natal: 2025/360/OCJ@judiciary.org.za
Eastern Cape 2025/361CJ@judiciary.org.za
North West: 2025/3362/OCJ@judiciary.org.za
Limpopo: 2025/363/OCJ@judiciary.org.za

NOTE OCJ will give preference to candidates in line with the departmental Employment Equity goals

POST 45/174 : **ASSISTANT DIRECTOR: SECURITY MANAGEMENT (X3 POSTS)**

SALARY : R468 459 - R551 823 per annum (Level 09). The successful candidate will be required to sign a performance agreement

CENTRE : National Office: Midrand, Ref No: 2025/364/OCJ
Mpumalanga Provincial Service Centre: Mbombela Ref No: 2025/365/OCJ
North West Division Provincial Service Centre Mmabatho Ref No: 2025/366/OCJ

REQUIREMENTS Applicants should be in possession of a minimum of a three-year National Diploma in Security and Risk Management/Policing or equivalent qualification at NQF level 6 with 360 credits as recognized by SAQA. A minimum of three (3) years' experience in the relevant field, A valid driver's license, Grade A Private Security Industry Regulation Authority (PSIRA) certificate. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Skills and Competencies: Security Policy and Procedures, Risk Management Policy, OHS Act, Knowledge of Vetting Policy, Knowledge of Security Management Processes, Public service regulations, 2016, Public Service Act, MISS, PFMA Act, Computer literacy, Communication skills, Supervisory skills, Decision-making skills, Planning and execution skills, Problem solving and analytical skills, Presentation skills, Research writing skills, Time management skills, Good interpersonal relations,

Republic of South Africa Constitution.

DUTIES : Manage contracted security service provider(s) and ensure compliance with the Service Level Agreement, Conduct security assessments, planning and investigations and recommend measures for improvement, Ensure Compliance to Occupational Health and Safety Act, Manage matters related to integrity management and investigate security breaches., Provide security advisory to management and maintain security value adding consultancy, Supervise and develop staff.

ENQUIRIES : Technical related enquiries, Mr N Naidoo, Tel No: (010 493 2649
HR Related Enquiries: Ms S Tshidino Tel No: (010) 493 8771

APPLICATIONS : Applications can be sent via email on the below-email addresses:
National Office: 2025/364OCJ@judiciary.org.za
Mpumalanga: 2025/365/OCJ@judiciary.org.za
North West: 2025/366/OCJ@judiciary.org.za

NOTE OCJ will give preference to candidates in line with the departmental Employment Equity goals.

POST 45/175 : **OFFICE MANAGER (OFFICE OF THE JUDGE PRESIDENT) REF NO: 2025/367/OCJ**

SALARY : R468 459 - R551 823 per annum (Level 09). The successful candidate will be required to sign a performance agreement

CENTRE : Gauteng Division of High Court, Johannesburg

REQUIREMENTS : Applicants should be in possession of a minimum of a three-year National Diploma/ Bachelor's Degree in Office Management or relevant equivalent qualification at NQF Level 6 with 360 credits as recognized by SAQA. A minimum of 3 years' relevant experience in an Office Administration environment. A valid driver's license. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Skills & Competencies, Job Knowledge of office management responsibilities, systems and procedures. Excellent Communication skills. Proficiency in English (verbal and written). Interpretation of law. Legal writing/drafting/legislative drafting skills. Knowledge of Electronic Information Resource and online retrieval. Strong Leadership and Management Capabilities. Ability to work long hours and under pressure. Computer literacy (MS Word, PowerPoint, Excel and Outlook).

DUTIES : Manage office of the Judge President at the Gauteng Local Division of the High Court (Johannesburg). Support the Judge President in communication with all Stakeholders. Management, supervise and develop Judge's Secretaries and support staff. Manage logistical arrangements for integrated meetings and operations. Oversee the Administration and follow up on the Judge President instructions to ensure prompt execution by relevant branches. Liaise with all Stakeholders in the Department, Heads of Court, Senior Managers, Judges, National Office, Legal Professional bodies and other Stakeholders, with regard to matters emanating from the Office of the Judge President. Maintain a clear communication channel to both Internal and External Stakeholders with the office of the Judge President and that of the Deputy Judge President. Prepare presentations and briefing notes for the Judge President and disseminate the necessary notices and information to all branch heads, within the Division. Compile, analyse and report progress on a monthly and quarterly basis, memoranda regarding all matters related to the Judge President, including but not limited to the collation of reserved judgements statistics for the Division. Ensure the appropriate capacitation of the Office of the Judge President, in relation the handling of the Acting Judge portfolio, including but not limited to the coordination of their acting Judge appointment forms and certificates, handing down of their Judgements, the hearing of their applications for leave to appeal, etc. Ensure the correct applications of Regulations, Resolutions, Policies or any other Legal source of directive related to the special fields.

ENQUIRIES : Technical enquiries: Ms R Bramdaw Tel No: (010) 494 8486
HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

APPLICATIONS : Applications can be sent via email to: 2025/367/OCJ@judiciary.org.za

NOTE : OCJ will give preference to candidates in line with the departmental Employment Equity goals.

POST 45/176	:	**TYPIST REF NO: 2025/368/OCJ**
SALARY	:	R193 359 – R227 766 per annum (Level 04). The successful candidate will be required to sign a performance agreement.
CENTRE	:	Eastern Cape Division of The High Court: Gqeberha
REQUIREMENTS	:	Applicants should be in possession of a minimum of a Grade 12 certificate or equivalent qualification. A minimum typing speed of 35 wpm. Shortlisted candidates will be required to pass a typing test. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Skills and Competencies: Computer literacy (MS Word). Good communication skills (written and verbal). Good interpersonal relations, planning and organization skills. Good problem-solving skills. Accuracy and attention to detail. Ability to work under pressure. Good time keeping. Telephone etiquette. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
DUTIES	:	Typing of appeals, reviews, reports, minutes, circulars, notice of set downs, witness statements, taxing master reports, affidavits, memorandums and court orders. Relief administrative personnel where necessary. Filling, opening files and making appointments. Dealing with public queries and other administrative duties.
ENQUIRIES	:	Technical Related: Ms P Nyhiba Tel No: (041) 502 6626 HR Related Enquiries: Mr S Mponzo Tel No: (043) 726 5217
APPLICATIONS	:	Applications can be sent via email to: 2025/368/OCJ@judiciary.org.za
NOTE	:	OCJ will give preference to candidates in line with the departmental Employment Equity goals

ANNEXURE O

OFFICE OF THE PUBLIC SERVICE COMMISSION

The Office of the Public Service Commission (OPSC) is an equal opportunity representative employer. Therefore, the OPSC is intentional in promoting representivity (race, gender and disability) in the Public Service through filling these positions in line with the approved Employment Equity Plan. All candidates whose appointment/transfer/promotion will promote representativeness are encouraged to apply. Preference will be given to Coloureds, Indians, Whites and persons with disabilities. An indication of representativeness profile by applicants will expedite the processing of applications.

APPLICATIONS	:	You can apply on www.psc.gov.za under "vacancies". Forward your application/s stating the relevant reference number to: The Director-General, Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at Commission House, Office Park Block B, 536 Francis Baard Street, Arcadia, Pretoria.
FOR ATTENTION	:	Mr M Mabuza
CLOSING DATE	:	22 December 2025; 16h30
NOTE	:	Applications must consist of a) A fully completed and signed Z83 application form which came into effect on 1 January 2021 and can be downloaded at www.dpsa.gov.za-vacancies). b) A recent comprehensive CV with a minimum of three (3) contactable referees with their telephone numbers and email addresses. Only shortlisted candidates will be required to bring certified copies of ID, drivers' license and qualifications on or before the interviews. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The successful candidate will be required to obtain a top-secret clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Candidates will be subjected to Practical and Integrity Assessments to determine their suitability for the post. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Please take note that late applications will not be accepted. All shortlisted candidates including SMS shall undertake two pre-entry assessments. Logistics of which will be communicated by the Office of the Public Service Commission. Following the interview and technical exercise, the Selection Committee will recommend a candidate/s to attend a generic managerial competency assessment (in compliance with the DPSA Directives on the competency-based assessments). The competency will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Note (A pre-entry certificate obtained from the National School of Government (NSG) prior appointment for all SMS appointments is required). Applicants are advised against the use of the old Z83 application form which was valid until 31 December 2020 because it will render such application/s invalid.

MANAGEMENT ECHELON

POST 45/177	:	**CHIEF DIRECTOR: GOVERNANCE MONITORING REF NO: CD/GM/12/2025**
SALARY	:	R1 494 900 per annum, (all-inclusive remuneration package). The package includes a basic salary (70% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
CENTRE	:	Public Service Commission House, Pretoria
REQUIREMENTS	:	Ideal candidate's profile: The successful candidate must have an appropriate SAQA recognized Bachelor's degree or equivalent qualification (NQF level 7) in the field of Public Management, Public Administration, Social Sciences or Law. A relevant postgraduate qualification will be an added advantage. A Nyukela certificate for entry into the Senior Management Service (SMS) obtained from the National School of Government (NSG) and should be submitted prior to appointment. Five (5) years of experience at a senior managerial level. Extensive experience in evaluation, development of, transformation or reform of, advising on public administration policy, practice, processes, systems, organisation and management. Knowledge and

experience in the application of the provisions of the relevant legislation and regulations that govern the Public Service. Strong research and research supervision skills. Excellent project management and problem-solving abilities. Exceptional understanding of the policy environment within which Public Service delivery takes place. Excellent communication (written and verbal) skills. Financial Management skills. Good people management skills and the ability to work with and across teams. Good liaison skills and the ability to manage relations with different stakeholders. Sufficient computer skills in Microsoft Office Suite e.g. Excel, Word and PowerPoint. A Valid Driver's License (with exception of disabled applicants).

DUTIES : Conduct evaluations of the state of the public service against the principles governing public administration in section 195 of the Constitution. Produce a State of the Public Service report. Provide a diagnosis of key systemic issues affecting the performance of the public service and develop solutions (in the form of normative statements and guidelines) to key problems hampering the performance of the public service. Develop and maintain a data warehouse containing data sets for indicators of the performance of the public service. Manage the chief directorate and provide support the Commission.

ENQUIRIES : Ms IL Mathenjwa Tel No: (012) 352 1109

POST 45/178 : **DIRECTOR: PUBLIC SERVICE COMMISSION SUPPORT REF NO: D/PSCS/12/2025**

SALARY : R1 266 714 per annum, (all-inclusive remuneration package). The package includes a basic salary (70% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

CENTRE : Office Public Service Commission, Pretoria

REQUIREMENTS : Ideal candidate's profile: The successful candidate must have an appropriate recognized Bachelor's Degree/Advance Diploma/ Bachelor of Technology Degree qualification (NQF level 7) in the field of Public Administration / Public Management / Social Science / Development Studies / Development Management / Futures Studies / Governance or related social science fields, or Bachelor of Laws degree or related. A Nyukela certificate for entry into the Senior Management Service (SMS) obtained from the National School of Government (NSG) and should be submitted prior to appointment. Five (5) years of experience at a middle/ senior managerial level. Knowledge and experience in rendering executive Support to governance structures, and executive management. Experience in liaising with Parliament/ Legislature will be an added advantage, experience in developing research proposals and instruments in designing and utilizing appropriate data collection strategies and data collection tools. Good understanding of the PSC Mandate. Excellent planning, organisational and communication skills, excellent research and writing skills. Ability to work across all the levels within the PSC and interact at a Senior level. The successful person should possess strong Strategic Capability Skills, Analysis and leadership Programme, Appropriate experience in project management, Strategic understanding and knowledge of the application of the Constitutional Values and Principles (CVPs) as contained in Section 195. A firm grasp on matters of service delivery, research, ethics and integrity; as well as leadership and human resources practices. An understanding of how current public administration management and operational processes comply, or do not comply with the CVPs. Good communication and presentation skills. Financial management skills. Supervisory and appropriate people management experience. Stakeholder engagement skills. Proven managerial record. Sufficient computer skills in Microsoft Office Suite e.g. Excel, Word and PowerPoint. A Valid Driver's License. (with exception of disabled applicants).

DUTIES : Coordinate and manage the Public Service Commission governance structures, including Secretariat services. Oversee and manage administrative support to the Commission, including logistical services. Provide Parliamentary liaison and support services. Coordinate international strategic stakeholder relations. Manage human and financial resources of the Directorate.

ENQUIRIES : Mr ST Giyose Tel No: (012) 352 1145

POST 45/179	:	**DIRECTOR: CONSULTATIVE EVALUATIONS REF NO: D/CE/12/2025**
SALARY	:	R1 266 7144 per annum, (all-inclusive remuneration package). The package includes a basic salary (70% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
CENTRE	:	Public Service Commission House, Pretoria
REQUIREMENTS	:	Ideal candidate's profile: The successful candidate must have an appropriate recognized Bachelor's Degree/Advance Diploma (NQF level 7) in the field of Social Science, Public Management and/or Administration and Monitoring and Evaluation Five (5) years of experience at a middle/ senior managerial level. Proficiency in research, monitoring and evaluation, Development of Public Administrative Practices, Qualitative Data Management, Data Analysis, Project Planning and Management Experience in conducting service delivery inspections baseline or situational analysis assessments and/or evaluation will be an added advantage A Nyukela certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) and should be submitted prior to appointment Knowledge and experience in the application of the provisions of the relevant legislation and regulations that govern the Public Service. Ability to analyze, summarize and comment on current debates in public administration. Ability to plan and coordinate activities at executive and operational level. Appropriate experience in project management and execution of primary research. Strategic understanding and knowledge of the application of the Constitutional Values and Principles (CVPs) as contained in Section 195. A firm understanding on matters of service delivery (models and processes), research (applied), assessments and evaluation within the Public Service. An understanding of how current public administration management and operational processes comply, or do not comply with the CVPs. Good communication, presentation and writing skills. Financial management skills. Supervisory and appropriate People Management and Empowerment. Client Orientation and Customer Focus and Problem solving, analysis and Knowledge Management. Proven strategic capabilities and leadership, Programme and Project Management and Conflict Resolution. Sufficient Computer Skills in Microsoft Office Suite e.g. Excel, Word and PowerPoint presentation. A Valid Driver's License. (with exception of disabled applicants).
DUTIES	:	Manage, coordinate and facilitate Service Delivery Inspections (through research, assessment and/or evaluation projects) Provide quality assurance and advisory support for province-based service delivery inspections (and related projects) as required, including the review of proposals, research tools and reports. Conduct and manage research studies on the effectiveness of government support for service delivery to improve its effectiveness Monitor and report on the implementation of the PSC recommendations and directions (quarterly and bi-annually) and contribute to Section 196(4)(e) report .Provide strategic support to the Office and Commission in the execution of the mandate of the PSC Coordination of Chief Directorate Reporting of Performance Management Information.
ENQUIRIES	:	Ms C Domingo-Swarts Tel No: (012) 352 1289

OTHER POSTS

POST 45/180	:	**DEPUTY DIRECTOR: HUMAN RESOURCE BEST PRACTICE REF NO: DD/HRBP/12/2025**
SALARY	:	R896 436.per annum (Level 11), (all-inclusive remuneration package). The package includes a basic salary (75%/76% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 25% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
CENTRE	:	Public Service Commission House, Pretoria
REQUIREMENTS	:	Ideal candidate's profile: The successful candidate must have an appropriate recognized Bachelor's Degree or Advanced Diploma NQF level 7 majoring in Human Resource Management/Human Resource Development/Industrial Psychology. Postgraduate degrees in the above-mentioned qualifications will

		be an added advantage. 2-3 years' experience at an Assistant Director or equivalent level (for people outside government) in Human Resources or Research and basic project management. Knowledge of Public Service Human Resource Management Regulatory Frameworks, Public Service Financial Regulatory Frameworks, subordinate legislations, e.g. National Treasury and DPSA laws, regulations and directives. Core Management Competencies: data collection, data analysis, research and project management. Process Competencies: service delivery innovation, communication, problem solving and analysis, client orientation and customer focus, knowledge management. Technical Competencies: qualitative and quantitative research, research report writing skills, analytical skills, stakeholder engagement skills, presentation skills, interpersonal skills, communication skills, planning, organizing and coordinating skills, ability to work under pressure and abnormal hours, ability to work in a complex environment and time bound. Proficiency in the Microsoft Office suite, e.g. Excel, Word and PowerPoint. An understanding of the Constitutional Values and Principles (CVPs) in Section 195 and how these CVPs contribute towards effective public service delivery. Must possess a valid driver's license (with exception to people with disabilities) and be willing to travel and work extensively both in a team and with minimal supervision. Females and males are encouraged to apply; preference will be given to coloured, Indian, and white females. Shortlisted candidates will be assessed through an oral interview, practical exercise, and integrity assessments.
DUTIES	:	Research, assess, monitor and evaluate leadership and human resource management practices to enhance evidence-based policy and practice in the public service. Coordinate and support the engagement for Public Service Commission recommendations to promote human resource best practices. Provide strategic advice and review leadership and human resource management processes and practices in the public service. Produce research to produce articles, presentations and/or concept notes, e.g. Pulse, Articles, Keynote speeches/address for Commissioners and presentations to Portfolio Committees, MANCO and other stakeholders.
ENQUIRIES	:	Ms NA Kelengeshe Tel No: (012) 352-1146
POST 45/181	:	**DEPUTY DIRECTOR: PLANNING, MONITORING AND REPORTING REF NO: DD/PMR/12/2025**
SALARY	:	R896 436 per annum (Level 11), (all-inclusive remuneration package). The package includes a basic salary (70%/75% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30%/25% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
CENTRE	:	Public Service Commission House, Pretoria
REQUIREMENTS	:	Ideal candidate's profile: The successful candidate must have an appropriate recognized Advanced Diploma/Bachelor's degree NQF level 7 in Public Administration/Management/Monitoring and Evaluation/Development studies and Business Management/Administration as recognised by SAQA. 5 years' experience in organisational performance monitoring, reporting and planning and performance auditing. Knowledge and of Treasury Regulations and Planning and Reporting Guidelines, experience in organisational performance reporting, performance auditing, written and verbal communication skills, interpersonal skills, project management and analytical skills. Proficiency in the Microsoft Office suite, e.g. Excel, Word and PowerPoint. Must possess a valid driver's license (with exception to people with disabilities).
DUTIES	:	Coordinate and organise PSC Strategic Planning Sessions and Operational Planning Sessions. Develop PSC planning documents for submission to DPME and tabling in Parliament. Coordinate, verify reported performance information and manage the compilation of the quarterly and annual reports. Develop presentations on PSC Planning Documents and Performance Information as and when required. Organise and render Secretariat services to the Management Committee Meetings, (MANCO). Ensure compliance with relevant prescripts.
ENQUIRIES	:	Mr S Maya Tel No: (012) 352-1097

POST 45/182	:	**DEPUTY DIRECTOR: PROFESSIONAL ETHICS REF NO: DD/PE/MP/12/2025**
SALARY	:	R896 436 per annum (Level 11), (all-inclusive remuneration package). The package includes a basic salary (70%/75% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30%/25% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
CENTRE	:	Public Service Commission: Mpumalanga Provincial Office, Mbombela
REQUIREMENTS	:	Ideal candidate's profile: The successful candidate must have an appropriate recognized Bachelor's degree NQF level 7 majoring in Law/Public Administration/Professional Ethics or equivalent qualification. 3-5 years' supervisory experience at Assistant Director level, with particular focus on: Promotion of Professional Ethics, Management of Conflicts of Interest, Conducting of Investigative Research, Integrity and Anti-Corruption activities. Knowledge of People management, practical experience in project management, excellent communication skills, both verbally and in writing, public speaking and presentation skills. Knowledge of handling public management, administration, Human Resource Practices, corporate governance, and financial management. Reasoning skills and the ability to formulate arguments for and against specific positions in writing. Proficiency in the Microsoft Office suite, e.g. Excel, Word and PowerPoint. Must possess a valid driver's license (with exception to people with disabilities) and willingness to travel extensively.
DUTIES	:	Promotion of professional ethics in the province through conducting workshops and awareness campaigns relating to ethics frameworks and constitutional values and principles. Facilitate the submission of financial disclosures by all members of the Senior Management Service in the Province. Scrutinize financial disclosures to determine potential and/or actual conflicts of interest. Collate and analyses data on the management of financial misconduct in the province. Draft reports, submissions, memoranda and letters emanating from the performance of the key performance areas. Conduct public administration investigations. Conduct research on professional ethics in the Public Sector. Perform other relevant tasks as assigned by the Provincial Director from time to time.
ENQUIRIES	:	Mr T Matlhare Tel No: (013) 755-4070/1
POST 45/183	:	**DEPUTY DIRECTOR: LABOUR RELATIONS IMPROVEMENT REF NO: DD/LRI/12/2025 (X2 POSTS)**
SALARY	:	R896 436 per annum (Level 11), (all-inclusive remuneration package). The package includes a basic salary (70%/75% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30%/25% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
CENTRE	:	Public Service Commission House, Pretoria
REQUIREMENTS	:	A recognized three-year Bachelor's degree/Diploma (NQF level 7) in Labour Relations/Labour Law/Law. 3-5 years' experience in Labour Relations, grievance resolution, legal interpretation and investigation research at supervisory/ASD level. Knowledge of handling Public Management, Administration and Human Resource Practices and Financial Management. Knowledge of the Public Service Act, Public Service Commission Act, Senior Management Service Handbook, Performance Management and Development System and other related Public Service prescripts; experience in project management, research and monitoring; experience in case management. Knowledge and understanding of the Constitution of the Republic of South Africa, 1996, and its application towards effective public service delivery. An understanding of how this post supports the role of the Public Service Commission (PSC) regarding the CVP's. Computer skills in Microsoft Office suite (Word, Excel, PowerPoint and Outlook). Excellent report writing, interpersonal skills; verbal communication; and presentation skills. Commitment to working under sustained pressure and be self-motivated, results orientated and show initiative. Ability to work independently and in matrix teams. Knowledge of people management. Must be in possession of a valid driver's license (with the exception to people with disabilities) and be

willing to travel extensively and ability to relate well with all levels of stakeholders.

DUTIES : Investigate grievances through evaluation, research, analysis and draft investigative reports. Present grievance reports to the Commission; attend and provide support to the work related to the management and grievance reports and outcomes. Monitor the implementation of PSC recommendations. Manage the grievances management system, database and SharePoint. Manage Labour Relations projects, conduct research and draft articles. Conduct Labour Relations research projects in the Departments. Conduct Labour Relations promotional events or the Commission's work in general.

ENQUIRIES : Ms Meso/ Mr L Yekwa Tel No: (012) 352 1063/1140

POST 45/184 : **DEPUTY DIRECTOR: LABOUR RELATIONS IMPROVEMENT REF NO: DD/LRI/FS/12/2025**

SALARY : R896 436 per annum (Level 11), (all-inclusive remuneration package). The package includes a basic salary (70%/75% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30%/25% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

CENTRE : Public Service Commission Free State Provincial Office, Bloemfontein

REQUIREMENTS : A recognized three-year Bachelor's degree/Diploma (NQF level 7) in Labour Relations/Labour Law/Law. 3-5 years' experience in Labour Relations, grievance resolution, legal interpretation and investigation research at supervisory/ASD level. Knowledge of handling Public Management, Administration and Human Resource Practices and Financial Management. Knowledge of the Public Service Act, Public Service Commission Act, Senior Management Service Handbook, Performance Management and Development System and other related Public Service prescripts; experience in project management, research and monitoring; experience in case management. Knowledge and understanding of the Constitution of the Republic of South Africa, 1996, and its application towards effective public service delivery. An understanding of how this post supports the role of the Public Service Commission (PSC) regarding the CVP's. Computer skills in Microsoft Office suite (Word, Excel, PowerPoint and Outlook). Excellent report writing, interpersonal skills; verbal communication; and presentation skills. Commitment to working under sustained pressure and be self-motivated, results orientated and show initiative. Ability to work independently and in matrix teams. Knowledge of people management. Possesses a valid driver's license (with the exception to people with disabilities) and be willing to travel extensively and ability to relate well with all levels of stakeholders.

DUTIES : Investigate grievances through evaluation, research, analysis and draft investigative reports. Present grievance reports to the Commission; attend and provide support to the work related to the management and grievance reports and outcomes. Monitor the implementation of PSC recommendations. Manage the grievances management system, database and SharePoint. Manage Labour Relations projects, conduct research and draft articles. Conduct Labour Relations research projects in the Departments. Conduct Labour Relations promotional events or the Commission's work in general.

ENQUIRIES : Mr S Mlisana Tel No: (051) 448-8696

POST 45/185 : **DEPUTY DIRECTOR: PUBLIC ADMINISTRATION INVESTIGATIONS REF NO: DD/PAI/NWPO/12/2025**

SALARY : R896 436 per annum (Level 11), (all-inclusive remuneration package). The package includes a basic salary (70%/75% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30%/25% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

CENTRE : Public Service Commission North West Provincial Office, Mmabatho/Mahikeng

REQUIREMENTS : Ideal candidate's profile: The successful candidate must have an Appropriate recognised National Diploma/Bachelor's degree (NQF level 6/7) in the field of Law/Labour law/Forensic Investigations/Public Administration or Management/Internal Auditing/ Investigation/HRM/Industrial Psychology or relevant equivalent qualifications. 3-4 years' experience at an Assistant

Director level or equivalent level in investigations, Public Administration investigations, forensic investigations, internal auditing, fraud and anti-corruption investigations, financial or human resource management/personnel investigations and experience in the application and interpretation of the regulatory prescripts and case law. Knowledge of the Constitution of the Republic of South Africa 1996, Protection of Personal Information Act, Public Service Act 1994, Public Administration Management Act 2014, Public Service Commission Act 1997, the Promotion of Access to Information Act 2000, Promotion of Administrative Justice Act 2000, Public Finance Management Act 1999, case law, Public Service Regulations 2016 as amended, National Treasury Regulations, Supply Chain Management prescripts. The ability to conduct investigations in respect of personnel and public administration practices. Ability to analyse, interpret and apply legislation, information, policies, etc. Ability to function independently and as part of a team. Ability to work under pressure. Well organised. Investigative, interviewing and analytical skills; Good written and verbal Communication skills. Computer literacy (Ms Word, PowerPoint, Excel and Outlook). Report writing skills. A valid driver's license is required (except for people with disabilities). Knowledge of project management principles. Strategic planning skills. Ability to co-ordinate various activities, actions and persons. Knowledge of Treasury Instructions, Government finances and general budget keeping practices. Financial and Human Resource Management skills. Ability to analyse financial reports. Ability to analyse the procurement process in the Public Service. Good written and verbal communication skills with specific reference to: Conducting interviews, making presentations regarding proposed investigations, including the finding of investigations. Writing reports, submissions, letters and memoranda.

DUTIES : Conduct Public Administration Investigations and Personnel Practices complaints lodged with the Public Service Commission. Initiate and conduct own-accord investigations. Conduct investigative research into areas of Public Administration practices Draft reports with appropriate findings, recommendations/directions/ advice Conduct monthly, quarterly and bi-annual monitoring of the implementation of the PSC's recommendations and directions and update relevant databases Maintain Integrated Complaints and Grievance System and monthly complaints database. Compile presentations on investigative reports Provide support in the promotion and evaluation of the CVPs in section 195 of the Constitution. Management of National Anti-Corruption Cases and follow up on cases referred to departments for investigation for feedback. Perform other tasks relating to Professional Ethics, Labour Relations Improvement, Monitoring and Evaluation and Research assigned by the Provincial Director. Perform other ad hoc activities assigned by PSC. Provide support to the Provincial Director and the office through participation in various committees. Human Resources and Financial Management.

ENQUIRIES : Mr L Mautlwa Tel No: (018) 384-1000

POST 45/186 : **ASSISTANT DIRECTOR: FACILITIES MANAGEMENT AND AUXILIARY SERVICES REF NO: ASD/FMAS/12/2025**

SALARY : R468 459 per annum (Level 09)
CENTRE : Public Service Commission House, Pretoria
REQUIREMENTS : Ideal candidate's profile: The successful candidate must have an appropriate recognized Bachelor's degree, B. Tech/ Advanced Diploma (NQF 7) in Facilities Management or Property Management. 3-5 years' supervisory experience in facilities management or property management in the public sector, including in the Private sector Advanced computer skills in MS Office Suite, including Word, Excel, PowerPoint and Outlook Good communication and technical skills problem solving, numerical and analytical skills Good interpersonal relations. Must be assertive, trustworthy, ethical and professional with integrity Must have effective administrative, organizational and communication skills. Must be creative, motivated, self-driven, results-oriented and have initiative Ability to work both independently and as part of a team Ability to work under pressure and maintain a high level of confidentiality Must have commitment to transformation An understanding of the Constitutional Values and Principles (CVP s) in Section 195 and how these CVPs contribute towards effective public service delivery An understanding of how this post supports the role of the Public Service Commission (PSC) regarding the CVPs Must have a valid driver's license (with exception of disabled applicants).

DUTIES : Provide support in Managing procurement of office accommodation Managing of Facilities and Auxiliary services Supervision of Registry/Record Management, Transport Services and Cleaning services Supervision of Human Resources Develop, implement and review Facilities Management Policies.

ENQUIRIES : Mr Z Tshatshelo Tel No: (012) 352 1106

POST 45/187 : **ASSISTANT DIRECTOR: SECURITY SERVICES REF NO: ASD/SS/12/2025**

SALARY : R468 459 per annum (Level 09)
CENTRE : Public Service Commission House, Pretoria
REQUIREMENTS : Ideal candidate's profile: The successful candidate must have an appropriate recognized Bachelor's Degree, B. Tech/ Advanced Diploma (NQF 7) in the field of Security Management, must be in a possession of Grade A PSIRA certificate, Completion of SSA Security Advisory Course, 3-5 years' supervisory experience as Senior Security Officer will be an added advantage, including in the private sector advanced computer skills in MS Office Suite, including Word, Excel, PowerPoint and Outlook. Good communication and should possess technical skills such as Alertness, Attention to detail, Rapid response, Analytical and Critical skills. Problem solving skills. Good interpersonal relations. Must have: Computer Literacy and be assertive, trustworthy, ethical and professional with integrity. Must have effective administrative, organizational and communication skills. Must be creative, motivated, self-driven, results-oriented and have initiative. Ability to work both independently and as part of a team. Ability to work under pressure and maintain a high level of confidentiality Must have Planning and organising, Coaching/Mentoring skills, Communication skills, Customer focus, Policy analysis, Interpersonal Skills, Observation Skills, Time Management Skills, Emotional intelligence skills, Must have Knowledge of Security procedures and Security technologies and a commitment to transformation An understanding of the Constitutional Values and Principles (CVPs) in Section 195 and how these CVPs contribute towards effective public service delivery. An understanding of how this post supports the role of the Public Service Commission (PSC) regarding the CVPs Must have a valid driver's license (with exception of disabled applicants).

DUTIES : Administration of personnel, documents, communication, information and physical security Develop and maintain a Security awareness programme Conduct Security Threats and Risk Assessments Forge relations with external security Agencies and other organs of state Develop, implement and review Security Policies Responsible for People Management.

ENQUIRIES : Mr Z Tshatshelo Tel No: (012) 352 1106

POST 45/188 : **ASSISTANT DIRECTOR: PROVINCIAL OFFICE SUPPORT REF NO: ASDPOS/NW/12/2025**

SALARY : R468 459 per annum (Level 09)
CENTRE : Public Service Commission Northwest Provincial Office
REQUIREMENTS : Ideal Candidate Profile: Senior Certificate/ Grade 12 (NQF Level 4). A National Diploma/Degree (New NQF Level 6 or 7) in the field of Social Sciences, Labour Relations/Law/Public Administration/Management, Industrial Psychology, Office Administration/Management, Human Resources Management or equivalent relevant qualification 2-3 years' experience as State Administration Officer/Administrative Officer/Personal Assistant or equivalent experience in a related field, including in the private sector 2 – 3 years' experience in M&E and Research/Investigations/Ethics Management at salary level 7/8 or equivalent will serve as added advantage. Advanced computer skills in MS Office Suite, including Word, Excel, PowerPoint and Outlook. Good interpersonal relations Must be assertive, trustworthy, ethical and professional with integrity Must have effective administrative, organizational and communication skills Must be creative, motivated, self-driven, results-oriented and initiative Ability to work both independently and as part of a team Ability to work under pressure and maintain a high level of confidentiality Must have commitment to transformation An understanding of the Constitutional Values and Principles (CVPs) in Section 195 and how these CVPs contribute towards effective public service delivery An understanding of how this post supports the role of the Public Service Commission (PSC) regarding the CVPs Must have a valid driver's license (with exception of disabled applicants).

DUTIES : Provide support and assist in: Conducting investigations of Grievances and Complaints emanating from the Provincial Departments Handling of cases from National Anti-Corruption Hotline Collecting and Consolidating the six-monthly grievance reports from Provincial Departments Advocacy Monitoring and Evaluation of adherence by Provincial Departments to the Constitutional Values and Principles Governing Public Administration. Professional Ethics Research Projects Service Delivery Inspections Collating information relating to financial misconduct from the Provincial Departments Management of Financial Disclosure Framework in the Province Compiling bi-annual report in the implementation of the PSC recommendations and update system and databases. Attend to ad hoc functions as may be directed by the Provincial Director. Corporate service support (human resources management, financial management-expenditure monitoring), supply chain management, cleaning services, records management, facility management, security services, leave administration, PMDS, petty cash management, management of invoices, gift management, asset management, etc.) to the Provincial Director and Commissioner. Perform any duties assigned by the Provincial Director and participate in various committees.

ENQUIRIES : Mr JL Mautlwa Tel No: (018) 348 1000

POST 45/189 : **ASSISTANT DIRECTOR: PUBLIC ADMINISTRATION INVESTIGATIONS (1) REF NO: ASD/PAI/12/2025**

SALARY : R468 459 per annum (Level 09)
CENTRE : Public Service Commission House, Pretoria
REQUIREMENTS : An appropriate recognised National Diploma / Bachelor's degree (NQF level 6) in Law / Auditing / Forensic Investigations / Public Administration / Social Sciences or related field. A minimum of three (3) years' experience in conducting Forensic Investigations / Investigations / Auditing / Fraud and Anti-Corruption regarding personnel and public administration practices. Knowledge and experience of the Public Service legislation including but not limited to: The Constitution of the Republic of South Africa, 1996, the Public Service Act, 1994, the Public Service Commission Act, 1997, the Public Finance Management Act, 1999, the Public Service Regulations, National Treasury Regulations and Supply Chain Management prescripts. Proven investigative and analytical skills. An understanding of the Constitutional Values and Principles (CVPs) in section 195 of the Constitution and how these CVPs contribute towards effective public service delivery. An understanding of how this post supports the role of the PSC regarding the CVPs. Report Writing skills. Proven computer literacy in the Microsoft Office Suite (Word, PowerPoint, Excel and Outlook) Must have a valid driver's license (with exception of disabled applicants).
DUTIES : Conduct investigations into complaints lodged with the PSC regarding personnel and public administration practices. Conduct own accord investigations into areas of personnel and public administration practices. Report on investigations conducted, including own accord investigations. Monitor and report on the implementation of the PSC's recommendations and/or directions. Provide strategic support to the organization in the execution of the mandate of the PSC.
ENQUIRIES : Ms H Sethole Tel No: (012) 352 1226

POST 45/190 : **SENIOR HUMAN RESOURCE PRACTITIONER REF NO: HRP/PMP/12/2025**

SALARY : R397 116 per annum (Level 08)
CENTRE : Public Service Commission National Office, Pretoria
REQUIREMENTS : Ideal candidate profile: Applicants must be in possession of a Senior Certificate Appropriate (NQF Level 6) in Human Resources Management, Human Resource Development, Industrial Psychology, Public Management or Public Administration. 1 to 3 years' experience in the field. Extensive knowledge and experience of PERSAL. Administration skills Good Communication skills, Interpersonal skills Proven Computer skills in the Microsoft Office Suite (Word, Excel, PowerPoint and Outlook Human resource skills Organising skills. Good writing skills Ability to handle confidential information. Records management experience. Conflict management skills.
DUTIES : PERSAL Personnel Controller. Supervise the administration of all Conditions of Service and Employee Benefits. Scheduling and monitoring of applications.

Supervise staff performance and development. Administration and processing of all Conditions of Service and Employee Benefits.

ENQUIRIES : Ms L Human Tel No: (012) 352-1115

POST 45/191 : **SENIOR HUMAN RESOURCE PRACTITIONER: HUMAN RESOURCE DEVELOPMENT REF NO: SHRP/HRD/12/2025**

SALARY : R397 116 per annum
CENTRE : Public Service Commission National Office, Pretoria
REQUIREMENTS : Ideal candidate profile: Applicants must be in possession of a Senior Certificate Appropriate (NQF level 6) in Human Resources Management, Human Resource Development, Industrial Psychology, Public Management or Public Administration. Minimum of (1-3) years relevant experience in Human Resource Development field. Demonstrated experience in using PERSAL. Knowledge: Knowledge of the Public Service Act & Regulations, and relevant MPSA Directives and Determinations (understand, interpret and apply). Knowledge of the relevant HR legislation (e.g., Skills Development Act, Labour Relations Act, Employment Equity Act). Knowledge of the PERSAL system and registration of system control change (SCC). Knowledge of the legislative frameworks in the public service. Microsoft Office suite. Protocol, etiquette and diplomacy. Batho Pele Principles. Code of Conduct. Competencies/skills. Strong oral and written communication skills. Strong interpersonal skills. Strong planning and organizing skills. Good writing skills. Problem solving and analysis. Client orientation and customer focus. Analytical skills and creative thinking. Capabilities: Planning and organizing. Basic programme and project management. Problem solving and analysis. Client orientation and customer focus. Basic analytics. Basic research. Basic financial management. Numeracy. Personal Attributes: Professionalism. High level of reliability. Client focused attitude. Keen attention to detail. Ability to work in a team, Trustworthy Computer skills (MS Word, MS Excel, MS PowerPoint). Problem solving. Decision making. Interpersonal. Attention to detail. Assertive. Good writing and verbal communication. Honest and ethical. Must possess a driver's license with the exception of people with disabilities.
DUTIES : Management of AET, Internship, Learnership and Workplace Integrated Learning Programmes, Administer SETA-aligned programmes, learnerships, and bursary tracking and administration. Orientation/Re-Orientation of new/existing employees in the OPSC. Implement the Workplace Skills Plan and report on training activities. Assist in the implementation of performance improvement interventions. Assist in identifying training needs through skills audits and performance reviews. Coordinate internal and external training interventions aligned to WSP priorities. Human Resource Management and Mentoring of Interns and Learners. Implementation of Employee Performance Management and Development System. Develop and review HRD policies and Standard Operating Procedures.
ENQUIRIES : Ms MM Mahuma Tel No: (012) 352 1196

POST 45/192 : **SENIOR HUMAN RESOURCE PRACTITIONER: RECRUITMENT AND SELECTION REF NO: SHRP/RS/12/2025**

SALARY : R397 116 per annum (Level 08)
CENTRE : Public Service Commission National Office, Pretoria
REQUIREMENTS : Ideal candidate profile: Senior (or equivalent Certificate) or an appropriate recognized National Diploma in Human Resource Management, Human Resource Development or equivalent (NQF level 6). 1 to 3 years' experience in Recruitment and Selection, knowledge of Human resource planning and policy development; personnel administration. At least two (2) years' experience in human resource management field. Sound and in-depth knowledge of relevant prescripts, and application of human resources as well as understanding of legislative framework governing the public service. Knowledge of PERSAL. Good communication (verbal and written), interpersonal, problem solving, numeracy, literacy, analytical, client oriented, presentation. Computer skills (MS Word, MS Excel, MS PowerPoint) . Problem solving. Decision making. Interpersonal. Attention to detail. Assertive, good writing and verbal communication. Honest and ethical. Must possess a driver's license with the exception of people with disabilities.
DUTIES : Recruitment and Selection, HR provisioning (Recruitment and Selection, Appointments, verification of qualification, and secretariat functions. Human

Resource Management Practices, Appointments. Develop and Review Policies. Human Resource Planning.

ENQUIRIES : Mr NA Ledwaba Tel No: (012) 352 1196

POST 45/193 : **SENIOR STATE ACCOUNTANT: SALARIES REF NO: SSA:S/12/2025**

SALARY : R397 116 per annum (Level 08)
CENTRE : Public Service Commission House, Pretoria
REQUIREMENTS : Ideal candidate's profile: The successful candidate must have an appropriate recognize National Diploma (NQF Level 6) in the field of Financial Management or Management Accounting. 3-5 years working experience in the Salary/Payroll/PAYE Administration, Debtors Administration, Balance Reconciliation, and financial accounting environment in the public service, including in the private sector. Advanced computer skills in MS Office Suite, including Word, Excel, PowerPoint and Outlook. Good communication and must have technical skills such as: financial, accounting, numeric skills Extensive knowledge and expertise in (3-5 years) of BAS and PERSAL systems and the Standard Chart of Accounts (SCOA), Knowledge and understanding of Public Finance Management Act (PFMA), Treasury Regulations and Financial Management and ability to interpret and apply financial policies. Must possess innovative, initiative, problem-Solving and Analysis skills, Knowledge of other Public Service procedures and prescripts applicable to your area of work, Professional skills; Ability to accept responsibility and produce good quality of work; Good communication skills (written and verbal). Ability to work both independently and as part of a team. Ability to work under pressure and maintain a high level of confidentiality. Must have commitment to transformation. An understanding of the Constitutional Values and Principles (CVPs) in Section 195 and how these CVPs contribute towards effective public service delivery. An understanding of how this post supports the role of the Public Service Commission (PSC) regarding the CVPs. Must have a valid driver's license (with exception of disabled applicants).
DUTIES : Ensuring control over filing and safe keeping of salary related documents and ensure that payroll reports are distributed and certified correctly and timeously as regulated. Authorise transactions on PERSAL and BAS and compile monthly PERSAL-BAS reconciliation. Ensure that all debtors are managed, reconciled and collected properly and make follow-ups where necessary. Oversee all SARS related PAYE matters and returns, including e-Filing reconciliation and supervise the work performance of direct subordinate.
ENQUIRIES : Mr N Fabricius Tel No: (012) 352 1080

POST 45/194 : **SENIOR ADMINISTRATION OFFICER: FREE STATE PROVINCIAL OFFICE REF NO. SNR/ADMIN/FSPO/12/2025**

SALARY : R325 101 per annum (Level 07)
CENTRE : Office of The Public Service Commission, Free State Provincial Office
REQUIREMENTS : Ideal candidate profile: Applicants must be in possession of a Senior Certificate (NQF Level 4). National Diploma/ Diploma or equivalent qualification (NQF level 6) in the field of Social Sciences, Monitoring and Evaluation, Public Administration/Management and/or Development Management. Minimum of 1-3 years' experience of Administration in general. Knowledge: Human Resource Legislation. Public Management Administration. Human Resource Practices. Skills: Planning and Organising skills. Project Management skills. Presentation skills. Report Writing skills. Communication skills.
DUTIES : Supervise and perform supply chain management functions in the province. Oversee and perform asset management functions in the Office. Assist with financial management processes in the province. Oversee the implementation of the records management system and processes. Participate in projects of the Provincial Office and the OPSC in general. Performing any other Ad Hoc functions as determined by the Provincial Director.
ENQUIRIES : Mr S Mlisana Tel No: (051) 448-8696

POST 45/195 : **ADMINISTRATIVE SECRETARY REF NO: ADM SEC/LMP/12/2025**

SALARY : R325 101 per annum (Level 07)
CENTRE : Public Service Commission House, Pretoria
REQUIREMENTS : Ideal candidate profile: Applicants must be in possession of a Senior Certificate, National Diploma (NQF level 6) in Office Management

and/Administration and a relevant NQF level 7 qualification will be an added advantage. 3-5 years' experience as a secretary for senior managers. General Administration Knowledge. Knowledge of MS office suite. Good Communication skills. Proven computer skills in the Microsoft Office Suite. Organising skills. Business writing skills. Telephone Etiquette.

DUTIES : Key Performance Areas: Render effective and efficient administrative and secretarial support service to the Deputy Director-General: Leadership Management Practices. Manage the administration of the Office of the Deputy Director-General. Manage the Diary of the Deputy Director-General. Act as Liaison with the internal and external Stakeholders. Perform background research for papers, speeches and prepare presentations for the Deputy Director-General. Coordinate planning and reporting for the Branch.

ENQUIRIES Dr K Sedibe Tel No: (012) 352 1206

POST 45/196 : **STATE ADMINISTRATION OFFICER TO THE COMMISSIONER: HEAD OFFICE REF NO: SAO/NO/12/2025**

SALARY : R325 101 per annum (Level 07)
CENTRE : Public Service Commission House, Pretoria
REQUIREMENTS : Ideal candidate profile: Applicants must be in possession of Matric/Grade 12 certificate (NQF Level 4). A bachelor's degree (NQF 7) in administration or a National Diploma (NQF 6) in Office Management, Management Assistant, Public Administration or Public Management. 5 years' experience in the Public Service, of which at least 3 years must involve providing support service to senior management.

DUTIES : Rendering administrative support service to Commissioner. Provide secretarial and personal assistant services to the Commissioner. To control expenditure in the Office of the Commissioner. To coordinate information for the Commissioner's reporting and cluster commitments. Provide personal support to Commissioner.

ENQUIRIES : Ms N Gwaza Tel No: (021) 418 4901/2

POST 45/197 : **STATE ADMINISTRATION OFFICER: CHIEF DIRECTORATE: PUBLIC ADMINISTRATION INVESTIGATIONS REF NO: S/A/O/PAI/12/2025**

SALARY : R269 499 per annum (Level 06)
CENTRE : Office of The Public Service Commission, Head Office
REQUIREMENTS : Ideal candidate profile: Applicants must be in possession of a Degree/ National Diploma (NQF level 6) in Public Administration / Public Management / Human Resource Management A minimum of three (3) years' experience in administrative work. Knowledge: Knowledge of the Public Service regulatory framework and the application thereof Knowledge of the departmental policies and the application thereof Advance computer Literacy Microsoft Office Operating Systems Operating office equipment Telephone etiquette Office etiquette. Skills Research skills Office administration. Above average typing skills, including minute taking Good stakeholders liaison, interpersonal and communication skills (verbal and written) Planning, coordinating and organizing. Personal Attributes Ability to work independently and efficiently under pressure Approachable/friendly personality Dedication, loyalty, reliability and honesty Sense of responsibility.

DUTIES : Conduct investigations into complaints lodged with the PSC Assist with gathering of data and the management of databases Complete of ad-hoc tasks Coordinate information for relevant Commissioner's cluster departments.

ENQUIRIES : Ms T Mashikinya Tel No: (012) 352 1139

POST 45/198 : **STATE ADMINISTRATION OFFICER TO THE COMMISSIONER: MPUMALANGA PROVINCIAL OFFICE REF NO: SAO/MP/12/2025**

SALARY : R325 101 per annum (Level 07)
CENTRE : Public Service Commission House, Pretoria
REQUIREMENTS : Ideal candidate profile: Applicants must be in possession of a Senior Certificate (NQF Level 4). A bachelor's degree (NQF 7) in administration or a National Diploma (NQF 6) in Office Management, Management Assistant, Public Administration or Public Management. 5 years' experience in the Public Service, of which at least 3 years must involve providing support service to senior management.

DUTIES : Rendering administrative support service to Commissioner. Provide secretarial and personal assistant services to the Commissioner. To control expenditure in the Office of the Commissioner. To coordinate information for the Commissioner's reporting and cluster commitments. Provide personal support to Commissioner.

ENQUIRIES : Ms N Gwaza Tel No: (021) 418 4901/2

POST 45/199 : **ADMINISTRATIVE SECRETARY REF NO: ADM SEC/IAC/12/2025**

SALARY : R325 101 per annum (Level 07)
CENTRE : Public Service Commission House, Pretoria
REQUIREMENTS : Ideal candidate profile: Applicants must be in possession of a Senior Certificate, National Diploma (NQF level 6) in Office Management and/ Administration. 3-5years experience as a secretary for senior managers. General Administration Knowledge. Knowledge of the Microsoft Office Suite, Communication Skills, Organising skills. Business writing skills. Good Interpersonal Skills. Telephone Etiquette.

DUTIES : Render effective and efficient administrative and secretarial support service to the Deputy Director-General: integrity and Anti-Corruption. Manage the administration of the Office of the Deputy Director-General. Manage the Diary of the Deputy Director-General. Review reports and documents submitted to the DDG 's office. Act as Liaison with the Stakeholders. Perform background research for papers, speeches and prepare presentations for the Deputy Director-General.

ENQUIRIES : Mr M Malatsi Tel No: (012) 352 1073

POST 45/200 : **ADMINISTRATIVE SECRETARY GRIII: REF NO: AS/CD/GM/12/2025**

SALARY : R228 321 per annum (Level 05)
CENTRE : Public Service Commission House, Pretoria
REQUIREMENTS : Ideal candidate profile: Applicants must be in possession of a Senior Certificate. Post matric certificate in Office Administration / Secretarial Support NQF 6 (Diploma) and above in Office Administration / Secretarial Support or related field will be an added advantage. Minimum of 5 years in Office Administration and Secretarial Support. Typing competency experience. Administration skills. General Administration Knowledge. Typing skills. Computer skills. Communications skills. Organization skills and Business writing skills.

DUTIES : Render Effective and efficient administrative and Secretarial Support to the Chief Director and the Directors within the Chief Directorate. Manage the administration of the Office of the Chief Director and the Directorates. Provide administrative support for research, monitoring/evaluation projects and conferences/workshops/round table sessions within the Chief Directorate. Management of the Registry. Provision of logistical support for the whole Chief Directorate. Management of relationships between the components within the Chief Directorate as well as the Chief Directorate's internal and external stakeholders.

ENQUIRIES : Dr N Nleya Tel No: (012) 352 1018

POST 45/201 : **ADMINISTRATIVE SECRETARY GRIII: REF NO: AS/CD/PMP/12/2025**

SALARY : R228 321 per annum (Level 05)
CENTRE : Office of The Public Service Commission, Head Office
REQUIREMENTS : Ideal candidate profile: Applicants must be in possession of a Senior Certificate. Post matric certificate in Office Administration / Secretarial Support NQF 6 (Diploma) and above in Office Administration / Secretarial Support or related field will be an added advantage. Minimum of 5 years in Office Administration and Secretarial Support. Typing competency experience. Administration skills. Good Communication skills. Interpersonal skills. Proven Computer skills in the Microsoft Office Suite. Typing skills. Organising skills. Business writing skills. Ability to handle confidential information.

DUTIES : Render effective and efficient administrative and Secretarial Support Service to the Chief Director and the Directorates within the Chief Directorate. Manage the administration of the Office of the Chief Director and the Directorates. Provide administrative support for research, monitoring/evaluation projects and conferences/workshops/roundtable sessions within the Chief Directorate. Management of the Registry. Provision of logistical support. Management of

relationships between the components within the Chief Directorate, internal components and external stakeholders.

ENQUIRIES : Mr B Saki Tel No: (012) 352 1196

POST 45/202 : **DOCUMENT CONTROL CLERK: FINANCIAL MANAGEMENT REF NO: DCC/FM/12/2025**

SALARY : R228 321 per annum (Level 05)
CENTRE : Public Service Commission House, Pretoria
REQUIREMENTS : A senior certificate/Grade 12 with accounting will be added as advantages. 0-2 years working experience within Finance (experience of 1-2 working experience within Finance environment will be an added advantage. Knowledge of BAS, LOGIS and PERSAL transversal systems.
DUTIES : Maintain Commitment Register with regard to invoices received internally and externally. Follow-up on all invoices sent out for certification of approval. Compile payments in line with financial prescripts and departmental policies. Ensure that all valid invoices are processed within 30 days. Maintain filing for all processed BAS and LOGIS payments. Attend to all requests for information received from Auditor-General of South Africa in relation to payment batches.
ENQUIRIES : Mr N Fabricius Tel No: (012) 352 1080

POST 45/203 : **ADMINISTRATIVE SECRETARY REF NO: AS/NWPO/12/2025**

SALARY : R228 321 per annum (Level 05)
CENTRE : Office of The Public Service Commission North-West Provincial Office, Mmabatho
REQUIREMENTS : Ideal candidate profile: Applicants must be in possession of a Senior Certificate/Grade 12 (NQF Level 4). Diploma in Office Administration or Public Administration/Management or Secretarial will be an added advantage. Administration skills. Good Communication skills. Interpersonal skills. Computer skills in the Microsoft Office Suite. Typing skills. Organising skills. Business writing skills. Time Management. Attention to detail. Ability to handle confidential information.
DUTIES : Render effective and efficient administrative, secretarial, research and liaison support service to the Provincial Director and the component. Management of the registry (correspondence, filing, document preparation). Provide logistical support to the Provincial Director and the component. Management of stakeholder relations between the components and the Provincial Director, internal and external stakeholders. Manage Provincial Director's diary. Management of reception area. Management of petty cash. Perform any duties assigned by the Provincial Director.
ENQUIRIES : Mr L Mautlwa Tel No: (018) 384-1000

POST 45/204 : **ADMINISTRATIVE SECRETARY REF NO: AS/WCPO/12/2025**

SALARY R228 321 per annum (Level 05)
CENTRE : Office of The Public Service Commission Western Cape, Cape Town
REQUIREMENTS : Ideal candidate profile: Applicants must be in possession of a Senior Certificate Diploma in Office Administration or Public Administration/Management or Secretarial will be an added advantage Typing competency and experience Administration skills Good Communication skills, Interpersonal skills. Proven Computer skills in the Microsoft Office Suite Typing skills Organising skills Business writing skills Ability to handle confidential information.
DUTIES : Render effective and efficient administrative and secretarial support service to the Provincial Director. Management of the registry (incoming and outgoing correspondence). Managing Provincial Director's Diary. Provide logistical services to the Provincial Director and components. Management of relationships between the components and the Provincial Director, internal and external stakeholders. Manage records of the office. Manage reception and switchboard of the office. Control of petty cash.
ENQUIRIES : Mr M Pretorius Tel No: (021) 421 3980

ANNEXURE P

DEPARTMENT OF SOCIAL DEVELOPMENT

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

APPLICATIONS	:	Please forward your application, quoting the relevant reference number, to the Director-General, Department of Social Development, Private Bag X901, Pretoria, 0001. Physical Address: HSRC Building, 134 Pretorius Street In the event of hand delivery of applications, applicants must sign an application register book as proof of submission. Applicants may also email their applications to the following email addresses: For: Executive Director – *e-recruit.ED@dsd.gov.za;* Director: Financial, Compliance and IT Audits - e-recruit.FCIA@dsd.gov.za
FOR ATTENTION	:	Mr S Boshielo
CLOSING DATE	:	23 December 2025
NOTE	:	Curriculum vitae with a detailed description of duties and the names of two referees must accompany your signed application for employment (Z83). If applying for more than one position, applicants must submit separate applications for each position. Shortlisted candidates for a post will be required to submit certified copies of qualifications and identity documents on the date of the interview. Applicants are advised that from 1 January 2021, a new application for employment (Z83) form is effective and must be completed in full, failure to use the new Z83 will result in disqualification. The new form can be downloaded online at www.dpsa.gov.za-vacancies. Applicants applying for SMS posts are required to successfully complete the Certificate for entry into the SMS (submitted prior to appointment) and full details can be sourced by following the link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. Applicants are expected to pay for the course and may enroll for it at a cost of R400.00. The duration of the course is 120 hours. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment for SMS posts (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will sign an annual performance agreement, complete a financial discloser form and will also be required to undergo a security clearance. Candidates nominated for posts on salary levels 2 - 12 may be subjected to a competency assessment during the selection process. If the candidate is applying for an OSD post, certificates of service must be submitted on the date of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. Personnel suitability checks will be conducted on shortlisted candidates, and the appointment is subject to positive outcomes of the checks. Correspondence will be limited to shortlisted candidates only. The selection of candidates will be done with due regard to the relevant aspects of the selection process as set out in the Public Service Amendment Regulations, 2023, Regulation 67. Applications received after the closing date will not be taken into consideration. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. Candidates requiring additional information regarding the advertised post may direct their enquiries to the person as indicated above. Internal applicants must submit and register their employment applications at the register book in the DSD reception area for the attention of Mr S Boshielo. DSD reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment process.

MANAGEMENT ECHELON

POST 45/205 : **EXECUTIVE DIRECTOR: INSPECTORATE REF NO: A/Q1/2025**
(5-Year Fixed Term Contract)
Inspectorate for Social Assistance
(This is a readvertisement and applicants who applied previously need not reapply as they will be considered)

SALARY : R1 813 182 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.

CENTRE : HSRC Building, Pretoria

REQUIREMENTS : A qualification at NQF Level 8 as recognized by SAQA in the field of Public Administration/ Management or Business Administration/ Management or Legal Studies or Forensic Accounting Plus a minimum of 8 years' experience at senior management level. Knowledge of Social Assistance and Regulations, SASSA Act and PREECA Act. Knowledge and understanding of the Social Security Framework. Knowledge of matters related to strategic planning, risk management and monitoring and evaluation. Knowledge of Treasury Regulations. Knowledge of the Public Finance Management Act. Competencies needed: Strategic capability and leadership skills. Programme and project management skills. Financial management skills. Change management skills. Information and knowledge management skills. Communication (written and verbal) skills. Service delivery innovation skills. Problem solving skills. People management and empowerment skills. Client orientation and customer focus skills. Stakeholder management skills. Presentation and facilitation skills. Law enforcement. Investigative. Legal skills. Attributes: Good interpersonal relations. Ability to work under pressure. Innovation and creativity. Independent thinker. Ability to work in a team and independently. Adaptability. Confidentiality. Cost consciousness. Honesty, integrity and ethics. Emotional intelligence. Ability to evaluate/ analyze information. Strategic awareness. Customer service oriented and focus. Accountability. Ability to exercise appropriate judgement. Diplomacy. Independent thinking. Honesty and integrity. Assertiveness.

DUTIES : Accountable for the overall management and administration of the Inspectorate for Social Assistance. Oversee investigations of fraud, corruption and service mismanagement relating to social assistance administered by SASSA. Oversee financial audits and audits on compliance with regulatory and policy measures and instruments relating to social assistance. Oversee and manage the establishment of an effective complaints mechanism. Generally ensure the integrity of the social assistance framework and systems as envisaged in Chapter 4 of the Social Assistance Act, 2004 as amended.

ENQUIRIES : Mr FP Netshipale Tel No: (012) 312 7662/ 7556

POST 45/206 : **DIRECTOR: FINANCIAL, COMPLIANCE AND IT AUDITS REF NO: B/Q1/2025**
Chief Directorate: Internal Audit Services

SALARY : R1 266 714 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.

CENTRE : HSRC Building, Pretoria

REQUIREMENTS : An appropriate NQF level 7 qualification in Auditing/ Internal Auditing recognised by SAQA Plus 5 years' experience at middle/ senior management in the relevant field. Knowledge and understanding of the Public Service Act and Regulations. Knowledge and understanding of standards set by the Institute of Internal Auditors (IIA). Knowledge and understanding of accounting practices and public sector reporting requirements. Knowledge and understanding of internal audit and risk management principles and practices. Knowledge and understanding of PFMA. Knowledge and understanding of legal compliance, good governance and financial management. Knowledge in the use of Computer Assisted Audit Techniques (CAATS). Knowledge of

corporate governance. Knowledge and understanding of General Acceptance Accounting Practice (GAAP). Knowledge and understanding of International Financial Reporting Standards (FRS). Competencies needed: Programme and project management. Information and knowledge management. People management and empowerment. Problem solving and change management. Policy analysis and development. Client orientation and customer focus. Service delivery innovation. Financial management. Communication (verbal and written). Computer literacy. Stakeholder management. Planning and coordination. Presentation and facilitation. Monitoring and evaluation. Attributes: Good interpersonal relations. Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Adaptability. Emotional intelligence. Independent thinker. Cost consciousness. Honesty and integrity. Assertiveness.

DUTIES : Develop and implement internal audit policies, strategies, methodologies and procedures in line with the Institute of Internal Auditors (IIA) and relevant public service legislations. Manage the provision of the IT and Financial audits in accordance with IIA standards, professional ethics and relevant regulatory frameworks to ensure the attainment of the overall strategic objectives. Manage the delivery of quality audit reports. Provide technical support to the Audit Committee to enable the Committee to meet its objectives. Manage the assessment on the implementation of audit recommendations and the impact of the corrective actions taken by management on the deficiencies identified by the audits. Manage and report on the budget, human resources, and performance of the chief directorate in line with the set regulations and prescripts.

ENQUIRIES : Mr A Mudau Tel No: (012) 312-7304/ 7085

NOTE : In terms of the Department's employment equity targets, Coloured and White males and African, Coloured and White females as well as persons with disabilities are encouraged to apply.

ANNEXURE Q

DEPARTMENT OF TOURISM

The Department of Tourism is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender, and disability) in the Department through the filling of these posts.

APPLICATIONS : Applications, quoting the relevant reference number, must be forwarded to the attention of Chief Director: HR Management and Development at Department of Tourism, Private Bag X424, Pretoria, 0001, or hand delivered at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria, or by email as provided.

CLOSING DATE : 22 December 2025 by 16:30 (Late applications will not be considered)

NOTE : Application must include a Z83 form and CV only. Electronic application must be in PDF format and made up of a single document file. Indicate the correct job title and the reference number of the post on the subject line of your email. Failure to do so, your application will be disqualified. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial, and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C, and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83, it is acceptable for applicants to refer to their CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered, and the declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form are required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources, and such qualifications (s) and other related documents (s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late, will not be considered. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates shall undertake a (1) practical exercise as part of the assessment method to determine the candidate's suitability based on the posts' technical and generic requirements and (2) an ethical conduct test. Candidates will further be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification, and employment verification). Some of the interviewed candidates for Senior Management level vacancies may be subjected to a 2-day competency assessment that will test generic competencies. Appointment will be subject to the signing of the performance agreement, employment contract, and annual financial disclosure, and must attain a security clearance (vetting) applicable to the post. The Department reserves the right not to make an appointment. You are consenting to the Department of Tourism processing your personal information, subject to POPIA, by applying for this post.

MANAGEMENT ECHELON

POST 45/207 : **CHIEF DIRECTOR: DESTINATION PLANNING AND INVESTMENT CO-ORDINATION REF NO: DT30/2025**

The purpose of this role is to manage destination planning, investment co-ordination and project management practices for tourism infrastructure to support the current and future growth of the tourism sector.

SALARY : R1 494 900 per annum, (an all-inclusive remuneration package. The all-inclusive remunerative package consists of basic salary (70% of the total remuneration package), the State's contribution to the Government Employees Pension Fund (13% of basic salary), and a flexible portion that may be structured according to personal needs within a framework.)

CENTRE : Pretoria

REQUIREMENTS : A minimum SAQA recognised qualification at NQF level 7 in Tourism Management/Development Planning/Town & Regional Planning/Geography or related field. A minimum of 5 years' experience in a Senior Management position. Project management experience is an added advantage. Essential Skills and Knowledge: The ideal candidate should have knowledge of policy formulation and implementation, public sector planning, investment facilitation, project implementation, the PFMA, project management prescripts, and various labour laws. The role requires strong programme and project management, leadership, strategic and analytical thinking, stakeholder management, and high-level computer literacy. Other essential skills include financial management, problem-solving, and communication, especially writing skills. This role involves extensive interaction with various stakeholders, including internal groups like top and senior management, legal services, and the Chief Financial Officer. External contacts include other government departments, local and provincial tourism departments, private sector organizations, development funding institutions and communities. Possession of a valid driver's license. Willingness to travel. One of the minimum entry requirements for SMS is the pre-entry certificate submitted prior to appointment. For more details on the pre-entry course, visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. The candidate must complete the SMS pre-entry certificate prior to any appointment.

DUTIES : Reporting to the Deputy Director-General: Destination Development, the successful candidate will also manage the following Directorates: Tourism Destination Planning, Tourism Investment Co-Ordination and Facilitation, and Programme Co-ordination. The Chief Director will be responsible for providing strategic leadership and direction to the Chief Directorate, ensuring alignment with departmental objectives. Key functions include: Provide planning support for the co-ordination of tourism destination products. This includes managing destination competitiveness and analysis, as well as creating and maintaining tourism spatial information and data management. Co-ordinate and promote a tourism investment portfolio: You will be responsible for co-ordinating the promotion of investment into prioritized projects, managing investor relations, and facilitating investment processes. Provide project management and administration support for tourism programs: This involves planning for prioritized projects related to tourism infrastructure, products, and route development. You will also monitor project implementation and co-ordinate reporting on these projects. Manage all the resources, operations, systems, and processes of the Chief Directorate.

ENQUIRIES : Dr. S Chettiar email: schettiar@tourism.gov.za

APPLICATIONS : Recruitment30@tourism.gov.za

NOTE : EE African and Coloured Females and People living with Disabilities are encouraged to apply.

POST 45/208 : **DIRECTOR: TOURISM INVESTMENT CO-ORDINATION REF NO: DT31/2025**

The purpose of this role is to co-ordinate and promote tourism investment portfolio.

SALARY : R1 266 714 per annum, (an all-inclusive remuneration package. The all-inclusive remunerative package consists of basic salary (70% of the total remuneration package), the State's contribution to the Government Employees Pension Fund (13% of basic salary), and a flexible portion that may be structured according to personal needs within a framework.)

CENTRE : Pretoria

REQUIREMENTS : A minimum SAQA recognised qualification at NQF level 7 in Economics/Business Studies or related field. A minimum of 5 years' experience in a Middle/Senior Managerial level in in investment facilitation, promotion, economic diplomacy, or investor stakeholder relations. Essential Skills and Knowledge: Knowledge of tourism management and development, the economic environment, and the investment environment. Essential skills include project management, stakeholder management, strategic planning, financial management, and human resource management. Possession of a valid driver's license. Willingness to travel. One of the minimum entry requirements for SMS is the pre-entry certificate submitted prior to appointment. For more details on the pre-entry course, visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. The

candidate must complete the SMS pre-entry certificate prior to any appointment.

DUTIES : Reporting to the Chief Director: Destination Planning and Investment Co-ordination, the successful candidate will be responsible for providing strategic leadership and direction to the Directorate, ensuring alignment with departmental objectives. Key functions include: Coordinate Investment Promotion: Compile an investment project portfolio and conduct project appraisals. Market investment opportunities. Facilitate and manage strategic funding partnerships. Manage Investor Relations: Maintain a pipeline of investment projects. Facilitate investments with all three spheres of government and the private sector. Provide aftercare services to both new and existing investors. Manage all the resources, operations, systems, and processes of the Directorate.

ENQUIRIES : Dr. N Sefoko email: nsefoko@tourism.gov.za

APPLICATIONS : Recruitment31@tourism.gov.za

NOTE : EE African and Coloured Females and People living with Disabilities are encouraged to apply.

POST 45/209 : **DIRECTOR: POLICY DEVELOPMENT AND REGULATIONS REF NO: DT32/2025**

The purpose of this role is to manage the analysis and development of tourism policy frameworks and regulations.

SALARY : R1 266 714 per annum, (an all-inclusive remuneration package). The all-inclusive remunerative package consists of basic salary (70% of the total remuneration package), the State's contribution to the Government Employees Pension Fund (13% of basic salary), and a flexible portion that may be structured according to personal needs within a framework.

CENTRE : Pretoria

REQUIREMENTS : A minimum SAQA recognised qualification at NQF level 7 in Public Policy, Tourism, Development Studies, or a related field is required. A postgraduate qualification is an added advantage. A minimum of 5 years' experience in a Middle/Senior Managerial level in a policy environment. Essential Skills and Knowledge: Understanding of policy development processes, the political and economic context, public service systems, PFMA, and other relevant legislation. The role requires strategic thinking, problem-solving, strong presentation skills, communication, facilitation, interpersonal abilities, critical thinking, analytical skills, and good report writing skills. The ability to manage conflicts, along with flexibility, adaptability, and emotional intelligence, is also important. Competencies in project management, stakeholder management, and the management of human and financial resources are necessary. The role involves interaction with a wide range of internal and external stakeholders i.e. Internal: Ministry, Management Committees, Branches, Chief Directorates, Directorates, and Sub-Directorates & External: International Tourism Organisations, the private sector, relevant national departments and agencies, provincial tourism departments, tourism associations, and local government. Possession of a valid driver's license. Willingness to travel. One of the minimum entry requirements for SMS is the pre-entry certificate submitted prior to appointment. For more details on the pre-entry course, visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. The candidate must complete the SMS pre-entry certificate prior to any appointment.

DUTIES : Reporting to the Chief Director: Policy Planning and Strategy, the successful candidate will be responsible for providing strategic leadership and direction to the Directorate, ensuring alignment with departmental objectives. Key functions include: Policy Development and Review: Lead policy analysis, develop discussion documents and policy papers, conduct policy benchmarking, and prepare policy briefings for top management. Stakeholder Management: Facilitate and chair policy engagements, manage stakeholder expectations, and represent the organization's policy interests in various forums. Policy Analysis: Manage the collection of necessary data, provide policy options based on evidence, and offer rationale for chosen policy options to stakeholders. Policy Approval Process: Lead the development of Socio-economic Impact Assessment reports, secure necessary certificates for policy progression, and present policy proposals to governance clusters. Sectoral Policy Positioning: Track and analyze national policy developments from other sectors that may impact tourism, highlight implications, and generate tourism

policy positions. Reporting: Generate progress reports on policy advocacy work and provide progress reports on policy developments to tourism intergovernmental forums. Manage all the resources, operations, systems, and processes of the Directorate.

ENQUIRIES : Mr. S Nkala Tel No: (012) 444 6316
APPLICATIONS : Recruitment32@tourism.gov.za
NOTE : African and Coloured Females and People living with Disabilities are encouraged to apply.

POST 45/210 : **DIRECTOR: STRATEGY DEVELOPMENT REF NO: DT33/2025**
The purpose of this role is to manage the development of sector strategies to stimulate sustainable tourism growth.

SALARY : R1 266 714 per annum, (an all-inclusive remuneration package). The all-inclusive remunerative package consists of basic salary (70% of the total remuneration package), the State's contribution to the Government Employees Pension Fund (13% of basic salary), and a flexible portion that may be structured according to personal needs within a framework.

CENTRE : Pretoria
REQUIREMENTS : A minimum SAQA recognised qualification at NQF level 7 in Public Administration, Tourism, or a related field is required. A post-graduate qualification would be an added advantage. A minimum of 5 years' experience in a Middle/Senior Managerial level within a strategy or policy development environment. Essential Skills and Knowledge: Strong understanding of strategy development and stakeholder management processes, Public Service Systems, PFMA, and other relevant legislation. Strategic thinking and leadership, planning and execution, financial management, communication, and good report writing skills. Ability to analyze operational environments and market trends, and conflict resolution skills. The role involves interaction with both internal and external stakeholders, including the Ministry, various Chief Directorates, and local governments, as well as private/public entities and provincial tourism offices. Possession of a valid driver's license. Willingness to travel. One of the minimum entry requirements for SMS is the pre-entry certificate submitted prior to appointment. For more details on the pre-entry course, visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. The candidate must complete the SMS pre-entry certificate prior to any appointment.

DUTIES : Reporting to the Chief Director: Policy Planning and Strategy, the successful candidate will be responsible for providing strategic leadership and direction to the Directorate, ensuring alignment with departmental objectives. Key functions include: Strategy Development: Oversee the development of environmental scan, manage the development and review of the National Tourism Sector Strategy, and conduct benchmarking exercises. Stakeholder Management: Preside over strategy development engagements, manage stakeholder expectations, and represent the organization's strategic interests in intergovernmental forums. Cabinet Approval: Prepare all sector strategy documents for the Cabinet cluster process, lead the development of Socio-economic Impact Assessment (SEIAS) reports, and present national strategy proposals to relevant Cabinet clusters. Implementation & Reporting: Ensure alignment of national, provincial, and local tourism strategies, monitor the implementation of the national strategy and related plans, and manage the consolidation of progress reports. Manage all the resources, operations, systems, and processes of the Directorate.

ENQUIRIES : Mr. S Nkala Tel No: (012) 444 6316
APPLICATIONS : Recruitment33@tourism.gov.za
NOTE : African and Coloured Females and People living with Disabilities are encouraged to apply.

INTERNSHIP PROGRAMME: 24 MONTHS (2026/2028)

APPLICATIONS : The Department of Tourism offers Internship opportunities to South African graduates who wish to apply in the fields listed below that are in line with the department's core business. Applications must be delivered to the Director General, Tourism House, 17 Trevena Street, Sunnyside, 0002 or posted to Private Bag X424, Pretoria, 0001 or Email address: internshipadmin2026-28@tourism.gov.za. Applications are invited from candidates in the following disciplines / fields of study:

CLOSING DATE : 22 December 2025
NOTE : How To Apply? The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Requirements: Unemployed South African Graduates / Postgraduates, with a tertiary qualification in one of the above-mentioned fields of study and who have not been previously employed under any internship programme are invited to apply. Applications must be submitted on a new Z83 form obtainable from any Public Service Department stating the field for which the applicant is applying (from the above list) and attach your modules to your CV. Failure to submit the required documents will result in the application not being considered. Note: Short-listed candidates will be subjected to an interview to determine their suitability. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date, please accept that your application was unsuccessful.

OTHER POSTS

POST 45/211 : **GRAPHIC DESIGN / COMMUNICATIONS / JOURNALISM REF NO: DT-INTERN (001)**

STIPEND : R7 860.50 per month
CENTRE : Pretoria
REQUIREMENTS : Unemployed South African Graduates / Postgraduates, with a tertiary qualification in one of the above-mentioned fields of study, and who have not been previously employed under any internship programme, are invited to apply.
ENQUIRIES : Mr G Moroke Tel No: (012) 444 6166 and Ms K Taunyane Tel No: (012) 444 6164

POST 45/212 : **DIGITAL TRANSFORMATION REF NO: DT-INTERN (002)**
Duration: The internship program is offered for a period of 24 months. Successful candidates will be required to sign an internship contract for the duration of two years.

STIPEND : R7 860.50 per month
CENTRE : Pretoria
REQUIREMENTS : Unemployed South African Graduates / Postgraduates, with a tertiary qualification in one of the above-mentioned fields of study, and who have not been previously employed under any internship programme, are invited to apply.
ENQUIRIES : Mr G Moroke Tel No: (012) 444 6166 and Ms K Taunyane Tel No: (012) 444 6164

POST 45/213 : **HUMAN RESOURCE MANAGEMENT REF NO: DT-INTERN (003)**
Duration: The internship program is offered for a period of 24 months. Successful candidates will be required to sign an internship contract for the duration of two years.

STIPEND : R7 860.50 per month
CENTRE : Pretoria
REQUIREMENTS : Unemployed South African Graduates / Postgraduates, with a tertiary qualification in one of the above-mentioned fields of study, and who have not been previously employed under any internship programme, are invited to apply.
ENQUIRIES : Mr G Moroke Tel No: (012) 444 6166 and Ms K Taunyane Tel No: (012) 444 6164

POST 45/214 : **HUMAN RESOURCE DEVELOPMENT REF NO: DT-INTERN (004)**
Duration: The internship program is offered for a period of 24 months. Successful candidates will be required to sign an internship contract for the duration of two years.

STIPEND : R7 860.50 per month
CENTRE : Pretoria

REQUIREMENTS : Unemployed South African Graduates / Postgraduates, with a tertiary qualification in one of the above-mentioned fields of study, and who have not been previously employed under any internship programme, are invited to apply.

ENQUIRIES : Mr G Moroke Tel No: (012) 444 6166 and Ms K Taunyane Tel No: (012) 444 6164

POST 45/215 : **WORK STUDY/MANAGEMENT SERVICES REF NO: DT-INTERN (005)**
Duration: The internship program is offered for a period of 24 months. Successful candidates will be required to sign an internship contract for the duration of two years.

STIPEND : R7 860.50 per month
CENTRE : Pretoria
REQUIREMENTS : Unemployed South African Graduates / Postgraduates, with a tertiary qualification in one of the above-mentioned fields of study, and who have not been previously employed under any internship programme, are invited to apply.

ENQUIRIES : Mr G Moroke Tel No: (012) 444 6166 and Ms K Taunyane Tel No: (012) 444 6164

POST 45/216 : **INFORMATION COMMUNICATION TECHNOLOGY (COMPUTER SCIENCE) REF NO: DT-INTERN (006)**
Duration: The internship program is offered for a period of 24 months. Successful candidates will be required to sign an internship contract for the duration of two years.

STIPEND : R7 860.50 per month
CENTRE : Pretoria
REQUIREMENTS : Unemployed South African Graduates / Postgraduates, with a tertiary qualification in one of the above-mentioned fields of study, and who have not been previously employed under any internship programme, are invited to apply.

ENQUIRIES : Mr G Moroke Tel No: (012) 444 6166 and Ms K Taunyane Tel No: (012) 444 6164

POST 45/217 : **LLB DEGREE REF NO: DT-INTERN (007)**
Duration: The internship program is offered for a period of 24 months. Successful candidates will be required to sign an internship contract for the duration of two years.

STIPEND : R7 860.50 per month
CENTRE : Pretoria
REQUIREMENTS : Unemployed South African Graduates / Postgraduates, with a tertiary qualification in one of the above-mentioned fields of study, and who have not been previously employed under any internship programme, are invited to apply.

ENQUIRIES : Mr G Moroke Tel No: (012) 444 6166 and Ms K Taunyane Tel No: (012) 444 6164

POST 45/218 : **INTERNAL AUDIT/RISK MANAGEMENT REF NO: DT-INTERN (008)**
Duration: The internship program is offered for a period of 24 months. Successful candidates will be required to sign an internship contract for the duration of two years.

STIPEND : R7 860.50 per month
CENTRE : Pretoria
REQUIREMENTS : Unemployed South African Graduates / Postgraduates, with a tertiary qualification in one of the above-mentioned fields of study, and who have not been previously employed under any internship programme, are invited to apply.

ENQUIRIES : Mr G Moroke Tel No: (012) 444 6166 and Ms K Taunyane Tel No: (012) 444 6164

POST 45/219	:	**BUSINESS ADMINISTRATION/PUBLIC MANAGEMENT REF NO: DT-INTERN (009)** Duration: The internship program is offered for a period of 24 months. Successful candidates will be required to sign an internship contract for the duration of two years.
STIPEND	:	R7 860.50 per month
CENTRE	:	Pretoria
REQUIREMENTS	:	Unemployed South African Graduates / Postgraduates, with a tertiary qualification in one of the above-mentioned fields of study, and who have not been previously employed under any internship programme, are invited to apply.
ENQUIRIES	:	Mr G Moroke Tel No: (012) 444 6166 and Ms K Taunyane Tel No: (012) 444 6164
POST 45/220	:	**PSYCHOLOGY/SOCIAL WORK REF NO: DT-INTERN (0010)** Duration: The internship program is offered for a period of 24 months. Successful candidates will be required to sign an internship contract for the duration of two years.
STIPEND	:	R7 860.50 per month
CENTRE	:	Pretoria
REQUIREMENTS	:	Unemployed South African Graduates / Postgraduates, with a tertiary qualification in one of the above-mentioned fields of study, and who have not been previously employed under any internship programme, are invited to apply.
ENQUIRIES	:	Mr G Moroke Tel No: (012) 444 6166 and Ms K Taunyane Tel No: (012) 444 6164
POST 45/221	:	**FINANCIAL MANAGEMENT/ACCOUNTING REF NO: DT-INTERN (0011)** Duration: The internship program is offered for a period of 24 months. Successful candidates will be required to sign an internship contract for the duration of two years.
STIPEND	:	R7 860.50 per month
CENTRE	:	Pretoria
REQUIREMENTS	:	Unemployed South African Graduates / Postgraduates, with a tertiary qualification in one of the above-mentioned fields of study, and who have not been previously employed under any internship programme, are invited to apply.
ENQUIRIES	:	Mr G Moroke Tel No: (012) 444 6166 and Ms K Taunyane Tel No: (012) 444 6164
POST 45/222	:	**SUPPLY CHAIN MANAGEMENT REF NO: DT-INTERN (0012)** Duration: The internship program is offered for a period of 24 months. Successful candidates will be required to sign an internship contract for the duration of two years.
STIPEND	:	R7 860.50 per month
CENTRE	:	Pretoria
REQUIREMENTS	:	Unemployed South African Graduates / Postgraduates, with a tertiary qualification in one of the above-mentioned fields of study, and who have not been previously employed under any internship programme, are invited to apply
ENQUIRIES	:	Mr G Moroke Tel No: (012) 444 6166 and Ms K Taunyane Tel No: (012) 444 6164
POST 45/223	:	**CONSTRUCTION PROJECT MANAGEMENT REF NO: DT-INTERN (0013)** Duration: The internship program is offered for a period of 24 months. Successful candidates will be required to sign an internship contract for the duration of two years.
STIPEND	:	R7 860.50 per month
CENTRE	:	Pretoria
REQUIREMENTS	:	Unemployed South African Graduates / Postgraduates, with a tertiary qualification in one of the above-mentioned fields of study, and who have not

been previously employed under any internship programme, are invited to apply.

ENQUIRIES : Mr G Moroke Tel No: (012) 444 6166 and Ms K Taunyane Tel No: (012) 444 6164

POST 45/224 : **ECONOMICS REF NO: DT-INTERN (0014)**
Duration: The internship program is offered for a period of 24 months. Successful candidates will be required to sign an internship contract for the duration of two years.

STIPEND : R7 860.50 per month
CENTRE : Pretoria
REQUIREMENTS : Unemployed South African Graduates / Postgraduates, with a tertiary qualification in one of the above-mentioned fields of study, and who have not been previously employed under any internship programme, are invited to apply.
ENQUIRIES : Mr G Moroke Tel No: (012) 444 6166 and Ms K Taunyane Tel No: (012) 444 6164

POST 45/225 : **FINANCIAL ANALYSIS REF NO: DT-INTERN (0015)**
Duration: The internship program is offered for a period of 24 months. Successful candidates will be required to sign an internship contract for the duration of two years.

STIPEND : R7 860.50 per month
CENTRE : Pretoria
REQUIREMENTS : Unemployed South African Graduates / Postgraduates, with a tertiary qualification in one of the above-mentioned fields of study, and who have not been previously employed under any internship programme, are invited to apply.
ENQUIRIES : Mr G Moroke Tel No: (012) 444 6166 and Ms K Taunyane Tel No: (012) 444 6164

POST 45/226 : **ECONOMICS AND FINANCIAL INVESTMENT REF NO: DT-INTERN (0016)**
Duration: The internship program is offered for a period of 24 months. Successful candidates will be required to sign an internship contract for the duration of two years.

STIPEND : R7 860.50 per month
CENTRE : Pretoria
REQUIREMENTS : Unemployed South African Graduates / Postgraduates, with a tertiary qualification in one of the above-mentioned fields of study, and who have not been previously employed under any internship programme, are invited to apply.
ENQUIRIES : Mr G Moroke Tel No: (012) 444 6166 and Ms K Taunyane Tel No: (012) 444 6164

POST 45/227 : **POLICY AND DEVELOPMENT STUDIES REF NO: DT-INTERN (0017)**
Duration: The internship program is offered for a period of 24 months. Successful candidates will be required to sign an internship contract for the duration of two years.

STIPEND : R7 860.50 per month
CENTRE : Pretoria
REQUIREMENTS : Unemployed South African Graduates / Postgraduates, with a tertiary qualification in one of the above-mentioned fields of study, and who have not been previously employed under any internship programme, are invited to apply.
ENQUIRIES : Mr G Moroke Tel No: (012) 444 6166 and Ms K Taunyane Tel No: (012) 444 6164

POST 45/228 : **PUBLIC AND DEVELOPMENT SECTOR MONITORING AND EVALUATION REF NO: DT-INTERN (0018)**
Duration: The internship program is offered for a period of 24 months. Successful candidates will be required to sign an internship contract for the duration of two years.

STIPEND : R7 860.50 per month
CENTRE : Pretoria
REQUIREMENTS : Unemployed South African Graduates / Postgraduates, with a tertiary qualification in one of the above-mentioned fields of study, and who have not been previously employed under any internship programme, are invited to apply.
ENQUIRIES : Mr G Moroke Tel No: (012) 444 6166 and Ms K Taunyane Tel No: (012) 444 6164

POST 45/229 : **INFORMATION SYSTEMS / DATA SCIENCE / SOFTWARE DEVELOPMENT REF NO: DT-INTERN (0019)**
Duration: The internship program is offered for a period of 24 months. Successful candidates will be required to sign an internship contract for the duration of two years.

STIPEND : R7 860.50 per month
CENTRE : Pretoria
REQUIREMENTS : Unemployed South African Graduates / Postgraduates, with a tertiary qualification in one of the above-mentioned fields of study, and who have not been previously employed under any internship programme, are invited to apply.
ENQUIRIES : Mr G Moroke Tel No: (012) 444 6166 and Ms K Taunyane Tel No: (012) 444 6164

POST 45/230 : **INTERNATIONAL RELATIONS REF NO: DT-INTERN (0020)**
Duration: The internship program is offered for a period of 24 months. Successful candidates will be required to sign an internship contract for the duration of two years.

STIPEND : R7 860.50 per month
CENTRE : Pretoria
REQUIREMENTS : Unemployed South African Graduates / Postgraduates, with a tertiary qualification in one of the above-mentioned fields of study, and who have not been previously employed under any internship programme, are invited to apply.
ENQUIRIES : Mr G Moroke Tel No: (012) 444 6166 and Ms K Taunyane Tel No: (012) 444 6164

POST 45/231 : **DEVELOPMENT STUDIES REF NO: DT-INTERN (0021)**
Duration: The internship program is offered for a period of 24 months. Successful candidates will be required to sign an internship contract for the duration of two years.

STIPEND : R7 860.50 per month
CENTRE : Pretoria
REQUIREMENTS : Unemployed South African Graduates / Postgraduates, with a tertiary qualification in one of the above-mentioned fields of study, and who have not been previously employed under any internship programme, are invited to apply.
ENQUIRIES : Mr G Moroke Tel No: (012) 444 6166 and Ms K Taunyane Tel No: (012) 444 6164

POST 45/232 : **TOURISM MANAGEMENT REF NO: DT-INTERN (0022)**
Duration: The internship program is offered for a period of 24 months. Successful candidates will be required to sign an internship contract for the duration of two years.

STIPEND : R7 860.50 per month
CENTRE : Pretoria
REQUIREMENTS : Unemployed South African Graduates / Postgraduates, with a tertiary qualification in one of the above-mentioned fields of study, and who have not

been previously employed under any internship programme, are invited to apply.

ENQUIRIES : Mr G Moroke Tel No: (012) 444 6166 and Ms K Taunyane Tel No: (012) 444 6164

ANNEXURE R

PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF COOPERATIVE GOVERNANCE & TRADITIONAL AFFAIRS
The Department of Cooperative Governance & Traditional Affairs is an equal opportunity, affirmative action employer. Military Veterans, persons from previously disadvantaged (designated) groups including people with disabilities are encouraged to apply. Employment Equity targets of the Department will be considered in the selection process.

APPLICATIONS	:	Applications must be submitted only via the provincial e-recruitment system accessible at: https://ecprov.gov.za and/or at https://erecruitment.ecotp.gov.za The Provincial e-Recruitment System Closes at 23: 59 on the Closing Date. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, password resets, etc, send an email with (i) your ID Number, (ii) your profile email address, (iii) details of the issue to: recruitment@eccogta.gov.za. Do not submit any applications to this email address as all applications submitted here will be regarded as lost and will not be considered. Technical support is limited to working hours: (08:00-16:30 Mon-Thurs and 08:00-16:00 on Fridays).
CLOSING DATE	:	22 December 2025. No Late applications will be accepted
NOTE	:	Applications must be submitted on a duly complete Z83 form (effective from 01 January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents, e-Recruitment System automatically generates Z83 immediately you apply. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Under My Job Applications, the system Z83 does not reflect work experience and qualifications, however, every detail of your information does reflect to the Recruitment team. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. 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. Successful candidates will be appointed on a probation period of twelve 12/24 months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered to adhere to the EE targets of the department. The Department reserves the right to amend/ review/ withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications).

OTHER POST

POST 45/233	:	**ADMIN CLERK: SECURITY & WORK ENVIRONMENT REF NO: COGTA 01/12/2025 (X2 POSTS)**
SALARY	:	R228 321 - R268 950 per annum (Level 05)
CENTRE	:	Bhisho
REQUIREMENTS	:	National Higher Certificate/ Diploma (NQF Level 5) in Public Management/ Public Administration/ Social Science or relevant qualification with no experience OR Senior Certificate (NQF Level 4) with two years' in Public Service/ Office Administration. Microsoft word, Excel, PowerPoint and email. Competencies: Good interpersonal skills. Basic Communication skills (Verbal and Written) organizational skills and ability to maintain high level of confidentiality. Knowledge of Public Service Prescripts including PFMA Treasury Regulations.
DUTIES	:	Compile claim forms, Calculate and submit to the Supervisor. Compile list and capturing of claims on system. Filling of claims documents.
ENQUIRES	:	Mr M. Matebese / Ms. N Mabusela at 071 689 6162
APPLICATIONS	:	For e-Recruitment enquiries, email to: recruitment@eccogta.gov.za

DEPARTMENT OF HEALTH

APPLICATIONS	:	Applications must be submitted only via the provincial e-recruitment system accessible at: https://ecprov.gov.za and/or at https://erecruitment.ecotp.gov.za The Provincial e-Recruitment System Closes at 23: 59 on the Closing Date. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, password resets, etc, send an email with (i) your ID Number, (ii) your profile email address, (iii) details of the issue to: RecruitmentHeadOffice@echealth.gov.za. Do not submit any applications to this email address as all applications submitted here will be regarded as lost and will not be considered. Technical support is limited to working hours: (08:00-16:30 Mon-Thurs and 08:00-16:00 on Fridays).
CLOSING DATE	:	22 December 2025. No Late applications will be accepted.
NOTE	:	Applications must be submitted on a duly complete Z83 form (effective from 01 January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents, e-Recruitment System automatically generates Z83 immediately you apply. SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for SMS positions to have obtained pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme (the SMS pre-entry certificate is not a requirement for shortlisting; is submitted prior to appointment). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Under My Job Applications, the system Z83 does not reflect work experience and qualifications, however, every detail of your information does reflect to the Recruitment team. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. The competency assessment will be testing generic

managerial competencies using the mandated DPSA SMS competency assessment tools. 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. Successful candidates will be appointed on a probation period of twelve 12/24 months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered to adhere to the EE targets of the department. The Department reserves the right to amend/ review/ withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). Enquires can be directed to: Ms. S Ndlabhu Tel no: 040 608 1272
For e-Recruitment enquiries, email to: RecruitmentHeadOffice@echealth.gov.za

OTHER POSTS

POST 45/234 : **CHIEF MECHANICAL ENGINEER (INFRASTRUCTURE PLANNING) REF NO: ECHEALTH/CME-IP/HO/HFRG/01/12/2025**

SALARY : Grade A: R1 266 450 – R1 446 921 per annum, (OSD), an all-inclusive package
Grade B: R1 532 466 – R2 388 657 per annum, (OSD), an all-inclusive package

CENTRE : Head Office, Bhisho

REQUIREMENTS : National Senior Certificate, an NQF level 7 qualification in Engineering (B Eng/BSC (Eng) or relevant qualification coupled with six (6) years' experience post qualification as registered professional Engineer. Compulsory registration with ECSA as professional Engineer (Mechanical). A valid Driver's licence. Computer literate.

DUTIES : To perform final review and approvals of audits on new engineering designs according to design principles or theory. Research the needs of the relevant health institutions. Monitoring of current deployed technology. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Monitor maintenance efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives. Allocate, control, monitor and report on all resources. Compile risk logs and manage significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation on engineering risks. Manage the availability and management of funds to meet the MTEF objectives within the engineering environment. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to the organisational needs and objectives. Assist with the establishment of the statutory structures as required in terms of the Act. Monitor OHS training interventions at all Health Facilities in terms of equipment. Monitor safety audits. Continuous professional development to keep up with new technologies and procedure. Develop and manage the operational plan. Serve on transversal task teams as required. Implement quality control of work delivered by employees.

ENQUIRIES : Ms N. Gwarube Tel No: (040) 608 1180
For e-Recruitment enquiries, email to: RecruitmentHeadOffice@echealth.gov.za

POST 45/235 : **CHIEF MECHANICAL ENGINEER (ENGINEERING & TECHNICAL SERVICES) REF NO: ECHEALTH/CME-ETS/HO/HFRG/02/12/2025**

SALARY : Grade A: R1 266 450 – R1 446 921 per annum, (OSD), an all-inclusive package
Grade B: R1 532 466 – R2 388 657 per annum, (OSD), an all-inclusive package

CENTRE : Head Office, Bhisho

REQUIREMENTS : National Senior Certificate, an NQF level 7 qualification in Engineering (B Eng/BSC (Eng) or relevant qualification coupled with six (6) years' experience post qualification as registered professional Engineer. Compulsory registration with ECSA as professional Engineer (Mechanical). A valid Driver's licence. Computer literate.

DUTIES	:	To perform final review and approvals of audits on new engineering designs according to design principles or theory. Research the needs of the relevant health institutions. Monitoring of current deployed technology. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Monitor maintenance efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives. Allocate, control, monitor and report on all resources. Compile risk logs and manage significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation on engineering risks. Manage the availability and management of funds to meet the MTEF objectives within the engineering environment. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to the organisational needs and objectives. Assist with the establishment of the statutory structures as required in terms of the Act. Monitor OHS training interventions at all Health Facilities in terms of equipment. Monitor safety audits. Continuous professional development to keep up with new technologies and procedure. Develop and manage the operational plan. Serve on transversal task teams as required. Implement quality control of work delivered by employees.
ENQUIRIES	:	Ms N. Gwarube Tel No: (040) 608 1180 For e-Recruitment enquiries, email to: RecruitmentHeadOffice@echealth.gov.za
POST 45/236	:	**CHIEF ELECTRICAL ENGINEER (ENGINEERING & TECHNICAL SERVICES) REF NO: ECHEALTH/CEE-ETS/HO/HFRG/03/12/2025**
SALARY	:	Grade A: R1 266 450 – R1 446 921 per annum (OSD), an all-inclusive package Grade B: R1 532 466 – R2 388 657 per annum (OSD), an all-inclusive package
CENTRE	:	Head Office, Bhisho
REQUIREMENTS	:	National Senior Certificate, an NQF level 7 qualification in Engineering (B Eng/BSC (Eng) or relevant qualification coupled with six (6) years' experience post qualification as registered professional Engineer. Compulsory registration with ECSA as professional Engineer (Electrical). A valid Drivers licence. Computer literate.
DUTIES	:	To perform final review and approvals of audits on new engineering designs according to design principles or theory. Research the needs of the relevant health institutions. Monitoring of current deployed technology. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Monitor maintenance efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives. Allocate, control, monitor and report on all resources. Compile risk logs and manage significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation on engineering risks. Manage the availability and management of funds to meet the MTEF objectives within the engineering environment. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to the organisational needs and objectives. Assist with the establishment of the statutory structures as required in terms of the Act. Monitor OHS training interventions at all Health Facilities in terms of equipment. Monitor safety audits. Continuous professional development to keep up with new technologies and procedure. Develop and manage the operational plan. Serve on transversal task teams as required. Implement quality control of work delivered by employees.
ENQUIRIES	:	Ms N. Gwarube Tel No: (040) 608 1180 For e-Recruitment enquiries, email to: RecruitmentHeadOffice@echealth.gov.za
POST 45/237	:	**CHIEF QUANTITY SURVEYOR (DELIVERY DIRECTORATE) REF NO: ECHEALTH/QS-DD /HO/HFRG/04/12/2025**
SALARY	:	Grade A: R1 099 488 - R1 250 907 per annum (OSD), an all-inclusive package Grade B: R1 323 267 - R2 027 811 per annum (OSD), an all-inclusive package
CENTRE	:	Head Office, Bhisho
REQUIREMENTS	:	National Senior Certificate, an NQF level 7 in Quantity Surveying and/or equivalent qualification as recognised by SAQA coupled with six (6) years' post qualification survey experience as a Quantity Surveyor. Compulsory

registration as Professional Quantity Surveyor with SACQSP. A valid driver's licence. Computer literate.

DUTIES : Prepare the Procurement Strategy, Infrastructure Programme Management Plan (IPMP) and updating of the plan. Prepare the infrastructure budget and final project list. Prepare the packages/individual project briefs; presenting these to Implementing Agent (IA) referred to as Project Execution Plan v1 with all the inputs obtained from the Directorate Infrastructure Planning. Participate in the procurement of Professional Services Providers and Contractors, including the preparation and approval of Bid Specifications and evaluations of tenders as member of the Supply Chain Management Committees in Public Works and/or relevant SCM Committees of Alternative IAs and Provincial Department of Health. Monitor the implementation of programmes and projects by the Implementing Agent (IA) and the adherence to the Service Delivery Agreement. Review and sign off on the Infrastructure Programme Implementation Plan (IPIP) as prepared by the Implementing Agent (IA). Review and recommend Variation Orders in terms of contracts management practice and financial implications in collaboration with professionals in the directorate Infrastructure Planning. Develop and approve project stage reports and designs, in accordance with strategic decision-making points as defined in the Provincial Infrastructure Delivery Framework (IDMS). Coordinate and participate in project commissioning, including site visits. Review and maintenance plans and budget on completion of project. Review Infrastructure projects and programmes in line with the built environment norms, standards and legislative requirements. Monitor that infrastructure projects that are planned within available funds. Monitor expenditure on infrastructure projects within the budgets. Control cost and scope variances on infrastructure projects.

ENQUIRIES : Ms N. Gwarube Tel No: (040) 608 1180
For e-Recruitment enquiries, email to: RecruitmentHeadOffice@echealth.gov.za

POST 45/238 : **DEPUTY DIRECTOR: ADMIN SUPPORT & COORDINATION (OFFICE OF THE MEC) REF NO: ECHEALTH/DD-ASC/HO/05/12/2025**
This is a re-advertisement. Applicants who have applied in the previous advertisement are encouraged to apply again.

SALARY : R896 436 - R1 055 958 per annum (Level 11), all-inclusive package
CENTRE : Head Office; Bhisho
REQUIREMENTS : National Senior Certificate, an appropriate NQF Level 7 as recognized by SAQA in Public Administration/Management/Office Management and Technology or any equivalent qualification coupled with Five (5) years' experience of which three (3) years must be at Assistant Director level (SL9) preferably in a core Staff environment/Political Office. A valid driver's license is a prerequisite. Knowledge of Monitoring and evaluation Process. Reporting procedure. Strategic planning Processes. Budgeting process. Strategic reporting. Public Service Act, 1994. Public Service Regulations 2001. Public Finance Management Act, 1999. Treasury regulations. A valid driver's licence.

DUTIES : Coordinate the planning process for the MEC Office. Analyze reports coming from statutory bodies and identify areas of emphasis. Organize and facilitate sessions to discuss portfolio questions and draw responses. Facilitate tabling and discussion of Directorate Operational Plans. Develop and implement records management policies, file plans, strategies, and procedures: Coordinate records management policies to ensure compliance. Provide registry support services in the office of the MEC. Implement the records management and file plans effectively. Monitor accurate monthly and quarterly reports. Ensures the safekeeping of all documentation in the office of the Head in line with relevant legislation and policies. Ensures that office equipment, e.g. Fax machines and photocopiers are in good working order. Records the engagements of the Head of Office. Utilizes discretion to decide whether to accept/decline or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitizes/ advises the Head of office regarding engagements. Compiles realistic schedules of appointments. Ensures the effective flow of information and documents to and from the head office. Obtains inputs, collates and compiles reports, e.g: progress and management reports. Scrutinizes routine submissions/ reports and makes notes and/or recommendations for the manager. Responds to enquiries received from internal and external stakeholders. Coordinate and guide budgeting process and financial reporting:

Consolidate the budget of the Head of office for submission to the Budget Office. Prepare In-year Monitoring report for the Office. Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeliness.

ENQUIRIES : Ms S Ndlabhu Tel No: (040) 608 1272
For e-Recruitment enquiries, email to: RecruitmentHeadOffice@echealth.gov.za

POST 45/239 : **CIVIL/ STRUCTURAL ENGINEER: INFRASTRUCTURE DELIVERY REF NO: ECHEALTH/CSE-ID/HO/HFRG/06/12/2025**

SALARY : Grade A: R879 342 - R938 061 per annum, (OSD), an all-inclusive package
Grade B: R990 669 - R1 067 235 per annum, (OSD), an all-inclusive package
Grade C: R1 127 100 - R1 323 267 per annum, (OSD), an all-inclusive package

CENTRE : Head Office, Bhisho

REQUIREMENTS : National Senior Certificate, an NQF level 7 qualification in Engineering (B Eng/BSC (Eng) or relevant qualification as recognised by SAQA coupled with three (3) years' experience post qualification as registered professional Engineer (Civil/Structural). Compulsory registration with ECSA as professional Engineer. A valid driver's licence. Computer literate.

DUTIES : To prepare the Procurement Strategy, Infrastructure Programme Management Plan (IPMP) and updating of the plan. Prepare the Infrastructure budget and final project list. Prepare the packages/individual project briefs; presenting these to Implementing Agent (IA) – referred to as Project Execution Plan v1 with all the inputs obtained from the Directorate Infrastructure Planning. Participate in the procurement of Professional Service Providers and Contractors, including the preparation and approval of Bid Specifications and evaluations of tenders as member of the Supply Chain Management Committees in Public Works and / or relevant SCM Committees of Alternative IAs and Provincial Department of Health. Monitor the implementation of Programmes and Projects by the Implementing Agent (IA) and the adherence to the Service Delivery Agreement. Manage project implementation of projects that are not allocated to an Implementing Agent (IA). Review the sign off on the Infrastructure Programme Implementation Plan (IPIP) as prepared by the Implementing Agent (IA). Develop and approve project stage reports & designs in accordance with strategic decision-making points as defined in the Provincial Infrastructure Delivery Framework (IDMS). Coordinate and participate in project commissioning including site visits. Review the maintenance plans and budgets on completion of projects. Collect and update information on systems (if applicable) in terms of Technical Condition Assessments on completion of projects. Review Infrastructure projects and programmes in line with built environment norms, standards and legislative requirements. Manage and participate in Post Project and Post Occupancy Evaluation exercises. Update the Infrastructure policies of the Department in terms of research findings, new technology and changes in the institutional environment.

ENQUIRIES : Ms N. Gwarube Tel No: (040) 608 1180
For e-Recruitment enquiries, email to: RecruitmentHeadOffice@echealth.gov.za

POST 45/240 : **MECHANICAL ENGINEER: PLANNING DIRECTORATE REF NO: ECHEALTH/ME-PD/HO/HFRG/07/12/2025**

SALARY : Grade A: R879 342 - R938 061 per annum (OSD), an all-inclusive package
Grade B: R 990 669 - R1 067 235 per annum (OSD), an all-inclusive package
Grade C: R1 127 100 - R1 323 267 per annum (OSD), an all-inclusive package

CENTRE : Head Office, Bhisho

REQUIREMENTS : National Senior Certificate, an NQF level 7 qualification in Engineering (B Eng/BSC (Eng) or relevant qualification coupled with three (3) years' experience post qualification as registered professional Engineer. Compulsory registration with ECSA as professional Engineer (Mechanical). A valid Drivers licence. Computer literate.

DUTIES : To provide inputs to technical and functional norms and standards from an engineering perspective to be issued in terms of the Provincial Health Facilities Guidelines. Monitor that infrastructure projects implemented by Implementing Agent(s) comply with approved engineering functional and technical norms and standards and that the planning and design are according to sound engineering principles and code of practice. Update functional and technical norms and

standards updated based on learning generated through Post Project and Post Occupancy Evaluation (POE) exercises. Prepare reports stating the advisability, desirability, impact and legality of proposals for innovative service delivery mechanisms. Undertake feasibility studies and prepare reports detailing service impact, financial impact, infrastructure impact, constraints, alternatives and attainability. Develop cost effective solutions according to standards. Prepare technical specifications. Apply mechanical design principles. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology in specifications. Undertake preliminary costing per installation. Develop mechanical engineering standard data sheets and drawings. Provide mechanical engineering inputs to Project Execution Plan v.1. Prepare reports on mechanical engineering investigations. Determine mechanical engineering proposals and design work for solutions where necessary. Provide mechanical engineering professional and technical advice in the form of verbal and written advice reports, calculations, specifications and drawings. Monitor and study the health sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities (tools and techniques) as prescribed and /or required.

ENQUIRIES : Ms N. Gwarube Tel No: (040) 608 1180
For e-Recruitment enquiries, email to: RecruitmentHeadOffice@echealth.gov.za

POST 45/241 : **MECHANICAL ENGINEER: ENGINEERING & TECHNICAL SERVICES REF NO: ECHEALTH/ME-ETS/HO/HFRG/08/12/2025**

SALARY : Grade A: R879 342 - R938 061 per annum (OSD), an all-inclusive package
Grade B: R990 669 - R1 067 235 per annum (OSD), an all-inclusive package
Grade C: R1 127 100 - R1 323 267 per annum (OSD), an all-inclusive package

CENTRE : Head Office, Bhisho

REQUIREMENTS : National Senior Certificate, an NQF level 7 qualification in Engineering (B Eng/BSC (Eng) or relevant qualification as recognised by SAQA coupled with three (3) years' experience post qualification as registered professional Engineer (Mechanical). Compulsory registration with ECSA as professional Engineer. A valid Drivers licence. Computer literate.

DUTIES : To perform final review and approvals of audits on new engineering designs according to design principles or theory. Research the needs of the relevant health institutions. Co-ordinate designs efforts and integration across disciplines to ensure seamless integration with current technology. Pioneering of new engineering services and management methods. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Allocate, control, monitor and repot on all resources. Compile risks logs and manage significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation on engineering related matters to minimise possible engineering risks. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Continuous professional development to keep up with new technologies and procedure.

ENQUIRIES : Ms N. Gwarube Tel No: (040) 608 1180
For e-Recruitment enquiries, email to: RecruitmentHeadOffice@echealth.gov.za

POST 45/242 : **ELECTRICAL ENGINEER: INFRASTRUCTURE PLANNING REF NO: ECHEALTH/EE-IP /HO/HFRG/09/12/2025**

SALARY : Grade A: R879 342 - R938 061 per annum (OSD), an all-inclusive package
Grade B: R990 669 - R1 067 235 per annum (OSD), an all-inclusive package
Grade C: R1 127 100 - R1 323 267 per annum (OSD), an all-inclusive package

CENTRE : Head Office, Bhisho

REQUIREMENTS : National Senior Certificate, an NQF level 7 qualification in Engineering (B Eng/BSC (Eng) or relevant qualification as recognised by SAQA coupled with three (3) years' experience post qualification as registered professional

Engineer (Electrical). Compulsory registration with ECSA as professional Engineer. A valid driver's licence. Computer literate.

DUTIES : To provide inputs to technical and functional norms and standards from an engineering perspective to be issued in terms of the Provincial Health Facilities Guidelines. Monitor that infrastructure projects implemented by Implementing Agent (s) comply with approved engineering functional and technical norms and standards and that the planning and design are according to sound engineering principles and code of practice. Update functional and technical norms and standards updated based on learning generated through Post Project and Post Occupancy Evaluation (POE) exercises. Prepare reports stating the advisability, desirability, impact and legality of proposals for innovative service delivery mechanisms. Undertake feasibility studies and prepare reports detailing services impact, financial impact, infrastructure impact, constraints, alternatives and attainability. Develop cost effective solutions according to standards. Prepare technical specifications. Apply electrical design principles. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology in specifications. Undertake preliminary costing per installation. Prepare reports on electrical engineering investigation. Determine electrical engineering proposals and design work for solutions where necessary. Provide electrical engineering inputs to implement projects successfully. Provide electrical engineering professional and technical advice in the form of verbal and written advice, reports calculations, specifications and drawings. Monitor and study the health sector, legal framework, standards changes and policy frameworks.

ENQUIRIES : Ms N. Gwarube Tel No: (040) 608 1180
For e-Recruitment enquiries, email to: RecruitmentHeadOffice@echealth.gov.za

POST 45/243 : **ELECTRICAL ENGINEER: ENGINEERING & TECHNICAL SERVICES REF NO: ECHEALTH/EE-ETS/HO/HFRG/10/12/2025**

SALARY : Grade A: R879 342 - R 938 061 per annum, (OSD), an all-inclusive package
Grade B: R990 669 - R1 067 235 per annum, (OSD), an all-inclusive package
Grade C: R1 127 100 - R1 323 267 per annum, (OSD), an all-inclusive package

CENTRE : Head Office, Bhisho

REQUIREMENTS : National Senior Certificate, an NQF level 7 qualification in Engineering (B Eng/BSC (Eng) or relevant qualification as recognised by SAQA coupled with three (3) years' experience post qualification as registered professional Engineer (Electrical). Compulsory registration with ECSA as professional Engineer. A valid driver's licence. Computer literate.

DUTIES : To provide inputs to technical and functional norms and standards from an engineering perspective to be issued in terms of the Provincial Health Facilities Guidelines. Monitor that infrastructure projects implemented by Implementing Agent (s) comply with approved engineering functional and technical norms and standards and that the planning and design are according to sound engineering principles and code of practice. Update functional and technical norms and standards updated based on learning generated through Post Project and Post Occupancy Evaluation (POE) exercises. Prepare reports stating the advisability, desirability, impact and legality of proposals for innovative service delivery mechanisms. Undertake feasibility studies and prepare reports detailing services impact, financial impact, infrastructure impact, constraints, alternatives and attainability. Develop cost effective solutions according to standards. Prepare technical specifications. Apply electrical design principles. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology in specifications. Undertake preliminary costing per installation. Prepare reports on electrical engineering investigation. Determine electrical engineering proposals and design work for solutions where necessary. Provide electrical engineering inputs to implement projects successfully. Provide electrical engineering professional and technical advice in the form of verbal and written advice, reports calculations, specifications and drawings. Monitor and study the health sector, legal framework, standards changes and policy frameworks.

ENQUIRIES : Ms N. Gwarube Tel No: (040) 608 1180
For e-Recruitment enquiries, email to: RecruitmentHeadOffice@echealth.gov.za

POST 45/244	:	**QUANTITY SURVEYOR (INFRASTRUCTURE DELIVERY) REF NO: ECHEALTH/ME-ETS/HO/HFRG/11/12/2025**
SALARY	:	Grade A: R761 157 – R816 852 per annum, (OSD), an all-inclusive package Grade B: R866 304 - R924 198 per annum, (OSD), an all-inclusive package Grade C: R976 029 - R1 144 008 per annum, (OSD), an all-inclusive package
CENTRE	:	Head Office, Bhisho
REQUIREMENTS	:	National Senior Certificate, an NQF level 7 in Quantity Surveying and/or equivalent qualification as recognised by SAQA coupled with three (3) years' post qualification survey experience as a Quantity Surveyor. Compulsory registration as Professional Quantity Surveyor with SACQSP. A valid driver's licence. Computer literate.
DUTIES	:	To prepare the Procurement strategy, Infrastructure Programme Management Plan (IPMP) and updating of the plan. Prepare the Infrastructure budget and final project list. Prepare the packages/individual project briefs; presenting these to the Implementing Agent (IA) referred to as Project Execution Plan v1 with all the inputs obtained from the Directorate Infrastructure Planning. Participate in the procurement of Professional Service Providers and Contractors, including the preparation and approval of Bid Specifications and evaluations of tenders as member of the Supply Chain Management Committees in Public Works and/ or relevant SCM Committees of Alternative IAs and Provincial Department of Health. Monitor the implementation of Programmes and Projects by the Implementing Agent (IA) and the adherence to the Service Delivery Agreement. Manage project implementation of projects that are not allocated to an Implementing Agent (IA). Review and sign off on the Infrastructure Programme Implementation Plan (IPIP) as prepared by the Implementing Agent (IA). Review and recommend Variation Orders in terms of contract management practice and financial implications in collaboration with professionals in the Directorate Infrastructure Planning. Manage the updating of project/programme documentation and information and submit all built environment documentation to the Directorate Infrastructure Planning and the financial documents to the Deputy Director Finance. Coordinate and participate in project commissioning including site visits. Collect and update information on systems in terms of Technical Condition Assessment on completion of projects. Review Infrastructure Projects and programmes in line with the built environment norms, standards and legislative requirements. Monitor and study the Health sector, legal frameworks standards changes and policy frameworks.
ENQUIRIES	:	Ms N. Gwarube Tel No: (040) 608 1180 For e-Recruitment enquiries, email to: RecruitmentHeadOffice@echealth.gov.za
POST 45/245	:	**QUANTITY SURVEYOR (INFRASTRUCTURE PLANNING) REF NO: ECHEALTH/QS-IF /HO/HFRG/12/12/2025**
SALARY	:	Grade A: R761 157 – R816 852 per annum (OSD), an all-inclusive package Grade B: R866 304 - R924 198 per annum (OSD), an all-inclusive package Grade C: R976 029 - R1 144 008 per annum (OSD), an all-inclusive package
CENTRE	:	Head Office, Bhisho
REQUIREMENTS	:	National Senior Certificate, an NQF level 7 in Quantity Surveying and/or equivalent qualification as recognised by SAQA coupled with three (3) years' post qualification survey experience as a Quantity Surveyor. Compulsory registration as Professional Quantity Surveyor with SACQSP. A valid driver's licence. Computer literate.
DUTIES	:	To develop planning and cost norms and standards issued in terms of Provincial Health Facilities Guidelines. Maintain planning and cost norms and standards library. Monitor that Infrastructure projects implemented by Implementing Agent (s) comply with approved planning and cost norms and standards. Promote the adoption of technical and quality strategies. Review cost determinations of projects and estimates submitted. Provide inputs from quantity surveyor perspective to infrastructure policies, procedures, methods and criteria for Capex, minor capital and scheduled maintenance projects, Develop commissioning plans from a quantity surveyor perspective. Prepare from a Quantity Surveyor perspective inputs to Project Briefing documents. Prepare from a Quantity Surveyor perspective inputs to the Project Execution Plan version 1. Develop cash flow projections. Develop costing models. Provide inputs to the Annual Medium Term and Adjustment budgets to the Directorate Infrastructure Delivery. Provide inputs to the User Asset

Management Plan from Quantity Surveyor perspective. Provide inputs to the Infrastructure Programme Management Plan and Infrastructure Programme Implementation Plan from the Quantity Surveyor perspective. Provide inputs to the procurement strategy from a Quantity Surveyor perspective. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment.

ENQUIRIES : Ms N. Gwarube Tel No: (040) 608 1180
For e-Recruitment enquiries, email to: RecruitmentHeadOffice@echealth.gov.za

POST 45/246 : **CANDIDATE CONSTRUCTION PROJECT MANAGER: INFRASTRUCTURE DELIVERY REF NO: ECHEALTH/CCPM-ID /HO/HFRG/13/12/2025**
(5-Year Contract)

SALARY : R761 157 - R807 864 per annum, (OSD), an all-inclusive package
CENTRE : Head Office, Bhisho
REQUIREMENTS : National Senior Certificate, a National Higher Diploma (Built Environment field) with a minimum of eighteen months experience/ a National Diploma (Built Environment field) with a minimum of two (2) years' experience/ BTech qualification (Built Environment field) with a minimum of one (1) year experience/ An Honours degree in the Built Environment field of study. Registered as Candidate Construction Project Manager with SACPCMP. A valid driver's license. Computer literate.

DUTIES : Assist to prepare the Procurement Strategy, Infrastructure Programme Management Plan (IPMP) and updating of the plan. Assist to prepare the infrastructure budget and final project list. Assist to prepare the packages/individual project briefs; presenting these to the Implementing Agent (IA) referred to as Project Execution Plan v1 with all the inputs obtained from the Directorate Infrastructure Planning. Assist to monitor the implementation of programmes and projects by Implementing Agent (IA) and the adherence to the Service Delivery Agreement. Assist to manage project implementation of projects that are not allocated to an Implementing Agent (IA). Assist to review Variation Orders in terms of contract management practice and financial implications in collaboration with professionals in the Directorate Infrastructure Planning. Assist to develop Project Stage reports & designs in accordance with strategic decision-making points as defined in the Provincial Infrastructure Delivery Framework. Coordinate and participate in project commissioning, including site visits. Review and Maintenance Plans and budgets on completion of projects. Assist to review infrastructure projects and programmes in line with the built environment norms, standards and legislative requirements. Assist to participate in the continuous improvement of best practices, standardised process and procedures, software applications and tools. Update the Infrastructure policies of the Department in terms of research findings, new technology and changes in the institutional environment.

ENQUIRIES : Ms N. Gwarube Tel No: (040) 608 1180
For e-Recruitment enquiries, email to: RecruitmentHeadOffice@echealth.gov.za

POST 45/247 : **CANDIDATE ARCHITECT: INFRASTRUCTURE DELIVERY REF NO: ECHEALTH/CA-ID /HO/HFRG/14/12/2025**
(5 Year Contract)

SALARY : R660 612 - R701 148 per annum, (OSD), an all-inclusive package
CENTRE : HEad Office, Bhisho
REQUIREMENTS : National Senior Certificate, an NQF Level 7 in Architecture and /or equivalent qualification as recognised by SAQA with no previous experience required. Registration with the South African Council for Architectural Professions (SACAP) as a Candidate Architect. A valid driver's license. Computer literate.

DUTIES : Assist to prepare the Procurement Strategy, Infrastructure Programme Management Plan (IPMP) and updating of the plan. Assist to prepare the infrastructure budget and final project list. Assist to prepare the packages/individual project briefs; presenting these to the Implementing Agent (IA) referred to as Project Execution Plan v1 with all the inputs obtained from the Directorate Infrastructure Planning. Assist to monitor the implementation of programmes and projects by Implementing Agent (IA) and the adherence to the Service Delivery Agreement. Assist to manage project implementation of

projects that are not allocated to an Implementing Agent (IA). Assist to review Variation Orders in terms of contract management practice and financial implications in collaboration with professionals in the Directorate Infrastructure Planning. Assist to develop Project Stage reports & designs in accordance with strategic decision-making points as defined in the Provincial Infrastructure Delivery Framework. Coordinate and participate in project commissioning, including site visits. Review and Maintenance Plans and budgets on completion of projects. Assist to review infrastructure projects and programmes in line with the built environment norms, standards and legislative requirements. Assist to participate in the continuous improvement of best practices, standardised process and procedures, software applications and tools. Update the Infrastructure policies of the Department in terms of research findings, new technology and changes in the institutional environment.

ENQUIRIES : Ms N. Gwarube Tel No: (040) 608 1180
For e-Recruitment enquiries, email to: RecruitmentHeadOffice@echealth.gov.za

POST 45/248 : **ENGINEERING TECHNICIAN: CIVIL REF NO: ECHEALTH/ET-C /HO/HFRG/15/12/2025**

SALARY : Grade A: R453 576 - R487 500 per annum, (OSD), an all-inclusive package
Grade B: R513 303 - R551 493 per annum, (OSD), an all-inclusive package
Grade C: R586 665 - R690 237 per annum, (OSD), an all-inclusive package

CENTRE : Head Office, Bhisho

REQUIREMENTS : National Senior Certificate, a National Diploma in Engineering (Civil) or equivalent relevant qualifications (Civil) coupled with three (3) years working experience post qualification as an Engineering Technician Civil). Registration with ECSA as an Engineering Technician (Civil). A valid driver's Licence. Computer literate.

DUTIES : To assist the Engineer with Technical activities. Promotes safety in line with statutory and regulatory requirements. Evaluate existing maintenance technical manuals, standard drawings and procedures to incorporate new technology. Produce technical designs with specifications. Assist to manage the execution of maintenance strategy through the provision of appropriate structures systems and resources. Assist to set engineering maintenance and standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Design and establish a system to collect credible data on the use of utilities by Health Facilities. Provide training to Administrative Clerk on collection of data. Validate usage and draft reports. Identify excessive usage. Assist to allocate, control, monitor and report on all resources. Assist to compile risk logs and manage significant risk according to sound risk management practice and organisational requirements. Provide inputs into the budgeting process as require. Compile and submit reports as required. Provide and consolidate inputs to technical engineering operational plan. Continuous professional development to keep up with new technologies and procedures.

ENQUIRIES : Ms N. Gwarube Tel No: (040) 608 1180
For e-Recruitment enquiries, email to: RecruitmentHeadOffice@echealth.gov.za

POST 45/249 : **ENGINEERING TECHNICIAN: ELECTRICAL (ENGINEERING & TECHNICAL SERVICES DIRECTORATE) REF NO: ECHEALTH/ET-EETS/HO/HFRG/16/12/2025**

SALARY : Grade A: R453 576 - R487 500 per annum (OSD), an all-inclusive package
Grade B: R513 303 - R551 493 per annum (OSD), an all-inclusive package
Grade C: R586 665 - R690 237 per annum (OSD), an all-inclusive package

CENTRE : Head Office, Bhisho

REQUIREMENTS : National Senior Certificate, A National Diploma in Engineering (Electrical) or equivalent relevant qualifications (Electrical) coupled with three (3) years working experience post qualification as an Engineering Technician (Electrical). Registration with ECSA as an Engineering Technician (Electrical). A valid driver's Licence. Computer literate.

DUTIES : To assist the Engineer with Technical activities. Promotes safety in line with statutory and regulatory requirements. Evaluate existing maintenance technical manuals, standard drawings and procedures to incorporate new technology. Produce technical designs with specifications. Assist to manage

the execution of maintenance strategy through the provision of appropriate structures systems and resources. Assist to set engineering maintenance and standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Design and establish a system to collect credible data on the use of utilities by Health Facilities. Provide training to Administrative Clerk on collection of data. Validate usage and draft reports. Identify excessive usage. Assist to allocate, control, monitor and report on all resources. Assist to compile risk logs and manage significant risk according to sound risk management practice and organisational requirements. Provide inputs into the budgeting process as require. Compile and submit reports as required. Provide and consolidate inputs to technical engineering operational plan. Continuous professional development to keep up with new technologies and procedures.

ENQUIRIES : Ms N. Gwarube Tel No: (040) 608 1180
For e-Recruitment enquiries, email to: RecruitmentHeadOffice@echealth.gov.za

PROFINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH

APPLICATIONS : Applications should be submitted strictly online at the following E-Recruitment portal: http://jobs.gauteng.gov.za

CLOSING DATE : 22 December 2025

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

OTHER POSTS

POST 45/250 : **DEPUTY MANAGER PHARMACEUTICAL SERVICES CONTRACT MANAGEMENT REF NO: REFS/024111**
Directorate: Contract Management

SALARY : R1 247 202 per annum, (all-inclusive package)

CENTRE : Medical Supplies Depot

REQUIREMENTS : B. Pharm or equivalent qualification. Current registration with the South African Pharmacy Council (SAPC) as a pharmacist. 7 years of appropriate experience in management/supervisory roles in the pharmaceutical preferably in the pharmaceutical supply chain. Specific experience in pharmaceutical procurement and/ contract management of more than 2 years is required. A postgraduate qualification in management will be added advantage. A good understanding of the relevant legislation, National Drug Policy, the Essential Drugs Programme, Public Finance Management Act, and Good Pharmacy Practice relating to pharmaceutical services. Good verbal and written communication and presentation skills. Sound leadership, analytical and computer proficiency. Proven problem-solving and project management experience, monitoring and evaluation and risk evaluation skills. Must be achievement-driven and self-motivated. Extensive knowledge of Pharmaceutical Services' approaches, policies, and procedures. In-depth knowledge and experience in the supervision of Pharmaceutical Services.

Understanding of the PFMA, Medicines and Related Substances Act, and Pharmacy Act. Knowledge and understanding of the legislative prescripts governing the Public Service, Pharmacy Practice and Control of Medicines. Computer literacy. Excellent communication skills (verbal and written). Good team building, problem-solving solving and leadership skills. Knowledge and skills in managing quality improvement programmes. Sound knowledge and understanding of the mandate of the Medical Supplies Depot.

DUTIES : To perform the duties of a pharmaceutical supply chain manager in accordance with the PFMA, Medicines and Related Substances Act, Pharmacy Act, GPP and GWP. Ensure compliance with the procurement unit supply chain prescripts and other relevant legislation. Strengthen stakeholder and staff engagement to improve performance and service delivery. Facilitate the development and maintenance of internal control procedures to mitigate identified risks in the unit. Ensure the effective and efficient use of resources. Represent pharmaceutical services at relevant meetings and to serve on various committees and participate in relevant forums in the depot. Coordinate training programmes for Pharmacy assistants, Pharmacist Interns and other support personnel. Develop protocols, standard operating procedures, and guidelines for efficient and cost-effective pharmaceutical services. Supervise pharmacists and pharmacist assistants, maintain discipline and deal with grievances and Labour Relations issues in terms of the laid down procedures and policies, and implement the Performance Management and Development system. Compiling reports for submission to MSD management on a monthly and quarterly basis.

ENQUIRIES : Mr S Langa Tel No: (011) 628 9002

POST 45/251 : **PHARMACIST ASSISTANT BASIC REF NO: REFS/02417 (X3 POSTS)**
Directorate: Pharmaceutical Services - Warehouse

SALARY : R215 0123 per annum, plus benefits
CENTRE : Medical Supplies Depot
REQUIREMENTS : Grade 12 Certificate and qualification as a Basic Pharmacist Assistant. Active Registration as a Basic Pharmacist Assistant with the South African pharmacy council. Knowledge and experience in Warehousing, logistics, Supply chain Management, transportation, and the Hospital Pharmacy sector as well as computer literacy will be an added advantage.

DUTIES : Receiving of stock from suppliers according to standard operating procedures, Good Distribution Practice and Good Pharmacy practice standards: offloading trucks and moving stock into the appropriate quarantine area, moving of stock to storage areas and packing stock on correct shelves according to FEFO and FIFO. Stock rotation and participating in stock takes. Issuing of ordered stock according to scope of practice to Health Facilities in Gauteng Province. Moving of roll-trainers to the dispatch area.

ENQUIRIES : Ms. C Ramaphakela Tel No: (011) 628-9046

DEPARTMENT OF INFRASTRUCTURE DEVELOPMENT

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

APPLICATIONS : To apply for the below position, please apply online at https://jobs.gauteng.gov.za. Only online applications will be considered and for general enquiries please contact Human Resource on 076 521 4118.

CLOSING DATE : 22 December 2025

NOTE : In line with the Department's Employment Equity Plan, People with disabilities are encouraged to apply. Applicants must complete the online Z83 and attach a comprehensive Curriculum Vitae (CV). All other documents are submitted by shortlisted candidates). 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. Only shortlisted candidates will be requested to submit certified copies of qualifications not older than six (06) months, identity document and valid driver's license (where driving/travelling is an inherent requirement of the job). It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of this post and candidates whose transfer/promotion/appointment will promote representivity will receive

preference. It is the Department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. If you do not receive any response from us within 3 months, please accept your application was unsuccessful.

OTHER POSTS

POST 45/252 : **ENGINEER PRODUCTION: ELECTRICAL GRADE A-C (X3 POSTS)**

SALARY : R879 342 - R1 323 267 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The offer is based on recognition of experience after obtaining registration. (Proof of recognized experience will be requested from the shortlisted candidates).

CENTRE : Head Office (Johannesburg):
Chief Directorate: Education (Technical Portfolio Service) Ref No: REFS/024214
Directorate: Research and Green Technology Ref No: REFS/024215
Chief Directorate: Engineering Services Ref No: REFS/024216

REQUIREMENTS : An Engineering Degree in Electrical (B Eng / BSC (Eng) or equivalent qualification. A minimum of 3 years' post qualification experience in Engineering is required. Must be a registered as a Professional Engineer with ECSA. Must have a valid driver's license. Competencies: Public Service Act of 1994. Public Service Regulations, 2016. PFMA and Treasury Regulations. Provincial/Departmental SCM policies. Government Immovable Asset Management Act of 2007. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Health Act, Regulations and Guidelines. National Environmental Management Act of 1998. Engineering Profession Act of 2000. Engineering design and analysis Programme and project management. Computer-aided engineering applications. Knowledge of legal compliance. Skills- Decision making, Team leadership, Analytical, Creativity, Self-management, Financial management, Customer focus and responsiveness, Communication, Computer literacy Conflict management, Problem solving, Research, Technical report writing and Networking.

DUTIES : Plan, design, operate and maintain engineering projects. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings and procedures to corporate new technology. Develop tender specifications. Ensure through evaluation that planning and design by others is done according to sound engineering works according to norms and standards and code of practice and approve engineering works according to prescribed norms and standards. Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice. Supervise the engineering work and process and administer performance management and development. Manage resources and prepare and consolidate inputs for the facilitation of resource utilization. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor, control expenditure and service report on expenditure and service delivery.

ENQUIRIES : Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118

POST 45/253 : **ENGINEER PRODUCTION: STRUCTURAL/ CIVIL GRADE A-C REF NO: REFS/024218**
Chief Directorate: Education, Infrastructure, Maintenance and Technical Portfolio
Services: Portfolio Technical Services

SALARY R879 342 - R1 323 267 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's

contribution to the Government Employees Pension Fund (13% of basic salary). The offer is based on recognition of experience after obtaining registration. (Proof of recognized experience will be requested from the shortlisted candidates).

CENTRE : Head Office (Johannesburg)

REQUIREMENTS : An Engineering Degree in Structural/Civil (B Eng / BSC (Eng) or equivalent qualification. A minimum of 3 years' post qualification experience in Engineering is required. Must be a registered as a Professional Engineer with ECSA. Must have a valid driver's license. Competencies: Public Service Act of 1994. Public Service Regulations, 2016. PFMA and Treasury Regulations. Provincial/Departmental SCM policies. Government Immovable Asset Management Act of 2007. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Health Act, Regulations and Guidelines. National Environmental Management Act of 1998. Engineering Profession Act of 2000. Engineering design and analysis Programme and project management. Computer-aided engineering applications. Knowledge of legal compliance. Skills- Decision making, Team leadership, Analytical, Creativity, Self-management, Financial management, Customer focus and responsiveness, Communication, Computer literacy Conflict management, Problem solving, Research, Technical report writing and Networking.

DUTIES : Plan, design, operate and maintain engineering projects. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings and procedures to corporate new technology. Develop tender specifications. Ensure through evaluation that planning and design by others is done according to sound engineering works according to norms and standards and code of practice and approve engineering works according to prescribed norms and standards. Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice. Supervise the engineering work and process and administer performance management and development. Manage resources and prepare and consolidate inputs for the facilitation of resource utilization. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor, control expenditure and service report on expenditure and service delivery.

ENQUIRIES : Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118

POST 45/254 : **CHIEF ARTISAN GRADE A: ELECTRICAL/MECHANICAL REF NO: REFS/024212**
Chief Directorate: Maintenance

SALARY : R455 223 - R729 783 per annum, (plus benefits)

CENTRE : Leratong Facility Maintenance Hub

REQUIREMENTS : An appropriate Trade Test Certificate. Minimum of 10 years' experience post qualification as an Artisan/Artisan Foreman (Proof of recognized experience will be requested for shortlisted applicants). Computer literacy. A valid driver's license. Competencies: Knowledge of the National Building Regulation and Building Standards Act No 103 of 1977, Regulations and Municipal Regulations, Promotion of Access to Information Act of 2000, Promotion of Administrative Justice Act of 2000. Government Immovable Asset Management Act of 2007 and Occupational Health and Safety Act of 1993 and Regulations Skills- Planning and organizing, verbal and written communication and computer literacy skills.

DUTIES : Manage technical personnel. Manage Division Meetings. Manage job assessments for the Division. Manage material requirements for the Division. Manage availability of tools and materials for the Division. Manage client interaction and relations. Manage scheduling of work. Manage the overall productivity of the Division. Manage the development of maintenance schedules Enforce compliance for the keeping of maintenance schedules and records. Undertake research and literature studies. Apply research findings in the work environment. Sign performance based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage human resources and maintain discipline. Manage the provision of equipment required by personnel for achievement of outputs in their respective Job Descriptions. Manage skills transfer between personnel and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to

control work performance including quality assurance. Manage staff performance and Development.

ENQUIRIES : Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118

POST 45/255 : **ARTISAN PRODUCTION GRADE A-C: CARPENTER REF NO: REFS/024213**
Directorate: Facilities Maintenance Services

SALARY : R243 597 – R408 048 per annum, (plus benefits). The offer is based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).

CENTRE : Head office

REQUIREMENTS : An appropriate Trade Test Certificate. A minimum of 0-2 years of experience. A valid driver's License. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. Knowledge of OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Skills: Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication and Computer skills. Planning and organising skills.

DUTIES : Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. 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. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.

ENQUERIES : Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118

PROVINCIAL TREASURY

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

APPLICATIONS : Applications must be submitted on a duly New signed Z83 form, comprehensive CV only shortlisted candidates will submit certified documents. All applications should be emailed to Mohale.Ramahlo@gauteng.gov.za

CLOSING DATE : 23 December 2025, at 00:00 midnight

NOTE : Applications must be submitted on new z83 form, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. The copies of qualifications, ID, drivers' license and relevant certificates need not be certified when applying for the post. Only shortlisted candidates will be required to submit certified documents on or before the interview date following communication from HR. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment may be subject to a positive security clearance. All non-SA citizens must attach a certified proof of permanent residence in South Africa only when shortlisted. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. 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. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are

shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Prospective applicants must please use the new Z83 which is effective as at 01 January 2021, should an application be received using the incorrect application for employment (Z83) form, it will not be considered. You need to fill in all sections of this form completely, accurately and legibly.

OTHER POST

POST 45/256	:	**GAUTENG PROVINCIAL GOVERNMENT INVOICE RESOLUTION COMMITTEE MEMBER REF NO: 13/5/5** Term of office: The appointment is for a period of three (3) years subject to renewal at the discretion of the Department. The appointment will be supported by the Invoice Resolution Committee Charter and signing of a contract.
SALARY	:	GPG Invoice Resolution Committee Members will be remunerated in accordance with the Treasury Regulation 20.2.2, members of a Committee of Inquiry must be remunerated according to scales determined by the National Treasury. Members will be remunerated for preparation and attendance of meetings.
CENTRE	:	Johannesburg
REQUIREMENTS	:	Undergraduate qualification and a postgraduate qualification at the NQF level 8, recognized by SAQA in Law and Public/ Business Administration or related fields with these subjects Auditing, Accounting, Risk, Economics and Business Management 8-10 years' relevant experience in senior managerial level. public administration or finance, legal mediation, or financial management, legal advisory, financial Governance. Understanding of PFMA and Supplier Chain Management process Proven track record in dispute resolution, mediation, conflict and committee management. Required attributes and skills: Independence, integrity, reliability, good communication and interpersonal skills and leadership skills.
DUTIES	:	Provide guidance to the Executive, Accounting Officers, and Management regarding outstanding invoices and governance matters. Serve as an independent advisor to all GPG Departments on issues related to outstanding invoices, risk management, accounting policies, financial and non-financial information, effective governance, and compliance with applicable legislation and regulations. Adjudicate disputes concerning invoices between departments and service providers, and mediate conflicts involving departments, main contractors, and subcontractors. Participate as a member or chairperson of the invoice resolution committee. Attend meetings as necessary and remain flexible with scheduling. Perform duties in accordance with the approved Charter and review the adequacy and effectiveness of the Department's internal controls.
ENQUIRIES	:	Mr. Jafta Mhlongo/ Mr. Cecil Koeberg at 082 256 0860/ 083 955 7112

ANNEXURE T

PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF HEALTH

OTHER POSTS

POST 45/257 : **MEDICAL SPECIALIST GRADES 1 – 3 REF NO: PMMH 04/2025 (X1 POST)**
Component: Orthopaedic

SALARY : Grade 1: R1 341 855 – R1 422 810 per annum
Grade 2: R1 531 032 – R1 623 609 per annum
Grade 3: R1 773 222 – R2 212 680 per annum
(All-inclusive packages, consist of 70% basic salary and 30% flexible portion that may be structured in terms of applicable rules. Other Benefits In-Hospitable Area Allowance (18% of basic salary) Commuted overtime (conditions apply) / the incumbent in the post would be required to enter into a performance contract for commuted overtime.

CENTRE : Prince Mshiyeni Memorial Hospital

REQUIREMENTS : Senior Certificate or Equivalent. MBCHB degree or equivalent qualification plus appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) in a normal specialty (Orthopaedic). Certificate of registration with Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Orthopaedic. Current (2025) registration as a Medical Specialist with HPCSA. **Grade 1**: No experience required. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions of South Africa. **Grade 2**: Further to the minimum requirements mentioned herein, the appointment to Grade 2 requires 5 years' appropriate experience after registration with HPCSA as Medical Specialist in Orthopaedic. **Grade 3**: Further to the minimum requirements mentioned herein, the appointment to Grade 3 requires 10 years' appropriate experience after registration with HPCSA as Medical Specialist in Orthopaedic. Knowledge, Skills Training and Competencies Required: Sound knowledge and experience in the Orthopaedics. Knowledge of current health and public service legislation, regulations and policies including medical ethics, epidemiology and statistics. Good Communication, leadership, decision-making and clinical skills. Ability to teach junior doctors and participate in continuing professional development Comprehensive knowledge of specialty Discipline.

DUTIES : Provide safe, ethical and high quality of care through the development of standards and risk assessments in clinical and customer care (patient perspective) in the respective specialty. Provide a full package of services including after hour services. Develop, maintain and audit the correct implementation of clinical protocols and guidelines Implement and maintain an efficient, effective and seamless service delivery process within the Institution and referring facilities. Plan and provide continuous medical education to multidisciplinary team members, conduct and stimulate research. Manage and direct performance of junior staff within the area of control. Align clinical service delivery plans with hospital plans and priorities. Provide Specialist services and support to the Clinical Head of Unit. Ensure Compliance with Norms and Standards as prescribed by Office of Health Standards Compliance (OHSC). Participate in the continued medical education programme in the institution. Manage EPMDS of junior staff. Participate in the extended management activities. Develop, Implement and monitor quality improvement programmes. Develop and participate in the outreach programme. Ensure a functional referral system. Actively participate in the academic programme run by the Department of Health for the postgraduate training of Registrars. Clinical teaching of undergraduate and postgraduate students. Engage in academic research culminating in the publication of papers in scientific journals or the presentation of the results of such research at scientific congresses. Competence in the clinical evaluation of patients, Interpretation of special investigations within the Discipline. Render efficient and cost-effective services to patients managed by the institution. Ensure Clinical Governance within the Discipline. Deliver an effective and efficient administration of all resources allocated to the Discipline. Assist the Head of Clinical Unit (HCU) to ensure an optimal delivery of Services within the Discipline. Assist HCU in the

development of management protocols/policies for Department – Discipline. Assist with Quality Improvement imperatives including Clinical Audits (morbidity and mortality reporting and reviewing, clinical documentation audits etc.) and continuous professional development activities. Maintain satisfactory clinical professional and ethical standards in the department Engage in research and supervise registrar research. Partake in outreach programmes of the DOH. After hours participation in call roasters.

ENQUIRIES : Dr R Magagula Tel No: (031) 907 8319

APPLICATIONS : To be forwarded to: The Human Resource Manager OR Hand deliver to A-Block 1st Floor white applications box. Prince Mshiyeni Memorial Hospital Private Bag X07, Mobeni, 4060. Applications may also be emailed to: Mxolisi.Mlambo@kznhealth.gov.za quoting reference number only in the subject line. Emailed applications should please be sent as one attachment.

FOR ATTENTION : Mr. M.F Mlambo

NOTE : Directions to Candidates: The applicant must submit a fully completed Z83 form and a detailed Curriculum Vitae (CV) only. Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources The official Z83 form 'Application for employment' (the new amended version of the Z83 form effectively from 01/01/2021 must be used only; the old Z83 form will be rejected, if used). The amended Z83 application for employment form is obtainable at any Government Department OR downloaded from the website – www.kznhealth.gov.za or www.dpsa.gov.za-vacansies.The 'Reference Number' and 'Position' for which are applying (as stated in the advert) must be clearly indicated in the columns provided on the form Z 83 e.g. Reference number PMMH 04/2025. For those with internet access, the online e-Recruitment system is accessible through a computer or mobile device i.e., Phone or Tablet. The system has the following functionality: All adverts are available for viewing by the public through the address www.kznonline.gov.za/kznjobs Applicants will be required to register on the system by providing a username and password. Applicants require a mobile phone number and a valid email address to register and will be guided through the registration process by the system. Applicants must update their profile on the system, which is in line with the approved Z83 application form. Applicants will be able to upload a copy of their Curriculum Vitae (CV), and the system makes provision for the uploading of other documents such as Identity Documents, Driver's License, Qualifications, etc. The appointment is subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience verifications). The successful candidate would be required to sign a performance agreement within three months of appointment. Please note that due to the high number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, consider your application as unsuccessful, please. Persons with disabilities from all designated race groups are encouraged to apply for the post. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. It is the shortlisted candidate's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA). Failure to comply will result in the application not being considered The Department reserves the right not to fill the post/s. Failure to comply with the above instructions will disqualify applicants. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.)

CLOSING DATE : 22 December 2025

POST 45/258 : **MEDICAL SPECIALIST (OBSTETRIC & GYNAECOLOGY) REF NO: NE 01/2025 (X1 POST)**

SALARY : Grade 1: R1 341 855 – R1 422 810 per annum
Grade 2: R1 531 032 – R1 623 609 per annum
Grade 3: R1 773 222 – R2 212 680 per annum
(All-inclusive salary packages, which consist of 70% basic salary and 30% flexible portion that may be structured in terms of applicable rules). Other benefits: - Commuted Overtime (Conditions applies).

CENTRE : Newcastle Regional Hospital

REQUIREMENTS	:	Senior certificate/ Grade 12. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Appropriate tertiary qualification in the Health Science (MBChB) an appropriate qualification that allows registration with the HPCSA as a Medical Specialist in Obstetrics & Gynaecology. Registration with the HPCSA as a Medical Specialist in O&G. Current HPCSA registration 2025/2026. **Grade 1**: No experience required. Registrars who have completed their training may also apply on condition that their appointment will be subjected to them submitting documentary evidence of registration with the HPCSA. **Grade 2:** In addition to the requirements for a Grade 1 specialist post, a minimum of five (05) years relevant experience after registration with the HPCSA as a Medical Specialist in O&G is required for appointment as a grade 2 specialist. **Grade 3:** In addition to the requirements for a Grade 1 specialist post, a minimum of ten (10) years relevant experience after registration with the HPCSA as a Medical Specialist in O&G is required for appointment as a grade 3 specialist. Knowledge, Skills, Training and Competencies Required: Sound knowledge and experience in O&G. knowledge of current health and public service legislation, regulations and policies including medical ethics, epidemiology and statistics. Good communication, leadership, decision-making and clinical skills. Ability to teach junior doctors and participate in continuing professional development.
DUTIES	:	Provide safe, ethical and high quality of care through the development of standards and risk assessments in clinical and customer care (patient perspective) in the respective specialty. Provide a full package of services including after hour services. Develop, maintain and audit the correct implementation of clinical protocols and guidelines. Implement and maintain an efficient, effective and seamless service delivery process within the institution referring facilities. Plan and provide continuous medical education to multidisciplinary team members, conduct and stimulate research. Manage and direct performance of junior staff within the area of control. Align clinical service delivery plans with the hospital plans and priorities. Provide specialist services and support to the Clinical Head of Unit. Ensure compliance with norms and standards as prescribed by the Office of Health Standards Compliance (OHSC). Participate in the continued medical education programme in the institution. Manage EPMDS of junior staff. Participate in extended management activities. Develop, implement and monitor quality improvement programmes. Develop and participate in the outreach programme. Ensure a functional referral system. Actively participate in the academic programme run by the Department of Health for the post graduate training of registrars. Clinical teaching of undergraduates and post graduate students. Engage in academic research culminating in the publication of papers in scientific journals or the presentation of results of such research at a scientific congresses. The incumbent should have; comprehensive knowledge of specialty discipline. Competence in the clinical evaluation of patients, interpretation of special investigations within the discipline. Render efficient and cost effective services to patients managed by the institution. Ensure Clinical Governance within the discipline. Deliver an effective and efficient administration of all resources allocated to the discipline. Assist the Head of Clinical Unit (HCU) to ensure an optimal delivery services within the discipline. Assist HCU in the development of management protocols/ policies for department-discipline. Assist with quality improvement imperatives including Clinical Audits (morbidity and mortality reporting and reviewing, clinical documentation audits etc). And continuous professional development activities. Maintain satisfactory clinical professional and ethical standards in the department. Engage in research and supervise registrar research. Partake in outreach programmes of DOH. After hours participation in call rosters.
ENQURIES	:	Dr. JJN Duze Tel No: (034) 328 0000
APPLICATIONS	:	All applications should be posted to: The Recruitment Officer, Newcastle Regional Hospital, Private Bag X6653, Newcastle, 2940 or can be emailed to Tholakele.Nyandeni@kznhealth.gov.za
FOR ATTENTION	:	The Recruitment Officer
NOTE	:	This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Note: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to

apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copies of ID, Highest educational qualification and other relevant documents will be requested for submission only from shortlisted candidates. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. NE01/2020. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

CLOSING DATE : 24 December 2025

ANNEXURE U

PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF EDUCATION

APPLICATIONS : Quoting the relevant references applications should be forwarded to the relevant District

Capricorn North: The District Director Capricorn North Education District Private Bag X9711, Polokwane, 0700 Cnr Blaauwberg & Yster Street Ladanna, Polokwane.

Capricorn South: The District Director Capricorn South Education District Private Bag X03, cChueniespoort, 0745. Old Parliament Complex.

Lebowakgomo: The District Director Sekhukhune South Education District Private Bag X70, Lebowakgomo, 0737. Old Parliament Complex Lebowakgomo.

Mogalakwena Education District: The District Director Private Bag X601, Mahwelereng, 0626. 805 Rufus, Seakamela Street, Mahwelereng, 0626.

Mopani East: Education District, Private Bag X578, Giyani, 0826. Old Parliament Building, Giyani.

Mopani West: The District Director Mopani West Education District Private Bag X4032, Tzaneen, 0850. 27 Peace Street, Prosperitas Building, Tzaneen, 0850.

Sekhukhune East: The Acting District Director, Sekhukhune East Education District, Private Bag X9041, Burgersfort, 1150. 83 Aloe Street, Stand No 2314, Ext 4 Aloeridge West, Burgersfort, 1150.

Sekhukhune South Education District: The District Director, Private Bag X70, Lebowakgomo, 0737. Old Parliament Complex, Lebowakgomo.

Vhembe East: The Acting District Director, Vhembe East, Education District Private Bag X2250, Sibasa, 0970. Makwarela, Old Parliament Building.

Vhembe West: The District Director Vhembe West Education District Private Bag X2250, Sibasa, 0970. Block D, Old Parliament Building Thohoyandou.

Waterberg: The Acting District Director, Waterberg Education District, Private Bag X1040, Modimolle, 051084. Limpopo Street, NTK Building, Modimolle, 0510.

Applications submitted via e-Recruitment system through the link a https://erecruitment.limpopo.gov.za

CLOSING DATE : 09 January 2026 (Applications received after the closing date and faxed copies will not be considered).

NOTE : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e. effective 01 January 2021 or on the DPSA web site link: https://www.dpsa.gov.za/newsroom/psvc/. Should an application be received using incorrect application employment form Z83, it will be disqualified, which must be originally signed and dated by the applicant, and which must be accompanied by a detailed CV only (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview which should not be older than six months. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application, it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will Photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to short-listed candidates

only. For more information on the job description(s) please contact the person indicated in the post details. The contents of the advertised post will also be posted on the following websites www.limpopo.gov.za/ www.edu.gov.za / www.dpsa.gov.za. The Department reserves the right not to make any appointment to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

OTHER POST

POST 45/259 : **DRIVER/MESSENGER (X33 POSTS)**

SALARY : R193 359 per annum

CENTRE : Sekhukhune South, Asiphumelele Special School: Ref No: LDoE 53/10/2025 (X1 Post)
Capricorn South, Bana – Ba - Thari Special School: Ref No: LDoE 54/10/2025 (X1 Post)
Capricorn South, Benedict & Hope Special School: Ref No: LDoE 55/10/2025 (X1 Post)
Capricorn North, Botlokwa Special School: Ref No: LDoE 57/10/2025 (X2 Posts)
Vhembe East, Fulufhelo Special School: Ref No: LDoE 58/10/2025 (X4 Posts)
Capricorn South, Grace and Hope Special School: Ref No: LDoE 59/10/2025 (X4 Posts)
Vhembe East, Grace and Love Special School: Ref No: LDoE 60/10/2025 (X1 Post)
Sekhukhune South, Ipelegeng Special School: Ref No: LDoE 61/10/2025 (X1 Post)
Sekhukhune East, Jane Furse Special School: Ref No: LDoE 62/10/2025 (X1 Post)
Mogalakwena, Lebone Special School: Ref No: LDoE 63/10/2025 (X1 Post)
Sekhukhune South, Matobule Special School: Ref No: LDoE 64/10/2025 (X1 Post)
Capricorn South, Mahlasedi Special School: Ref No: LDoE 65/10/2025 (X2 Posts)
Mopani East, Nthabiseng Special School: Ref No: LDoE 66/10/2025 (X1 Post)
Mopani East, Pfunanani Special School: Ref No: LDoE 67/10/2025 (X1 Post)
Mopani East, Ramokgwakgwa Special School: Ref No: LDoE 68/10/2025 (X2 Posts)
Capricorn North, Ratanang Special School: Ref No: LDoE 69/10/2025 (X1 Post)
Sekhukhune East, Rehlahleng Special School: Ref No: LDoE 70/10/2025 (X1 Post)
Capricorn North, Rethuseng Special School: Ref No: LDoE 71/10/2025 (X1 Post)
Waterberg, Sedibeng Special School: Ref No: LDoE 72/10/2025 (X1 Post)
Waterberg, Suzan Strijdom Special School: Ref No: LDoE 73/10/2025 (X1 Post)
Vhembe West, Tshilwavhusiku Razwimisani Special School: Ref No: LDoE 74/10/2025 (X1 Post)
Capricorn South, Tsoga - O – Itirele Special School: Ref No: LDoE 75/10/2025 (X1 Post)
Vhembe West, Rivoni Special School: Ref No: LDoE 76/10/2025 (X1 Post)
Waterberg, Thusanang Special School: Ref No: LDoE 77/10/2025 (X1 Post)

REQUIREMENTS : Grade 12. Valid Code 10 driver's license with PDP. 03 years' bus driving experience will be an added advantage. Driver's competency test will be conducted before appointment.

DUTIES : Responsible to transport learners in Special Schools to and from school by following designated routes and schedule. Follow traffic laws. Capable to communicate with learners, parents and school staff. Assist learners in safe loading and off - loading learners. Inform school's personnel, parents of incidents to maintain proper procedures. Performs pre - and post - trip inspection. Supervise learners during transit for the purpose of maintaining safety and following Departmental policies. Conduct safety and operational

inspection of assigned vehicle daily Reports needed mechanical repairs when necessary Performs periodical safety drills as required by law, completing necessary reports upon request. Delivery and collections: Collect and deliver documents, correspondence, mail, packages, and other items from places such as the post office, other departments, and external stakeholders. Purchase and loading: buying and loading equipment's, groceries for the institution. Health support: Taking learners to clinic and hospitals. Route Planning: Plan and follow the most efficient routes using maps or GPS to ensure timely delivery and avoid traffic delays. Vehicle Maintenance: Perform pre-trip and post-trip inspections, ensure the vehicle is fuelled, clean, and well-maintained, and report any issues or arrange for necessary repairs. Record Keeping: Complete and maintain all required records and logbooks regarding trips, mileage, fuel consumption, and goods handled. General Support: Assist with general office or clerical work, such as filing, making photocopies, running errands, or assisting with loading and unloading items. Customer Service: Interact with clients and customers in a professional and courteous manner, potentially collecting payments or obtaining signatures for deliveries.

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mr Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.

ANNEXURE V

PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

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

APPLICATIONS : Fully completed and signed Z83 employment application form, quoting reference number should be addressed to the Head: Economic Development and Tourism. Applications can be hand delivered to Nokuthula Simelane Building, 1st Floor, No 7 Government Boulevard, Riverside Park, Extension 02 Mbombela 1201 or alternatively applications emailed to the respective email address provided for each post.

CLOSING DATE : 22 December 2025 @ 16h00

NOTE : It is compulsory to fill all fields on the New Amended Z83 Form (No.81/971431) as prescribed with effect from 01 January 2021, which must be signed, initialled and dated. The form is obtainable at any National or Provincial Department(s), www.dpsa.gov.za/dpsa2g/vacancies.asp. Applicants must indicate the Post, Reference Number on the Z83 Form application. The new Z83 Form must be accompanied by a recent updated curriculum vitae with full personal details, experience, including three (3) names of contactable referees and it is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). The question related to conditions that prevents re-appointment under Part F must be answered by applicants who were previously appointed in the public service. Applications received after closing date will, as a rule not be accepted. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. It will be expected of candidate(s) to be available for interview process on a date, time and place as determined by the Department. Shortlisted candidate(s) will also be subjected to practical assessments, will be required to undergo personal suitability checks, which include criminal records, citizenship, financial credits/assets, qualifications verification and previous employment background/reference checks will be verified. Candidates will be subject to security screening and vetting. Applicants must disclose if she/he is not a Director/Shareholder of a company or conducting any business with Organ of State and whether is performing any additional remunerative work outside his/her normal duties. The successful candidate will enter into an Annual Performance Agreement, and also annually disclose his/her financial interest. The Department reserves the right not to make appointment. Candidates requiring additional information regarding advertised post must direct their enquiries to the relevant person indicated. Communication and correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. SMS Posts: The requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government, which can be accessed using the following link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. Candidates must provide proof of successful completion of the course prior to appointment. Following the interview and technical exercise(s), 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. Core competencies: Strategic capacity and leadership. People management and empowerment. Advanced programme and project management. Change management. Financial management. Process Competencies: Knowledge management. Service Delivery Innovation. Advanced problem-solving and analysis. Client orientation and customer focus. Advanced communication skills (written and verbal). The successful candidate will be appointed subject to positive results

of a pre-employment screening process which includes criminal records and verification of educational qualification certificates. Candidates requiring additional information regarding advertised post must direct their enquiries to the relevant person indicated. Communication and correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The Department reserves the right not to make appointment.

OTHER POSTS

POST 45/260	:	**SENIOR LEGAL ADMINISTRATION OFFICER (MR6) REF NO: DEDT 2025/26/06** (Please note that this post is re-advertised and applicants who applied previously are encouraged to re-apply)
SALARY	:	R586 956 - R1 386 972 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
CENTRE	:	Head Office: Mbombela
REQUIREMENTS	:	An appropriate SAQA recognized LLB Degree with at least 8 years appropriate post qualification legal experience. Experience in management of litigation and internal appeals, ability to draft legal documents and ability to draft primary and secondary legislation and interpretation thereof. Knowledge and understanding of legislation administered by the Department, as well as legislation that impacts on the functions being performed in the Department, knowledge of the South African Constitutional Law. Knowledge and understanding of legislative drafting process and rules. Good communication (written and verbal), interpersonal, planning, organisational, problem solving and research skills. A valid driver's license.
DUTIES	:	Facilitate and Render legal advisory services on diverse legal issues to the MEC, the HOD and officials of the Department. Conduct research that will provide information and case law relevant to the legal matter at hand and present motivation/ proposals on how the specific case should be approached to obtain a desirable/ justifiable outcome/ result. Manage litigation instituted by and against the Department, Conduct Legislative review, drafting of Bills, subordinate legislation and regulations. Provide legal support, advice, drafting and vetting of contracts.
ENQUIRIES	:	Ms. LP Mabaso Tel No: (013) 766 4424
APPLICATIONS	:	Email to recruitmentdedt3@mpg.gov.za
POST 45/261	:	**STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: DEDT/2025/26/22**
SALARY	:	R325 101 per annum (Level 07)
CENTRE	:	Head Office: Mbombela
REQUIREMENTS	:	An appropriate SAQA recognized NQF level six (6) tertiary qualification in Accounting/Financial Accounting/Financial Management with three (3) years relevant work experience in final payments/creditors payments/salary administration. Sound reasoning, mathematical, accounting and problem-solving ability. Basic working knowledge of computer systems in the Public Service/Private Sector, including PERSAL, BAS, Invoice Tracking System, MS Word, Excel, PowerPoint and Outlook. Well-developed verbal and written communications skills, very conscientious and motivated towards producing effective, efficient and correct work and always aiming for a zero-defect environment. Ability to effectively function as part of a team, receptive to work-related suggestions and ideas. Decisive/persevering regarding task finalisation and able to effectively function under pressure. A valid drivers license.
DUTIES	:	Monthly closure on BAS. Capture journals to clear suspense accounts. Manage cash-flow on PMG account to avoid bank overdraft. Submit monthly/quarterly reports on equitable share, transfers to Public Entities. Attend to requests for information (RFI) from both internal and external auditors (AGSA). Ensure timeous processing of payments to related parties/beneficiaries. Assist with and coordinate related administrative tasks. Capturing of all final payments and related transactions on PERSAL and on the Financial Management System (BAS). Ensuring that all accounting records, documentation and files are safeguarded and readily available for

audit purposes. Perform any other duties that will be assigned by the Manager/Supervisor from time to time.

ENQUIRIES : Ms. NC Ndlala Tel No: (013) 766 4370
APPLICATIONS : Email to recruitmentdedt5@mpg.gov.za

POST 45/262 : **SUPPLY CHAIN CLERK: SCM REF NO: DEDT/2025/26/23**

SALARY : R325 101 per annum (Level 07)
CENTRE : Head Office: Mbombela
REQUIREMENTS : An appropriate SAQA recognized NQF level six (06) tertiary qualification in Financial Management/ Logistics/ Supply Chain Management/ Public Administration/ Cost and Management Accounting with three years relevant work experience in a supply chain management environment, in demand and acquisition management and management of service provider's contracts, performance and management. In-depth knowledge and understanding of the Public Finance Management Act (PFMA), its Treasury Regulations, the Preferential Procurement Policy Framework Act (PPPFA), B-BBEE legislation, and National Treasury SCM instructions and notes. Well established knowledge of general SCM principles, including demand management, acquisition, inventory management, and contract management. Operational knowledge of procurement processes of goods and services and procurement management systems i.e. LOGIS, BAS etc. Sound reasoning, mathematical, accounting and problem-solving ability. Basic working knowledge of computer systems in the Public Service/Private Sector, including PERSAL, BAS, Invoice Tracking System, Central Supplier Database (CSD), MS Word, Excel, PowerPoint and Outlook.
DUTIES : Supervising and monitoring SCM clerical activities, ensuring compliance with all SCM legislative requirements (PFMA, Treasury Regulations, etc. Managing demand and acquisition clerical support, including sourcing (requesting and receiving) quotations, placing orders, maintaining and updating supplier databases. Administering contract management processes, including maintaining contract files and assessing supplier performance. Rendering asset management clerical support, which involves maintaining records, verifying asset registers, and managing disposals. Preparing payment documents and assisting with account reconciliation. Compiling reports and statistics related to SCM activities. Verify inventory register. Register suppliers on LOGIS. Capture specifications on the electronic purchasing system and place orders. Issue and receive bid documents. Provide secretarial or logistical support during the bid consideration and contracts conclusion processes. Compile draft documents. Render logistical support services, which include printing orders for goods and services. Receive and verify goods and services from suppliers. Capture goods in requests database, receive request for goods from end users. Issue goods to end users. Maintain goods register and update and maintain register of suppliers. Perform any other relevant duties as directed by the Manager/Supervisor.
ENQUIRIES : Ms. J Mabuza Tel No: (013) 766 4140
APPLICATIONS : Email to recruitmentdedt6@mpg.gov.za

POST 45/263 : **RECEPTIONIST REF NO: DEDT 2025/26/24**

SALARY : R193 359 per annum (Level 04)
CENTRE : Ehlanzeni District: Mbombela
REQUIREMENTS : Grade 12 certificate. Must be prepared to work autonomously and under pressure. Knowledge of Batho Pele principles, operation of telecommunication system and front office etiquette is essential. The applicant must have the following skills problem solving, communication, computer literacy, customer orientation.
DUTIES : Attend to all incoming and outgoing telephone calls, direct calls to the relevant official/office, render onsite and online receptionist services, proper maintenance of equipment, and coordinate the travel and meeting bookings and telephonic calls. Maintain the telephone directory for the District Office, maintain relevant files. Receive and re-reroute incoming mail and packages. Ensure no visitor proceeds to offices without first verifying with the relevant office and signing in. Maintain the cleanliness and order of the reception area.
ENQUIRIES : Ms. FP Sibiya Tel No: (013) 766 4490
APPLICATIONS : Email to recruitmentdedt4@mpg.gov.za

DEPARTMENT OF HEALTH

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

CLOSING DATE : 24 December 2025

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

ERRATUM: Kindly note that the post of Medical Specialist Grade 1-3: Ophthalmology (Themba Hospital, Ehlanzeni District) with Ref No: MPDoH/No/25/670 advertised on the Public Service Vacancy Circular 42 dated 14 November 2025, the post has been withdrawn.

OTHER POSTS

POST 45/264 : **MEDICAL SPECIALIST GRADE 1-3: INTERNAL MEDICINE REF NO: MPDOH/DEC/25/862**

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

CENTRE : Themba Hospital (Ehlanzeni District)

REQUIREMENTS : Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Internal Medicine (2025). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. **Grade 1:** None after registration with the HPCSA as Medical Specialist (Independent Practice). Minimum of one 1-year relevant experience after registration with a recognized Foreign Professions and / or the HPCSA as a Medical Specialist (Internal Medicine) for foreign qualified employees. **Grade:**

2: A minimum of five (5) years' experience after registration with the HPCSA as Medical Specialist (Independent Practice). A minimum of six (6) years' relevant experience after registration with a recognized foreign health profession council and / or the HPCSA as a Medical Specialist (Internal Medicine) for qualified foreign employees. **Grade 3:** A minimum of ten (10) years' experience after registration with the HPCSA as Medical Specialist (Independent Practice). Minimum of eleven (11) years' relevant experience after registration with a recognized foreign health profession council and / or the HPCSA as a Medical Specialist (Internal Medicine) for qualified foreign employees. Knowledge, skills, Training and Competences required. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Sound clinical knowledge. Competency and skills in general clinical domains. The ability to work independently and under pressure and beyond normal working hours and work with diverse team. Good communication, leadership, interpersonal, and engage when necessary. Knowledge of current health policies, legislation, programs and priorities within the domain. Ability to teach and guide junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship.

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

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

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za

POST 45/265 : **MEDICAL SPECIALIST GRADE 1-3: OPHTHALMOLOGY REF NO: MPDOH/DEC/25/863**

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

CENTRE : Witbank Hospital (Nkangala District)

REQUIREMENTS : Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Ophthalmology (2025). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. **Grade 1**: None after registration with the HPCSA as Medical Specialist (Independent Practice). Minimum of one 1-year relevant experience after registration with a recognized Foreign Professions and / or the HPCSA as a Medical Specialist (Ophthalmology) for foreign qualified employees. **Grade 2:** A minimum of five (5) years' experience after registration with the HPCSA as Medical Specialist (Independent Practice). A minimum of six (6) years' relevant experience after registration with a recognized foreign health profession council and / or the HPCSA as a Medical Specialist (Ophthalmology) for qualified foreign employees. **Grade 3:** A minimum of ten (10) years' experience after registration with the HPCSA as Medical Specialist (Independent Practice). Minimum of eleven (11) years' relevant experience after registration with a recognized foreign health profession council and / or the HPCSA as a Medical Specialist (Ophthalmology) for qualified foreign employees. Knowledge, skills, Training and Competences required. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Sound clinical knowledge. Competency and skills in general

clinical domains. The ability to work independently and under pressure and beyond normal working hours and work with diverse team. Good communication, leadership, interpersonal, and engage when necessary. Knowledge of current health policies, legislation, programs and priorities within the domain. Ability to teach and guide junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship.

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

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

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za

POST 45/266 : **MEDICAL SPECIALIST GRADE 1-3: SURGERY REF NO: MPDOH/DEC/25/864**

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

CENTRE : Witbank Hospital (Nkangala District)

REQUIREMENTS : Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Surgery (2025). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. **Grade 1:** None after registration with the HPCSA as Medical Specialist (Independent Practice). Minimum of one 1-year relevant experience after registration with a recognized Foreign Professions and / or the HPCSA as a Medical Specialist (Surgery) for foreign qualified employees. **Grade: 2:** A minimum of five (5) years' experience after registration with the HPCSA as Medical Specialist (Independent Practice). A minimum of six (6) years' relevant experience after registration with a recognized foreign health profession council and / or the HPCSA as a Medical Specialist (Surgery) for qualified foreign employees. **Grade 3:** A minimum of ten (10) years' experience after registration with the HPCSA as Medical Specialist (Independent Practice). Minimum of eleven (11) years' relevant experience after registration with a recognized foreign health profession council and / or the HPCSA as a Medical Specialist (Surgery) for qualified foreign employees. Knowledge, skills, Training and Competences required. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Sound clinical knowledge. Competency and skills in general clinical domains. The ability to work independently and under pressure and beyond normal working hours and work with diverse team. Good communication, leadership, interpersonal, and engage when necessary. Knowledge of current health policies, legislation, programs and priorities within the domain. Ability to teach and guide junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship.

DUTIES : Supervising the management of and managing Surgery and coordinate services. To execute duties and functions with proficiency, to support the aims and objectives of the institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programs. Assist

		with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services maintained. Comply with the performance Management and Development System (conducting quarterly reviews and final assessment).
ENQUIRIES	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
APPLICATIONS	:	Departmental Online Application System: www.mpuhealth.gov.za
POST 45/267	:	**MEDICAL SPECIALIST GRADE 1-3: ORTHOPAEDIC REF NO: MPDOH/DEC/25/865**
SALARY	:	Grade 1: R1 341 855 - R1 422 810 per annum Grade 2: R1 531 032 - R1 623 609 per annum Grade 3: R1 773 222 - R2 212 680 per annum
CENTRE	:	Witbank Hospital (Nkangala District)
REQUIREMENTS	:	Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Orthopaedic (2025). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. **Grade 1:** None after registration with the HPCSA as Medical Specialist (Independent Practice). Minimum of one 1-year relevant experience after registration with a recognized Foreign Professions and / or the HPCSA as a Medical Specialist (Orthopaedic) for foreign qualified employees. **Grade: 2**: A minimum of five (5) years' experience after registration with the HPCSA as Medical Specialist (Independent Practice). A minimum of six (6) years' relevant experience after registration with a recognized foreign health profession council and / or the HPCSA as a Medical Specialist (Orthopaedic) for qualified foreign employees. **Grade 3**: A minimum of ten (10) years' experience after registration with the HPCSA as Medical Specialist (Independent Practice). Minimum of eleven (11) years' relevant experience after registration with a recognized foreign health profession council and / or the HPCSA as a Medical Specialist (Orthopaedic) for qualified foreign employees. Knowledge, skills, Training and Competences required. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Sound clinical knowledge. Competency and skills in general clinical domains. The ability to work independently and under pressure and beyond normal working hours and work with diverse team. Good communication, leadership, interpersonal, and engage when necessary. Knowledge of current health policies, legislation, programs and priorities within the domain. Ability to teach and guide junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship.
DUTIES	:	Supervising the management of and managing Orthopaedic and coordinate services. To execute duties and functions with proficiency, to support the aims and objectives of the institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programs. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services maintained. Comply with the performance Management and Development System (conducting quarterly reviews and final assessment).
ENQUIRIES	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
APPLICATIONS	:	Departmental Online Application System: www.mpuhealth.gov.za

POST 45/268 : **MEDICAL SPECIALIST GRADE 1-3: GENERAL SURGERY REF NO: MPDOH/DEC/25/866**

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

CENTRE : Witbank Hospital (Nkangala District)

REQUIREMENTS : Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in General Surgery (2025). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. **Grade 1**: None after registration with the HPCSA as Medical Specialist (Independent Practice). Minimum of one 1-year relevant experience after registration with a recognized Foreign Professions and / or the HPCSA as a Medical Specialist (General Surgery) for foreign qualified employees. **Grade 2:** A minimum of five (5) years' experience after registration with the HPCSA as Medical Specialist (Independent Practice). A minimum of six (6) years' relevant experience after registration with a recognized foreign health profession council and / or the HPCSA as a Medical Specialist (General Surgery) for qualified foreign employees. **Grade 3:** A minimum of ten (10) years' experience after registration with the HPCSA as Medical Specialist (Independent Practice). Minimum of eleven (11) years' relevant experience after registration with a recognized foreign health profession council and / or the HPCSA as a Medical Specialist (General Surgery) for qualified foreign employees. Knowledge, skills, Training and Competences required. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Sound clinical knowledge. Competency and skills in general clinical domains. The ability to work independently and under pressure and beyond normal working hours and work with diverse team. Good communication, leadership, interpersonal, and engage when necessary. Knowledge of current health policies, legislation, programs and priorities within the domain. Ability to teach and guide junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship.

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

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

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za

POST 45/269 : **MEDICAL OFFICER GRADE 1 REF NO: MPDOH/DEC/25/873 (X7 POSTS)**

SALARY : R1 001 349 - R1 078 116 per annum

CENTRE : Witbank Hospital (Nkangala District)

REQUIREMENTS : MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2025) (Independent Practice). NB: The appointed Medical Officer must be able to work shifts. A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Skills in terms of consultations, history taking, examination, clinical assessment and clinical

management. Grade 1: No experience required after registration with the HPCSA as Medical Practitioner (Independent Practice). Minimum of 1-year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Sound clinical knowledge, competency and skills in general clinical domains. The ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship.

DUTIES : To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programmes. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained.

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

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za

POST 45/270 : **MEDICAL OFFICER GRADE 1 REF NO: MPDOH/DEC/25/874**

SALARY : R1 001 349 - R1 078 116 per annum

CENTRE : Rob Ferreira Hospital (Ehlanzeni District)

REQUIREMENTS : MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2025) (Independent Practice). NB: The appointed Medical Officer must be able to work shifts. A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. Grade 1: No experience required after registration with the HPCSA as Medical Practitioner (Independent Practice). Minimum of 1-year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Sound clinical knowledge, competency and skills in general clinical domains. The ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship.

DUTIES : To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programmes. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Assist with clinical audits actively participate in continuous professional development.

Provide support to hospital management towards an efficient standard of patient care and services is maintained.

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

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za

POST 45/271 : **PHARMACY SUPERVISOR GRADE 1 REF NO: MPDOH/DEC/25/875**
(Re-advertisement)

SALARY : R1 001 349 - R1 062 183 per annum
CENTRE : Pharmaceutical Depot, Middelburg
REQUIREMENTS : Senior Certificate / Grade 12 plus Diploma Pharm/ BSc. Pharm/ B. Pharm. Current registration with South African Pharmacy Council (SAPC) (2025). Minimum of four (4) years' appropriate experience after registration as a Pharmacist with SAPC. Good communication, interpersonal and computer skills (MS Word and Excel). Ability to work in a team. Good understanding of the National Drug Policy and Good Pharmacy Practice. Sound knowledge of the Pharmacy Act and the Medicine and Related Substance Control Act. A valid code B driver's license.

DUTIES : Implement and monitor the procurement of medicines and medical devices against the approved demand plan and stock levels. Authorize purchase orders generated as per the SCM delegation. Monitor the receiving of purchased goods and confirm that goods have been received and can be paid for (sign completion certificate). Monitor and manage returns by facilities. Compile and submit reports. Monitor stock upliftment and ensure proper credit allocation by the supplier/s. Coordinate the transfer of stock from receiving to the warehouse and from the warehouse to receiving. Monitor upliftment and batch recalls and stock of poor quality or standard. Compile and submit reports of obsolete (expired and damaged) and redundant stock. Monitor receipt of all stock received on donation. Confirm stock issued to facilities (sign completion certificate for the service rendered by the service provider). Compile stock reports and analyse these reports. Capture receipt transactions on stock management system. Attend Bid Evaluation and/or Bid Specific Committee meetings. Perform quality assurance activities in the area of responsibility. Maintain and uphold good warehousing practice standards and Good Pharmacy Practice standards.

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

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za

POST 45/272 : **OPERATIONAL MANAGER NURSING (PN-B3): OPERATING THEATRE REF NO: MPDOH/DEC/25/876**

SALARY : R693 096 – R789 861 per annum
CENTRE : Witbank Hospital (Nkangala District)
REQUIREMENTS : Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse (2025). A post basic nursing qualification, with duration of at least one (01) year accredited with the SANC in Operating Theatre Nursing Science. Diploma/Degree in nursing management. Minimum of ten (09) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council (SANC) in General Nursing At least six (05) years of period referred to above must be appropriate/recognizable in the specific specialty after obtaining the one (01) year post basic qualification in Operating Theatre Nursing Science. At least three (03) years of the period referred to above must be appropriate/recognizable experience at Management Level Skills: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as Nursing Act, Health Act, Occupational Health and Safety Act Patient's Rights Charter, Batho-Pele Principles. Sound knowledge and skills in implementing disciplinary code and procedure, grievance

procedure Leadership, organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework Good interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Knowledge of financial and budgetary prescripts and processes pertaining to the relevant resources under management Insight into public health sector strategies and priorities including the nursing strategy, standards procedures and policies pertaining to nursing care, computer skills in basic programs.

DUTIES : Provide effective management and professional leadership in the specialized units of Operating Theatre Unit. Demonstrate effective communication with patients, supervisors, other health professional and junior colleagues including more complex report writing when required Effective management, utilization and supervision of all resources Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensure that the unit adheres to the principles of Batho Pele Maintain clinical competence by ensuring that scientific principles of nursing and clinical governance are implemented. Implement maternal guidelines, demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practice. Exercise control of discipline, grievance and any labour related issues in terms of laid down procedures. Provide supportive supervision and comply with PMDS evaluation of staff, formulate training programs and participate in training and development of staff and nursing students Monitor implementation of Disaster management, monitor implementation of NCS and Ideal Hospital Realization Framework and interpret its impact on service delivery thereof. Co-ordinate and participate in health promotion activities and monitor and evaluation of data Demonstrate basic computer literacy as a support tool to enhance service delivery.

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

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za

POST 45/273 : **OPERATIONAL MANAGER NURSING (PN-B3): ONCOLOGY REF NO: MPDOH/DEC/25/877**

SALARY : R693 096 – R789 861 per annum

CENTRE : Witbank Hospital (Nkangala District)

REQUIREMENTS : Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse (2025). A post basic nursing qualification, with duration of at least one (01) year accredited with the SANC in Oncology Nursing Science. Diploma/Degree in nursing management. Minimum of ten (09) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council (SANC) in General Nursing At least six (05) years of period referred to above must be appropriate/recognizable in the specific specialty after obtaining the one (01) year post basic qualification in Oncology Nursing Science. At least three (03) years of the period referred to above must be appropriate/recognizable experience at Management Level Skills: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as Nursing Act, Health Act, Occupational Health and Safety Act Patient's Rights Charter, Batho-Pele Principles. Sound knowledge and skills in implementing disciplinary code and procedure, grievance procedure Leadership, organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework Good interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Knowledge of financial and budgetary prescripts and processes pertaining to the relevant resources under management Insight into public health sector strategies and priorities including the nursing strategy, standards procedures and policies pertaining to nursing care, computer skills in basic programs.

DUTIES : Provide effective management and professional leadership in the specialized units of Oncology Unit. Demonstrate effective communication with patients, supervisors, other health professional and junior colleagues including more complex report writing when required Effective management, utilization and

supervision of all resources Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensure that the unit adheres to the principles of Batho Pele Maintain clinical competence by ensuring that scientific principles of nursing and clinical governance are implemented. Implement maternal guidelines, demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practice. Exercise control of discipline, grievance and any labour related issues in terms of laid down procedures. Provide supportive supervision and comply with PMDS evaluation of staff, formulate training programs and participate in training and development of staff and nursing students Monitor implementation of Disaster management, monitor implementation of NCS and Ideal Hospital Realization Framework and interpret its impact on service delivery thereof. Co-ordinate and participate in health promotion activities and monitor and evaluation of data Demonstrate basic computer literacy as a support tool to enhance service delivery.

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

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POST 45/274 : **OPERATIONAL MANAGER (PN-A5): GENERAL STREAM REF NO: MPDOH/DEC/25/878**

SALARY : R549 192 - R629 121 per annum

CENTRE : Witbank Hospital (Nkangala District)

REQUIREMENTS : Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of seven (7) years of appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing (2025). A Diploma / Degree in Nursing Administration and Management will be an added advantage. Knowledge/skills: Basic computer literacy, strong Leadership, Good communication and Sound Interpersonal skills. Ability to work under pressure, manage own time, function as an effective leader of the nursing team Implement and manage change. Willingness to work shifts and standby in accordance with the requirements of the unit and nursing services. Report writing.

DUTIES : The candidate will be responsible for Planning, Organizing, Managing, and coordinating as well as maintaining optimal Nursing Services as an Operational Manager in General Unit. Develop / establish and maintain constructive working relationships with Nursing and stakeholders (i.e. inter- Professional, inter–sectoral and multi – disciplinary team workers). Participate in the analysis, formulation, and implementation of nursing guidelines, practices, Standards, and procedures. Effectively manage the utilization of Human, Financial and Physical resources. Maintain professional Growth / Ethical standards and self-development. Deliver a supportive service to the Nursing Service and the institution by taking overall supervision after hours and on weekends. Ensure implementation of Norms and Standards and Ideal Hospital Framework and develop Quality Improvement Plans. Manage Performance and Development of staff as well as participating in the Managers scheduled meetings. Exercise control of discipline, grievance and other labour related issues in terms of laid down policies or procedures. Manage data in the unit and ensure submission to facility information office. Identity develops and control Risk Management Systems within the unit. Provide safe therapeutic environment as laid by Nursing Acts, Occupational Health and safety Acts and all the applicable prescripts. Implementation and management of Infection Prevention and Control protocols. Uphold the Batho Pele and Patients Right Principles.

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

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za

POST 45/275	:	**CHIEF DIAGNOSTIC RADIOGRAPHER GRADE 1 REF NO: MPDOH/DEC/25/879**
SALARY	:	R575 250 – R638 856 per annum
CENTRE	:	Witbank Hospital (Nkangala District)
REQUIREMENTS	:	Senior Certificate / Grade 12 plus an appropriate three-year National diploma/ Degree in Diagnostic Radiography. Current Registration with Health Professions Council of South Africa as Diagnostic Radiographer (Independent Practice). A minimum of 3 years appropriate experience in Diagnostic Radiography. Working Knowledge and experience in radiography principles, systems and procedures performed within the radiology department which include CT scanning, fluoroscopy, theatre screening and performing General Radiography duties. Sound knowledge of radiation safety regulations and sound knowledge in Radiography equipment and protocols. Knowledge of relevant public service policies acts and regulations. Knowledge of HR related policies and procedures, knowledge of Employee Performance Management and Development Systems. Good verbal and written communication, and sound interpersonal skills. Ability to work under pressure. Ability to promote and uphold patients' rights. Knowledge of X-ray digital system, RIS and PACS. Render 24-hour radiology services.
DUTIES	:	Responsibility include but not limited to: Performance of X-ray examinations. Ensure that radiology equipment installed and used meet all applicable radiation safety standards. Ensure that the equipment is well maintained and function properly. Quality improvement management. Ensure that applicable Quality assurance programme and Quality Control (QC) tests are performed at the prescribed frequencies as stipulated in the diagnostic QC policy. Ensure that radiation surveys to monitor safe performance of equipment and to monitor radiation levels in work areas are undertaken. Ensure compliance with HPCSA regulations on CPD annually. Ensure that radiation safety rules are communicated to and followed by all personnel. Train and supervise junior radiography staff. Oversight of administrative functions including compiling memos, stock control and other resources. Perform all delegated departmental tasks with limited supervision and have the ability to deal with crisis situations independently.
ENQUIRIES	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
APPLICATIONS	:	Departmental Online Application System: www.mpuhealth.gov.za
POST 45/276	:	**PROFESSIONAL NURSE GRADE 1 (PN-B1): MATERNITY REF NO: MPDOH/DEC/25/880**
SALARY	:	R476 367 – R559 548 per annum
CENTRE	:	Mmametlhake Hospital (Nkangala District)
REQUIREMENTS	:	Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Degree/ Diploma in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse (2025). A post basic nursing qualification with of at least 1year, accredited with the SANC in terms Government Notice R212 in Advanced Midwifery Nursing Science. A minimum of four (4) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills. Demonstrate an understanding of legislation and related legal and ethical nursing practices.
DUTIES	:	Perform clinical nursing practice in accordance with the scope of practice of Advanced Midwifery Nursing Care Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stakeholders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment is functional and ready all the time. Ability to

		prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.
ENQUIRIES	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
APPLICATIONS	:	Departmental Online Application System: www.mpuhealth.gov.za.
POST 45/277	:	**PROFESSIONAL NURSE GRADE 1 (PN-B1): OPERATING THEATRE REF NO: MPDOH/DEC/25/881**
SALARY	:	R476 367 – R559 548 per annum
CENTRE	:	Witbank Hospital (Nkangala District)
REQUIREMENTS	:	Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Degree/ Diploma in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse (2025). A post basic nursing qualification with of at least 1year, accredited with the SANC in terms Government Notice R212 in Operating Theatre Nursing Science. A minimum of four (4) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills. Demonstrate an understanding of legislation and related legal and ethical nursing practices.
DUTIES	:	Perform clinical nursing practice in accordance with the scope of practice of Operating Theatre Nursing Care Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stakeholders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment is functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.
ENQUIRIES	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
APPLICATIONS	:	Departmental Online Application System: www.mpuhealth.gov.za
POST 45/278	:	**PROFESSIONAL NURSE GRADE 1 (PN-B1): ICU REF NO: MPDOH/DEC/25/882**
SALARY	:	R476 367 – R559 548 per annum
CENTRE	:	Witbank Hospital (Nkangala District)
REQUIREMENTS	:	Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Degree/ Diploma in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse (2025). A post basic nursing qualification with of at least 1 year, accredited with the SANC in terms Government Notice R212 in Intensive Care Nursing Science. A minimum of four (4) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching

skills. Demonstrate an understanding of legislation and related legal and ethical nursing practices.

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

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

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za

POST 45/279 : **PROFESSIONAL NURSE GRADE 1 (PN-B1): TRAUMA & EMERGENCY REF NO: MPDOH/DEC/25/883**

SALARY : R476 367 – R559 548 per annum

CENTRE : Witbank Hospital (Nkangala District)

REQUIREMENTS : Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Degree/ Diploma in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse (2025). A post basic nursing qualification with of at least 1 year, accredited with the SANC in terms Government Notice R212 in Trauma & Emergency Nursing Science. A minimum of four (4) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills. Demonstrate an understanding of legislation and related legal and ethical nursing practices.

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

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

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za

POST 45/280 : **PROFESSIONAL NURSE GRADE 1 (PN-B1): PAEDIATRIC REF NO: MPDOH/DEC/25/884**

SALARY : R476 367 – R559 548 per annum
CENTRE : Witbank Hospital (Nkangala District)
REQUIREMENTS : Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Degree/ Diploma in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse (2025). A post basic nursing qualification with of at least 1 year, accredited with the SANC in terms Government Notice R212 in Paediatric Nursing Science. A minimum of four (4) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills. Demonstrate an understanding of legislation and related legal and ethical nursing practices.
DUTIES : Perform clinical nursing practice in accordance with the scope of practice of Paediatric Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stakeholders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment is functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho Pele Principles and Patient's Right Charter.
ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za

POST 45/281 : **PROFESSIONAL NURSE GRADE 1 (PN-B1): PSYCHIATRIC REF NO: MPDOH/DEC/25/885**

SALARY : R476 367 – R559 548 per annum
CENTRE : Witbank Hospital (Nkangala District)
REQUIREMENTS : Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Degree/ Diploma in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse (2025). A post basic nursing qualification with of at least 1 year, accredited with the SANC in terms Government Notice R212 in Psychiatric Nursing Science. A minimum of four (4) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills. Demonstrate an understanding of legislation and related legal and ethical nursing practices.
DUTIES : Perform clinical nursing practice in accordance with the scope of practice of Psychiatric Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stakeholders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment is functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety

incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.

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

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za

POST 45/282 : **LECTURER GRADE 1 (PN-D1): WITBANK HOSPITAL SUB-CAMPUS REF NO: MPDOH/DEC/25/886**

SALARY : R476 367 - R559 548 per annum
CENTRE : Mpumalanga College of Nursing, Kabokweni
REQUIREMENTS : Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Masters / Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional nurse plus post basic qualification in Nursing Education registered with the SANC. A minimum of four (4) years appropriate / recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing (2025). Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills. Experience after registration with SANC in Nursing Education after obtaining R118 in Nursing Education will be an added advantage. Excellent written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills. Excellent written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills.

DUTIES : Planning, co-ordination, implementation, and facilitation of training programmes for nurses in the health establishment. Mentoring and coaching of nursing staff. Co-ordinate the activities of Clinical Education and Training Unit (CETU). Facilitate the implementation of Continuous Professional Development (CPD) Framework. Liaise between Nursing Education and Nursing Practice (Hospital & Nursing College). Provide Skills and competency updates and facilitation of in-service training. Monitoring, evaluation and analysis of training programmes/activities/competencies and skills to ensure quality health service delivery. Internal and External Collaboration on training programmes to ensure effective capacity building. Effective Management, co-ordination, administration, and reporting of Teaching Programmes. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Effective and efficient management of resources.

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

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za

POST 45/283 : **LECTURER GRADE 1 (PN-D1): STANDERTON HOSPITAL SUB-CAMPUS REF NO: MPDOH/DEC/25/887**
(Re-advertisement)

SALARY : R476 367 - R559 548 per annum
CENTRE : Mpumalanga College of Nursing, Kabokweni
REQUIREMENTS : Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Masters / Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional nurse plus post basic qualification in Nursing Education and Nursing Administration registered with the SANC. A minimum of four (4) years appropriate / recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing (2025). Registration with SANC as a Professional Nurse in Nursing Education and a Midwifery. Valid Driver's license. Computer certificate / Literacy. Competencies: Knowledge of Curriculum development, Study guide

development, SANC education and training prescripts. Knowledge of Public Service Administration Acts and Legislation such as: Public service regulation, Health Act, NQF Act, Nursing Act, Higher Education Act, and CHE related documents and guidelines, SANC guidelines and Regulations, Labour Relations Act, Public Finance Management Act etc. Skills: Good communication skills, Report writing skills, Facilitation skills, Liaison skills. Good Interpersonal skills, Presentation skills, Management skills, Research skills and Leadership skills. Attributes: Team player, Honesty, Responsiveness, Professionalism, Accuracy, Flexibility, Independent, Co-operative, Team player, Supportive, integrity and able to maintain Confidentiality. The main objective of the post is to facilitate education and training to student nurses for undergraduate programme, Advanced Diploma in Midwifery (R.1497.)

DUTIES : Provide education and training of nurses. Co-ordinate clinical learning exposure to students between college and clinical areas. Implement assessment strategies to determine students' competencies. Exercise control over students. Support mission and promote the image of the college.

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

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za

POST 45/284 : **OCCUPATIONAL THERAPIST GRADE 1 REF NO: MPDOH/DEC/25/888**

SALARY R397 233 - R454 191 per annum
CENTRE Witbank Hospital (Nkangala District)
RUIQEMENTS : Senior Certificate / Grade 12 plus appropriate qualification that allows for the registration with the HPCSA in the relevant profession (where applicable). Current registration with the HPCSA as an Occupational Therapist (2025) (Independent Practice). A valid work permit will be required from non-South Africans. Grade 1: No experience required after registration with the HPCSA as an Occupational Therapist (Independent Practice). Minimum of 1-year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as an Occupational Therapist (Independent Practice) for foreign qualified employees. Clinical experience in general adult and pediatric assessment and treatment is required. Knowledge in the fields of mental health, vocational rehabilitation, neurology, hand injuries, burns, amputations, developmental delays, etc. is expected. Clinical experience in these fields will be beneficial.

DUTIES : To provide optimal and evidence-based occupational therapy in individual and group settings for patients in, out and clinics. To administer standardized and clinical assessments to patients requiring FCEs and other clinical reports. To perform and complete administrative functions including record keeping, statistics, participate in various meetings and awareness campaigns. To plan for and participate in internal and external audits and ensure departmental standards and effective service delivery. To participate in the performance management and training and development programs within the department. To supervise junior level staff. To supervise allocated students and learners.

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

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za

POST 45/285 : **DIETICIAN GRADE 1 REF NO: MPDOH/DEC/25/889**

SALARY R397 233 - R454 191 per annum
CENTRE Witbank Hospital (Nkangala District)
REQUIREMENTS : Senior Certificate / Grade 12 plus BSc Dietetics Degree. Registration with the HPCSA as a Dietician (2025). **Grade 1**: SA qualified employees: None experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service as required in SA. Foreign qualified employees: one (1) year relevant experience after registration with the HPCSA in the relevant profession (where applicable)

in respect of employees who performed Community Service as required in South Africa. Hospital experience and extensive knowledge in Occupational Health and Safety will be an added advantage. Good interpersonal Skills, written, verbal and presentation Skills. Accuracy and attention to detail. Ability to work under pressure. Ability and willingness to travel. Good interpersonal relationship, Leadership skill. Valid drivers' license.

DUTIES : Render preventative Nutrition Services (including growth monitoring, education, etc) in the surrounding clinics. Diet prescriptions for patients. Help with food management of the hospital. Participate in quality Improvement Programmes. Rendering of nutritional counselling services. Prescription and authorization of special diet products. Implementation of guidelines for the maintenance of healthy nutritional practices. Compilation and implementation of information pamphlets on nutrition. Plan and implement a suitable programme for an individual or group.

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

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POST 45/286 : **LEGAL ADMINISTRATION OFFICER (MR-4): LEGISLATION AND CONTRACT DRAFTING REF NO: MPDOH/DEC/25/890**

SALARY : R388 392 - R444 075 per annum

CENTRE : Provincial Office, Mbombela (Nelspruit)

REQUIREMENTS : Senior Certificate / Grade 12 plus LLB Degree with a minimum of five (5) years post graduate legal experience in the capacity of an in-house legal advisor and legislative drafting. Specialized knowledge of the legislation drafting process and legislation administered by the Department, knowledge of government procurement systems and South African Legal System, knowledge of the Constitution of Republic of South Africa, Public Finance Management Act (PFMA), Treasury Regulation, PPPFA, PAJA, PAIA. Knowledge of the litigation process and drafting / reviewing of contracts. Skills and competencies: Interpersonal skills, strategic capability and leadership skills, Legal research and drafting skills, problem solving and dispute resolution skills. Communication skills (written and verbal), report writing skill, ability to work under pressure, Computer literacy. Valid driver's license.

DUTIES : Draft and or amend legislation administered by the Department and pilot it though legislature. Comment on draft legislation of other Departments on behalf of the Department, Scrutinize legislation which requires amendment for which the Department is affected. To render legal advice, guidance and opinions to MEC, Top Management and Department at large in respect to matters relating to legislation drafting and other legal matters. To provide legal opinions in other matters pertaining to the Department. Handle litigations on behalf of the Department. Draft, review contracts for the department. Drafting of contract. Prepare monthly reports for and on behalf of the Director.

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

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za

POST 45/287 : **SENIOR STATE ACCOUNTANT: RISK PERFORMANCE AND CONTRACT MANAGEMENT REF NO: MPDOH/DEC/25/891**

SALARY : R397 116 per annum (Level 08), (plus service benefits)

CENTRE : Provincial Office, Mbombela (Nelspruit)

REQUIREMENTS : Senior Certificate / Grade 12 plus six (6) years relevant experience in Supply Chain Management field or Diploma / Degree (NQF Level 6/7) in Supply Chain Management / Financial Management, Public Management / Management Accounting field of study plus a minimum of three (3) years' experience in Supply Chain Management field. A qualification related to Treasury and competence for Finance officials will be an added advantage. Preparedness to security clearance and disclosure of financial interest. A valid driver's license (with exception of people with disabilities). Knowledge, Competencies and

		Skills: Supervisory skills, good planning and organized skills. Good interpersonal relations and good communication skills (written and verbal). Ability to work under pressure and preparedness to work overtime, when required. Skills in Microsoft Word and Excel.
DUTIES	:	The successful candidate will perform the following duties: Maintain a database of al concluded contracts. Administering contracts effectively in accordance with policy, procedures and compliant with applicable legislative requirement. Maintain contract register in a format provided by Provincial Treasury. Interacting with the Project Managers about the signing of contracts and service level agreements for all contracts entered by the Department. Ensuring that all contracts are accurately recorded on the contract Register and regularly update of the contract register. Reviewing contracts on the contract register to ensure their validity. Co-coordinating and control the application of the procedures in respect of the supplier performance monitoring and contract management. Preparing reports on non-performing / poor performing companies and recommends the appropriate actions to be taken to remedy the situation. Supervising activities of the personnel to ensure that work performed meets acceptable standards and is completed within agreed upon timelines.
ENQUIRIES	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
APPLICATIONS	:	Departmental Online Application System: www.mpuhealth.gov.za

ANNEXURE W

PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF HEALTH

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

CLOSING DATE : 23 December 2025

NOTE : Applications must be submitted on the new prescribed application form Z83 of the Public Service Act, obtainable from any Public Service Department or any Public Service Administration website. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed/comprehensive Curriculum Vitae, indicating positions held, dates and key performance responsibilities. Only shortlisted candidates will be required to submit certified copies of their qualifications and relevant documents on or before the day of the interview proceedings following communication from the Human Resource Management Recruitment and Selection Unit. Failure to submit the requested documents or information will result in your application not being considered. The employment decision shall be informed by the Employment Equity Plan of the Northern Cape Department of Health. Should an applicant wish to apply for more than one post, separate applications must be submitted for all posts. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, residential address, qualification verification and employment verification). All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representavity in line with the numerical targets as contained in our Employment Equity Plan. For all SMS positions, the successful completion of the Public Service Senior Management Leadership Programme as endorsed by the National School of Government. The SMS Pre-Entry Certificate is required prior to appointment. For more details on the pre-entry course visit: https://www.thensg.gov.za/trainingcourse /sms-pre-entry-programme.

MANAGEMENT ECHELON

POST 45/288 : **CHIEF DIRECTOR INFRASTRUCTURE DEVELOPMENT AND TECHNICAL SERVICES REF NO: NCDOH 155/2025 (X1 POST)**

SALARY : R1 494 900 per annum, (TCE package)

CENTRE : Provincial Office, Kimberley

REQUIREMENTS : Bachelors' Degree in the Built Environment. NQF level 7/Advanced Diploma as recognized by SAQA. Post-graduate Qualification in management will be an added advantage. A minimum of 5 years' working experience in the in Senior Management in the Public Sector and/or related Management experience in design and delivery of infrastructure programmes. A valid driver's license. Exceptional knowledge in the development of Government policies, procedures and prescripts. Documented track record of successful management of construction programmes and projects. Sound knowledge of the CIDB Act and Regulations. Knowledge in financial and Supply Chain Management processes, Supply Chain Management Policies, Government Immovable Asset Management Policies, Government Immovable Asset Management Act of 2007, Occupational Health and Safety Act and Regulations as well as other related Acts and Regulations. Good communication skills, both verbal and written. Project management and excellent research and benchmarking skills. Ability to work in a high-pressured environment. Meticulous attention to detail. Core management competencies. Core

Management competencies: Continuous improvement, developing others, Diversity Management, Communication and information management, problem solving and decision making, applied strategic thinking, budgeting and financial management. Client Orientation and customer focused. Programme and project management, Computer literacy.

DUTIES : Provide strategic direction on the service delivery mechanisms of the following directorates: Infrastructure Planning, Infrastructure Delivery, Health Technology Management and Maintenance Management. Plan and construct new health facilities as well as renovate and maintain existing facilities. Perform leadership functions such as planning work programmes, personnel administration and determining work procedures and methods. Compile presentations and briefs for the Head of Department. Manage structures and external committees and stakeholders. Provide technical and professional support to the Head of Department. Write reports, memorandums, and policy documents, etc. Prepare documentation for the follow-up of high-profile meetings. Develop and maintain a working system to ensure good corporate governance. Coordinate all infrastructure projects inclusive of planning execution, monitoring and evaluation. Lead the change management process in the Department into policy, organisational re-alignment and system implementation(s).

ENQUIRIES : Mr M. Mlatha Tel No: (053) 8302 100

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.

OTHER POSTS

POST 45/289 : **HEAD: CLINICAL UNIT (MEDICAL) REF NO: NCDOH 156/2025 (X1 POST)**

SALARY : R2 084 754 per annum

CENTRE : John Taolo Gaetsewe District Office

REQUIREMENTS : Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Family Medicine. Appropriate tertiary qualification in the Health Science (MBChB). Current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in the required discipline. Experience: **Grade 1**: A Minimum of 3 (three) years appropriate experience as Medical Specialist after registration with the HPCSA as a medical specialist in one of the following discipline: Family Medicine. Competencies: Good communication skills (written and verbal) well as computer literacy. Must have strong record of clinical expertise and clinical governance, research and experience of training and teaching at both under and post graduate levels. Strong people management skills, analytical thinking, problem solving, decision-making and ability to work in a multi-disciplinary team.

DUTIES : To provide holistic, patient-centred care at all levels of the health system — from clinics and community health centres to district hospitals. Diagnosing and managing acute and chronic medical conditions across all age groups. Offering maternal and child health services, including antenatal care. Performing surgical procedures. Overseeing chronic disease management (e.g., diabetes, hypertension, HIV, TB). To ensure that care is coordinated across the health system. Promoting community-oriented primary care — integrating public health and clinical practice. Participating in health promotion and disease prevention initiatives at community level. Ensuring quality improvement, patient safety, and evidence-based practice. Participating in clinical audits, mortality meetings, and continuous quality improvement. Providing support and mentorship to medical officers, nurses, and other primary care providers across the health system. Developing and implementing clinical guidelines and protocols. Leading continuous professional development (CPD) activities for healthcare teams. Conducting or facilitating research relevant to primary care and district health. Actively participate in the management of health services within the district. Supporting human resource development, team coordination, and efficient service delivery. Participating in policy implementation and strategic planning at district level.

ENQUIRIES : Dr DG Theys Tel No: (053) 830 2102

APPLICATIONS	:	Please note applications can be hand delivered to the front reception of James Exum Building or E-Mailed at nchealthhr@ncpg.gov.za All applicants must complete an application register when an application is hand delivered.
POST 45/290	:	**MEDICAL SPECIALIST: PAEDIATRICS REF NO: NCDOH 157/2025 (X1 POST)**
SALARY	:	Grade 1: R1 341 855 per annum Grade 2: R1 531 032 per annum Grade 3: R1 773 222 per annum
CENTRE	:	Dr Harry Surtie Hospital
REQUIREMENTS	:	Appropriate qualification that allows for the registration with Health Professional Council of South Africa (HPCSA) as a Medical Specialist in Paediatrics. Registration with the Health Professional Council of South Africa as Medical Specialist in the required/mentioned field. Appropriate qualification that allows registration with the HPCSA as Medical Specialist. Experience: **Grade 1**: Experience, none after registration with the HPCSA as a Medical Specialist. **Grade 2:** Experience, a minimum of 5 years' experience after registration with the HPCSA as Medical Specialist. **Grade 3**: Experience, a minimum of 10 years' experience after registration with the HPCSA as Medical Specialist.
DUTIES	:	To provide and develop Tertiary Services and to ensure the provision of quality clinical services to patients, as well as teaching and training of junior doctors. To ensure clinical governance (including but not limited to protocol development, risk management, commuted overtime management and cost containment), to provide outreach services to the rest of the province.
ENQUIRIES	:	Dr. D Theys Tel No: (053) 830 2102
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.
POST 45/291	:	**MEDICAL SPECIALIST: FAMILY MEDICINE REF NO: NCDOH 158/2025 (X1 POST)**
SALARY	:	Grade 1: R 1 341 855 per annum Grade 2: R1 531 032 per annum Grade 3: R1 773 222 per annum
CENTRE	:	Dr Harry Surtie Hospital
REQUIREMENTS	:	Appropriate qualification that allows for the registration with Health Professional Council of South Africa (HPCSA) as a Medical Specialist in Family Medicine. Registration with the Health Professional Council of South Africa as Medical Specialist in the required/mentioned field. Experience: **Grade 1**: Experience, none after registration with the HPCSA as a Medical Specialist. **Grade 2**: Experience, a minimum of 5 years' experience after registration with the HPCSA as Medical Specialist. **Grade 3:** Experience, a minimum of 10 years' experience after registration with the HPCSA as Medical Specialist.
DUTIES	:	To provide and develop Tertiary Services and to ensure the provision of quality clinical services to patients, as well as teaching and training of junior doctors. To ensure clinical governance (including but not limited to protocol development, risk management, commuted overtime management and cost containment), to provide outreach services to the rest of the province.
ENQUIRIES	:	Dr. D Theys Tel No: (053) 830 2102
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.
POST 45/292	:	**OPERATIONAL MANAGER PRIMARY HEALTH CARE REF NO: NCDOH 159/2025 (X7 POSTS)**
SALARY	:	R693 096 per annum
CENTRE	:	John Taolo Gaetsewe District: Gadiboe Clinic (X1 Post) Kuruman Clinic (X1 Post)

Bothitong Clinic (X1 Post)
Heuningvlei Clinic (X1 Post)
Glenred Clinic (X1 Post)
Deerward Clinic (X1 Post)
GW Maroro Clinic (X1 Post)

REQUIREMENTS : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse. Post basic qualification with a duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post basic qualification in the relevant specialty.

DUTIES : Provide overall management and supervision of all nursing and support staff in the facility. Lead the development and implementation of operational, business, and quality improvement plans. Ensure compliance with the Ideal Clinic Realisation and Maintenance (ICRM) framework. Ensure clinical protocols, treatment guidelines are implemented and adhered to. Provide clinical mentorship, support, and supervision to professional nurses and other staff. Coordinate and monitor the integration of programs such as HIV/AIDS, TB, maternal and child health, NCDs, and mental health. Participate in clinical audits, morbidity and mortality reviews Promote health promotion and disease prevention initiatives in collaboration with community structures. Manage staff, orientation, allocation, leave planning, and performance appraisal. Identify training and development needs of staff and facilitate in-service training and continuous professional development (CPD). Ensure staff discipline, motivation, and adherence to professional ethics and codes of conduct. Oversee budget planning, expenditure monitoring, and resource utilization at the facility. Ensure proper management of pharmaceuticals, medical supplies, and equipment. Monitor infrastructure maintenance and facility cleanliness Ensure accurate and timely collection, verification, and submission of health data. Analyse and use data to monitor performance, identify gaps, and implement corrective actions. Lead the of quality improvement projects and monitor outcomes. Collaborate with local government, NGOs, schools, and other sectors to address social determinants of health. Implement and monitor Occupational Health and Safety (OHS) standards. Ensure compliance with the Nursing Act, Public Service Regulations, and Department of Health policies. Uphold the ethics and standards of the nursing profession as outlined by the South African Nursing Council (SANC).

ENQUIRIES : Mr LI Moemedi Tel No: (053) 775 1149

APPLICATIONS : Please note applications can be hand delivered to 1 Petso Street, Kagisho Health Centre, Mothibistad or emailed to nchhealthhr-jtg@ncpg.gov.za All applicants must complete an application register when an application is hand delivered.

POST 45/293 : **PROFESSIONAL NURSE SPECIALTY (ADVANCED MIDWIFERY AND NEONATAL NURSING SCIENCE) REF NO: NCDOH 160/2025 (X1 POST)**

SALARY : Grade 1: R476 367 – R549 192 per annum
Grade 2: R588 989 – R713 253 per annum

CENTRE : Kuruman District Hospital, John Taolo Gaetsewe District

REQUIREMENTS : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science, Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** Minimum of 14 years' appropriate/recognizable nursing experience after registration as a Professional Nurse with 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 relevant specialty.

DUTIES : Provide comprehensive, evidence-based care to women during antenatal, intrapartum, and postnatal periods, including management of both normal and high-risk pregnancies. Conduct thorough maternal and fetal assessments, identifying complications early and initiating appropriate interventions. Manage

labour and delivery, ensuring safe conduct of both normal and complicated births. Ensure infection prevention and control (IPC) standards are strictly adhered to. Serve as a clinical expert and resource person for professional nurses, midwives, and nursing students. Provide specialist consultation for complicated or high-risk cases and collaborate with medical officers and obstetricians for referral and management. Participate in multidisciplinary ward rounds and case discussions to optimize maternal and neonatal outcomes. Facilitate in-service education and skills training on maternal and neonatal care, emergency obstetric care (EOC), and perinatal protocols. Contribute to the development and updating of clinical guidelines and standard operating procedures (SOPs). Lead the response to obstetric emergencies. Participate in maternal and perinatal mortality and morbidity review meetings. Maintain accurate records and documentation of maternal and neonatal care in patient files and registers. Analyse ward statistics to identify trends, problem areas, and opportunities for improvement. Participate in quality improvement (QI) projects within the maternity ward. Implement and monitor Ideal Hospital Framework, and Maternal Health Guidelines. Conduct clinical audits, risk assessments, and quality reviews in maternity services. Promote patient safety, confidentiality, and respectful maternity care. Ensure adherence to infection prevention, waste management, and occupational health protocols. Participate in or initiate clinical audits, operational research, and evidence-based practice projects. Stay updated with current midwifery, obstetric, and neonatal care guidelines.

ENQUIRIES : Mr LI Moemedi Tel No: (053) 775 1149

APPLICATIONS : Please note applications can be hand delivered to 1 Petso Street, Kagisho Health Centre, Mothibistad or emailed at nchhealthhr-jtg@ncpg.gov.za All applicants must complete an application register when an application is hand delivered.

POST 45/294 : **CLINICAL NURSE PRACTITIONER REF NO: NCDOH 161/2025 (X2 POSTS)**

SALARY : Grade 1: R451 533 – R520 560 per annum
Grade 2: R553 545 – R676 068 per annum

CENTRE : Kagiso CHC

REQUIREMENTS : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse. Post basic qualification with a duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC (i.e R48). Experience: **Grade 1**: Minimum of 4 years' appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. **Grade 2**: Minimum of 14 years' appropriate/recognizable nursing experience after registration as a Professional Nurse with 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 relevant specialty.

DUTIES : Provide administrative services: Plan and organise the clinic, ensure completion of statistics, ensure ordering and control of stationery and consumables, ordering of medication. Ensure implementation of 95 95 95 strategy in all aspects of all programmes especially HIV/AIDS and TB Provision of educational services In-service training, personnel development, health education to patients. Provision of clinical services: Initiate the implementation of programme and evaluation of patients conditions, initiate minor treatments, individual consultation sessions. Function as a member of the therapeutic team. Continuous evaluation of nursing care and nursing services. Identify community needs. Ensure effective crisis management in the clinic. Initiate resuscitation if necessary. Assist in regional and departmental research projects. Ensure accurate data and information management systems. Ensure accurate monthly reporting to the Operational Manager or Health Area Manager. Ensure implementation of the ideal PHC/CHC standards.

ENQUIRIES : Mr LI Moemedi Tel No: (053) 775 1149

APPLICATIONS : Please note applications can be hand delivered to 1 Petso Street, Kagisho Health Centre, Mothibistad or emailed to nchhealthhr-jtg@ncpg.gov.za. All applicants must complete an application register when an application is hand delivered.

POST 45/295	:	**OCCUPATIONAL THERAPIST REF NO: NCDOH: 162/2025 (X1 POST)**
SALARY	:	Grade 1: R397 233 per annum Grade 2: R463 961 per annum Grade 3: R543 099 per annum
CENTRE	:	Dr Harry Surtie Hospital
REQUIREMENTS	:	Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Registration with a Professional Council: Current registration with the Health Professional Council of South Africa (HPCSA) as an Occupational Therapist. Experience: **Grade 1**: None after registration with the HPCSA as Occupational Therapist in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA as Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years' relevant experience after registration with the HPCSA as Occupational Therapist in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 20 years' relevant experience after registration with the HPCSA as Occupational Therapist in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: A Valid driver's license. Willingness to rotate within the substructure and perform relief duties. Competencies (knowledge/skills): Relevant skills in assessing, developing and implementing OT intervention. Sound knowledge of relevant national, provincial legislation and Health Care 2030. Experience in student training/supervision. Basic computer skills in MS Word, Excel, Outlook.
DUTIES	:	Coordinate & manage OT services for a designated area. People management, Rehab Care Workers, students, volunteers. Liaise and collaborate with stakeholders. Screen, assess and intervene as required & appropriate Link to appropriate levels of care.
ENQUIRIES	:	Mr JP Berend Tel No: (054) 332 9094
APPLICATIONS	:	Please note applications can be hand delivered at the Human Resource offices at Dr Harry Surtie Hospital, couriered via postal services to C/O Upington 26 Drive and Turner Street, Upington, 8801 or e-mailed at vacancies.dhsh@ncdoh.gov.za. All applicants must complete an application register when an application is hand delivered.
POST 45/296	:	**PHYSIOTHERAPIST REF NO: NCDOH 163/2025 (X1 POST)**
SALARY	:	Grade 1: R397 233 per annum Grade 2: R463 961 per annum Grade 3: R543 099 per annum
CENTRE	:	Dr Harry Surtie Hospital
REQUIRMENTS	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Physiotherapist. Registration with a Professional Council: Registration with the HPCSA as a Physiotherapist Experience: **Grade 1:** None after registration with the HPCSA in respect of RSA-qualified employees. 1-year relevant experience after registration with the HPCSA as a Physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2**: A minimum of 10 years relevant experience after registration with the HPCSA as a Physiotherapist in respect of RSA-qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA a Physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 20 years relevant experience after registration with the HPCSA as a Physiotherapist in respect of RSA qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA as a Physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: Willingness to work overtime. Ability to work after hours for ERAS (Enhanced Recovery After

Surgery) calls. Competencies (knowledge/skills): Knowledge of applicable health legislation, relevant Acts and Public Service Policies and Procedures. Ability to work under extreme pressure. Ability to problem solve, organise, and prioritize patient treatments/discharge plans. Ability to work within the MDT. Ability to work independently Ability to supervise undergraduate students in a tertiary setting. Appropriate, clinical experience as a Physiotherapist in an acute and specialist/tertiary hospital. Good problem solving, interpersonal and communication skills. Computer literacy.

DUTIES : Assess and treat patients in Trauma, Oncology, Maternity, Neurology, Neurosurgery, Orthopaedic, Acute Spinal Cord Injuries, 163 OPD, Medical, Surgical, Cardiothoracic wards as well as High Care and Intensive Care units associated with these wards Be responsible for administration related to patient care as well as departmental administration. Management of assets in allocated work area. Assist in the clinical supervision of undergraduate students.

ENQUIRIES : Mr JP Berend Tel No: (054) 332 9094

APPLICATIONS : Please note applications can be hand delivered at the Human Resource offices at Dr Harry Surtie Hospital, couriered via postal services to C/O Upington 26 Drive and Turner Street, Upington, 8801 or e-mailed at vacancies.dhsh@ncdoh.gov.za. All applicants must complete an application register when an application is hand delivered.

POST 45/297 : **RADIOGRAPHER REF NO: NCDOH 164/2025 (X1 POST)**

SALARY : Grade 1: R397 233 per annum
Grade 2: R463 961 per annum
Grade 3: R 543 099 per annum

CENTRE : Dr Harry Surtie Hospital

REQUIRMENTS : An appropriate three-year National Diploma/Degree in Diagnostic Radiography. Current registration with the Health Professions Council of South Africa as a Diagnostic Radiographer (Independent Practice) Experience: **Grade 1**: No experience after registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer in respect of RSA qualified employees who performed Community Service as required in South Africa. One-year relevant experience after registration with the Health Professional Council of South Africa as a Diagnostic Radiographer in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2**: Minimum 10 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum 11 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa. **Grade 3**: Minimum 20 year relevant experience after registration with the HPCSA as a Radiographer – Diagnostic Imaging in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum 21 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa. Knowledge, Skills Training and Competencies Required: Working knowledge of radiography principals, systems and procedures Sound knowledge of radiation safety regulations. Sound knowledge of diagnostic radiography equipment and protocols. Knowledge of relevant public service policies acts and regulations. Knowledge of HR related policies and procedures. Knowledge of relevant Health and Safety regulations. Good communication and sound interpersonal skills.

DUTIES : Perform clinical radiographic duties in a completely digital radiology department that offers a 24-hour radiology service whilst adhering to the departmental policies & procedures. Perform imaging examinations whilst adhering to radiography protocols, practices, and techniques. Participate in the radiation protection and quality assurance program while adhering to the safety protocols and quality standards in compliance with the Department of Health policies and procedures. Required to produce good quality images in all diagnostic modalities which include CT scanning. Perform overtime duties as required.

ENQUIRIES : Mr JP Berend Tel No: (054) 332 9094

APPLICATIONS	:	Please note applications can be hand delivered at the Human Resource offices at Dr Harry Surtie Hospital, couriered via postal services to C/O Upington 26 Drive and Turner Street, Upington 8801 or e-mailed at vacancies.dhsh@ncdoh.gov.za. All applicants must complete an application register when an application is hand delivered.
POST 45/298	:	**PROFESSIONAL NURSE GENERAL REF NO: NCDOH 165/2025 (X1 POST)**
SALARY	:	Grade 1: R324 384 - R376 458 per annum Grade 2: R396 132 – R459 726 per annum Grade 3: R476 367 – R601 638 per annum
CENTRE	:	Kagisho CHC, John Taolo Gaetsewe District
REQUIREMENTS	:	Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse. Experience: **Grade 1**: None **Grade 2**: A minimum of 10 years' experience appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 3**: A minimum of 20 years' experience appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing.
DUTIES	:	Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively.
ENQUIRIES	:	Mr LI Moemedi Tel No: (053) 775 1149
APPLICATIONS	:	Please note applications can be hand delivered to 1 Petso Street, Kagisho Health Centre, Mothibistad or emailed to nchhealthhr-jtg@ncpg.gov.za
NOTE	:	All applicants must complete an application register when an application is hand delivered.
POST 45/299	:	**STAFF NURSE REF NO: NCDOH 166/2025 (X1 POST)**
SALARY	:	Grade 1: R220 614 – R246 798 per annum Grade 2: R262 287 – R294 513 per annum Grade 3: R306 798 – R376 458 per annum
CENTRE	:	Olifantshoek CHC, John Taolo Gaetsewe District
REQUIREMENTS	:	Qualification that allows registration with the SANC as Staff Nurse. Registration with SANC as Enrolled Nurse. Experience: **Grade 1**: None. **Grade 2**: A minimum of 10 years' appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse. **Grade 3**: A minimum of 20 years' appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse.
DUTIES	:	Assist clients with daily activities. Provide basic clinical nursing care. Effective utilisation of resources. Maintain professional growth /ethical standards and self-development.
ENQUIRIES	:	Mr LI Moemedi Tel No: (053) 775 1149
APPLICATIONS	:	Please note applications can be hand delivered to 1 Petso Street, Kagisho Health Centre, Mothibistad or emailed to nchhealthhr-jtg@ncpg.gov.za All applicants must complete an application register when an application is hand delivered.
POST 45/300	:	**NUSING ASSISTANT REF NO: NCDOH 167/2025 (X6 POSTS)**
SALARY	:	Grade 1: R174 261 – R196 305 per annum Grade 2: R203 271 – R227 286 per annum Grade 3: R239 559 – R294 513 per annum
CENTRE	:	John Taolo Gaetsewe District: Kuruman District Hospital (X3 Posts) Tshwaragano District Hospital (X3 Posts)
REQUIREMENTS	:	Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing Assistant. Registration with a professional council: Registration with the SANC as Nursing Assistant. Experience: **Grade 1**: None, **Grade 2:** A minimum of 10 years appropriate/recognizable nursing experience after registration with the SANC as Nursing Assistant. **Grade 3**: A minimum of

20 years appropriate/recognizable nursing experience after registration with the SANC as Nursing Assistant.

DUTIES : Provide elementary nursing care in accordance with the scope of practice and nursing standards. Implement and development of basic patient care plans to provide quality patient care. Willing to rotate through department and work night duty. Maintain professional growth / ethical standards and self-development. Work as part of a multidisciplinary team and support the managers to ensure quality nursing care.

ENQUIRIES : Mr LI Moemedi Tel No: (053) 775 1149

APPLICATIONS : Please note applications can be hand delivered to 1 Petso Street, Kagisho Health Centre, Mothibistad or emailed to nchhealthhr-jtg@ncpg.gov.za All applicants must complete an application register when an application is hand delivered.

DEPARTMENT OF TRANSPORT SAFETY AND LIAISON

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

APPLICATIONS : Applications stating the relevant reference number must be sent to: Head of Department: Department of Transport, Safety and Liaison, Ocean Echo Building, Cnr Sidney and Lennox Street, P.O.Box 1368, Kimberley, 8300. "Note" in line with DPSA Circular 19 of 2022, applicants are submitting Z83 and CV Only, All applications should be submitted using The Link Below: https://form.jotform.com/253152788411559

FOR ATTENTION : Ms.J.J.Jafta

CLOSING DATE : 22 December 2025

NOTE : Note" in line with DPSA Circular 19 of 2022, applicants are required to submit the new employment Z83 form which can be downloaded at www.dpsa.gov.za-vacancies or obtained at any government. A recently updated, comprehensive CV, with at least two (2) contactable references should accompany the fully completed and signed new (Z83) form. The provision of certified copies of qualifications will only be required from shortlisted candidates for submission on or before the day of the interview. Shortlisted applicants will be subjected to qualification verification, reference checking, security screening and vetting. Shortlisted candidates will be required to submit proof of RSA Citizenship/Permanent Resident permit. Should you be in possession of a foreign qualification, it is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation only when shortlisted. Correspondence will be limited to successful candidates only. Short-listed candidates will be expected to avail themselves at the Department's convenience. The department reserves the right not to make appointments to the advertised posts. Incomplete applications, applications received after the closing date or applications without SAQA verification reports for foreign qualifications will not be considered. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Each application for employment form (Z83) must be duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification during the selection process. Applications submitted using the old Z83, as well as not submitting the required documents will result in the application not being considered. All shortlisted candidates shall undertake two pre-entry assessments. One of which shall be a practical exercise, and the other shall be an Integrity (Ethical Conduct) Assessment. All applications, including those submitted via registered mail must reach the department before 16:00 on the day of the closing date; late applications will not be considered.

OTHER POSTS

POST 45/301 : **PROVINCIAL INSPECTORS (X18 POSTS)**
Directorate: Transport Regulations

SALARY : R269 499 – R317 463 per annum (Level 06)

CENTRE : Calvinia Ref No: S4.1/11/01 (X2 Posts)
Colesberg Ref No: S4.1/11/02 (X2 Posts)
Jan kempdorp Ref No: S4.1/11/03 (X3 Posts)
Mothibistad Ref No: S4.1/11/04 (X4 Posts)
Olifantshoek Ref No: S4.1/11/05 (X1 Post)

Richmond Ref No: S4.1/11/06 (X2 Posts)
Springbok Ref No: S4.1/11/07 (X1 Post)
Upington Ref No: S4.1/11/08 (X3 Posts)

REQUIREMENTS : Matric Certificate, Traffic Officer Diploma from accredited training institution as recognised by RTMC. A valid driver's license code B manual transmission Computer literate Medical Examination proof - Be medical fit and work under strenuous conditions SAPS Clearance Certificate- No criminal record or case pending against you Be willing to be vetted. Knowledge And Skills: Good record and resource management, Good customer relationship management abilities. Completion of law enforcement documents. Knowledge and understanding of road traffic and public transport legislation, policies and guidelines. Knowledge of vehicle inspections and vehicle impoundment. Knowledge of firearm and ammunition Act 60/2000. Code of conduct within the Public Service. Knowledge of overload control and escort duties. Knowledge of operational guidelines on law enforcement equipment. Ability to work under pressure. Good observation skills (moving violations/defects). Good driving and negotiation skills. Sound interpersonal and conflict resolution skills. Good written and verbal communication skills in at least two of the provincial official languages.

DUTIES : Road Traffic, Public Passenger, Transport and other relevant legislations Provide visible Traffic Control/ Policing Perform all administrative activities and related duties Perform standby duties and shifts. Work over weekends and public holidays when required Attend to accidents and provide traffic control duties NB: Applicant may be transferred/ deployed to any station within the province where the need is identify, at the discretion of the department.

ENQUIRIES : Mrs J. Jafta at 069 772 6279/ 078 249 1561

POST 45/302 : **CASHIERS SUPERVISOR (X6 POSTS)**

SALARY : R325 101 – R382 959 per annum (Level 07)

CENTRE
De Aar (Pixley ka Seme District) Ref No: S4.1/11/09 (X1 Post)
Churchill (John Taolo Gaetsewe district) Ref No: S4.1/11/10 (X1 Post)
Upington (ZF Mgcawu district) Ref No: S4.1/11/11 (X1 Post)
Springbok (Namakwa District) Ref No: S4.1/11/12 (X1 Post)
Kimberley (Frances Baard District) Ref No: S4.1/11/13 (X2 Posts)

REQUIREMENTS : Grade 12 with 3-5 years' experience in Revenue sector/environment or Post Matric Qualification in Financial Management/Accounting/Economics Good interpersonal skills, verbal and written communications skills Ability to work under pressure and display initiative Planning and general administrative skills In line with the Competency Framework for Financial Management (CFFM, National Treasury, 2010), candidates must demonstrate technical competencies at Level 7-8 in Revenue Management, including thorough knowledge of the legislative and regulatory framework (e.g., Public Finance Management Act, 1999; National Road Traffic Act, 1996 and Regulations; National Treasury Regulations; and departmental policies/procedures/delegations) applied in complex revenue collection scenarios. `Key skills include supervising compliance with revenue policies, overseeing accrate collection/recording/reconciliation of revenue, managing banking interfaces and safeguarding of cash/source documents, preparing revenue reports, and interpreting relevant legislation for query resolution. Attributes required: accountability in monitoring compliance, initiative in policy implementation, and ethical stewardship in revenue handling. Computer literacy Computer literacy (proficient in Microsoft Excel for data manipulation and analysis; data analysis techniques for identifying trends and discrepancies; creation and maintenance of dashboards for revenue visualisation and monitoring; and reconciliations of financial records and reporting) Sound interpersonal and communication skills (written and verbal) Ability to work independently and deadline driven No criminal record Valid Driver's License

DUTIES : Supervising subordinates and the activities of registering authority cashiers at provincial motor vehicle license (MVL) renewals sites Verifying the daily control and face value count sheets, of registering authorities Performing queries on the National Traffic Information System (NaTIS) Handling general and NaTIS related enquiries from clients Verifying and reconcile revenue collected Monitor the clearing of bank adjustment suspense account Liaising with Provincial Helpdesk Maintaining proper filing system Interpretation of the National Road Traffic Act and its Regulations Submitting reports to management Keeping and maintaining PMDS reports of subordinates To maintain high level of

professional ethics To sign contract of confidentiality, National Code of Conduct, Disciplinary Code on procedures in the Public Service and NaTIS Undertaking (NUU)

ENQUIRIES : Mrs J. Jafta at 069 772 6279/ 078 249 1561

NOTE : Persons with disabilities are encouraged to apply and Youth and Woman are encouraged to apply.

ANNEXURE X

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

APPLICATIONS	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
CLOSING DATE	:	26 January 2026
NOTE	:	Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

OTHER POSTS

POST 45/303	:	**STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF NO: DEDAT 56/2025**
SALARY	:	R397 116 - R467 790 per annum (Level 08)
CENTRE	:	Department of Economic Development and Tourism, Western Cape Government.
REQUIREMENTS	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) with Accounting or Economics as majors; A minimum of 1 year relevant experience in a financial management or similar environment; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Management; Customer service; Project Management; Accounting Finance and Audit; Information Technology; Financial analysis; People Management. Skills in the following: Numeracy; Computer Literacy in MS Office; Language skills; Presentation; Research; Excellent verbal and written communication skills; Interpersonal relations; Flexibility; Innovation; Organising; Delivering Results and Meeting Customer Expectations; Adhering to Principles and Values; Writing and Reporting; Presenting and Communicating Information; Working with People; Ability to work under pressure.
DUTIES	:	Assist in the co-ordination of the Budgeting and Planning portfolio; Assist in the co-ordination Revenue and Expenditure Portfolio; Assist in the co-ordination of the Reporting portfolio.
ENQUIRIES	:	Mr R Le Breton Tel No: (021) 829 9158
POST 45/304	:	**ADMINISTRATOR: BUSINESS REGULATION REF NO. DEDAT 57/2025**
SALARY	:	R397 116 - R467 790 per annum (Level 08)
CENTRE	:	Department of Economic Development and Tourism, Western Cape Government
REQUIREMENTS	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years administrative experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Legal processes; Consumer Protection, including policies; Provincial and national legislation within the regulatory environment; Consumer Tribunal/Quasi-judicial/Court processes; Understanding of the synergy between Office of the Consumer Protector, Strategic Partners, and Industry bodies in the environment of consumer protection; Skills in the following: Organising and planning skills; Problem-solving skills; Facilitation skills; Presentation skills; Analytical skills.

DUTIES : Facilitate case flow administration within the Consumer Affairs Tribunal (CAT); Provide administrative support for CAT hearings; Facilitate stakeholder engagement; Provide project administration and logistic support.

ENQUIRIES : Mr B Nopote Tel No: (021) 483 9411

POST 45/305 : **ASSISTANT RECORDS MANAGER: STRATEGIC AND OPERATIONAL SUPPORT REF NO: DEDAT 58/2025**

SALARY : R325 101 - R382 959 per annum (Level 07)

CENTRE : Department of Economic Development and Tourism, Western Cape Government

REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1 year experience in records management; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Public Service legislation, including POPI, PAIA, PAJA; Management and people management principles; Record Management Systems; Electronic content management; Policies and prescripts related to records and knowledge management; Project Management. Skills needed: Planning and organising skills; Problem-solving skills; Analytical skills; Facilitation and presentation skills; Communication skills (written and oral); People management skills.

DUTIES : Assist with the maintenance of the department's physical record systems; Provide an effective registry service; Assist with the maintenance of electronic management systems (ECM); Manage Registry Staff work activities; Assist with ECM, Security, Registry and Accommodation helpdesk requests; Assist with Knowledge Management and Information function; Assist with the planning, management and coordination of ICT.

ENQUIRIES : Ms Cheryl Julies Tel No: (021) 483 9000

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

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

CLOSING DATE : 26 January 2026

NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

OTHER POST

POST 45/306 : **ENVIRONMENTAL OFFICER (PRODUCTION LEVEL): POLLUTION MONITORING AND INFORMATION MANAGEMENT REF NO: EADP24/2025**

SALARY : R343 842 per annum, (OSD as prescribed)

CENTRE : Department of Environmental Affairs and Development Planning, Western Cape Government

REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree in Natural, Physical sciences, environmental science/management, engineering or equivalent qualification; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge in the following: Integrated environmental management processes including the specific environmental management act promulgated in terms of NEMA and Provincial

environmental policies e.g Environmental Impact Assessment and pollution management; Technical knowledge of the functioning of ecosystems, social interactions and other environmental aspects; Water and environmental quality monitoring methodologies and techniques; Functions of statutes governing other organs of state; Functional knowledge on related sectors/fields e.g. mining, agriculture, water, industry, forward planning, town and regional planning. Skills needed: Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Ability to work independently and as part of a team; Reporting and report writing: Basic statistical analysis; Communication skills (written and verbal); Presentation skills; Project management; Research.

DUTIES : Provide technical comment on prioritised environmental applications identified as having high potential pollution risks; Support the development and implementation of the Water Quality Monitoring Programme for the River Resource Protection plans and investigative pollution monitoring; Assist with the development of pollution information management systems, collation, analysis and reporting of water and environmental quality data; Assist with general administrative procedures relating to the working environment.

ENQUIRIES : Ms N Davis-Wolmarans Tel No: (021) 483 4656

DEPARTMENT OF HEALTH AND WELLNESS

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

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

OTHER POSTS

POST 45/307 : **MEDICAL SUB-SPECIALIST GRADE 1 TO 3 (VASCULAR SURGERY)**

SALARY : Grade 1: R1 553 670 per annum
Grade 2: R1 773 222 per annum
Grade 3: R1 936 806 per annum
(A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Sub-Specialist in Vascular Surgery. Registration with a professional council: Registration with the HPCSA as Medical Sub-Specialist in Vascular Surgery. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Sub-Specialist in Vascular Surgery. **Grade 2:** A minimum of 5 years appropriate experience as Medical Sub-Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as Medical Sub-Specialist in Vascular Surgery. **Grade 3:** A minimum of 10 years appropriate experience as Medical Sub-Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as Medical Sub-Specialist in Vascular Surgery. Competencies (knowledge/skills): Clinical and surgical competency in vascular surgery. Ability to work in a high-volume clinic and surgical environment. Ability to teach and train undergraduate and post graduate students. Ability to conduct clinically relevant research in the field of vascular surgery.

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

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

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 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). Please ensure that you attach an updated CV. 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 : 09 January 2026

POST 45/308 : **MANAGER: MEDICAL SERVICES GRADE 1**
Garden Route District

SALARY : Grade 1: R1 422 810 per annum, (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Southern Cape TB Centre (Harry Comay Hospital), George Sub-district & Uniondale Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: A minimum of 3 years' experience as Medical Officer after registration with the HPCSA as Medical Practitioner. Inherent requirements of the job: Willingness and skills to do after hours work. Valid (Code B/EB) driver's licence. Competencies (knowledge/ skills): Excellent communication skills on all levels. Strong business orientation with proven skills and abilities in the clinical management of a health service. Proven management competencies specific to a health-care environment. Computer literacy (MS Word, Excel, PowerPoint, Internet and email). Appropriate experience of managing clinical services.

DUTIES : Strategic and operational management of all health service platforms at Harry Comay Hospital, George Primary Health Care Services and Uniondale Hospital. Ensure safe clinical services and practices that comply with professional laws of the country and compatible with acceptable clinical practices. Set up systems to manage quality assurance in the Sub District to ensure support of the patient centred experience, compliance to national core standards, Ideal clinic standards and improved information management. Provide operational support to the office of the Director by effective and efficient use of allocated human, financial, infrastructure and health technology resources and to support service delivery of all the health service platforms in the Sub District. Develop internal and external key partnerships in the sub-district to ensure a WOSA to address the BoD and move to a wellness approach.

ENQUIRIES : Ms H Le Roux Tel No: (044) 803-2700

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 will be subjected to a practical/ oral 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.

CLOSING DATE : 09 January 2026

POST 45/309 : **CLINICAL MANAGER (MEDICAL) GRADE 1**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R1 422 810 per annum, (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Klipfontein/Mitchells Plain Sub-Structure Office

REQUIREMENTS : Minimum educational qualification: Appropriate Qualification that allows for registration with the Health Professions Council of South Africa as a Medical Practitioner. Registration with a professional council: Registration with the HPSCA as a Medical Practitioner. Experience: Minimum of 3 years appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner. Inherent requirements of the job: Valid driver's licence (Code B/EB) and willingness to travel. Competencies (knowledge/skills): Strong leadership, organisational operational and contingency planning skills. Independent decision-making and problem-solving skills. Good knowledge of

applicable legislation, regulations and provincial policies. Proven management competencies in a public health environment. Appropriate experience of managing health services. Management experience at a Health Facility.

DUTIES : Overall strategic, clinical and corporate governance for the Klipfontein/Mitchells Plain Sub-Structure. Ensure Quality Assurance and Medico Legal services for the Sub-structure. Clinical Governance systems design to support service improvement initiatives/innovation. Ensure implementation of service re-design and support within ecosystems. Ensure compliance with finance and supply chain processes with a focus on efficient service provision. Act as custodian of the clinical governance (internal and external) and mentoring of clinical staff in the Sub-structure. Co-ordinate and facilitate outreach and support within the ecosystem and to surrounding PHC facilities.

ENQUIRIES : Ms P Olckers Tel No: (021) 370-5007

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

NOTE : No payment of any kind is required when applying for this post. The 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.

CLOSING DATE : 09 January 2026

POST 45/310 : **MEDICAL SPECIALIST GRADE 1 TO 3 (PEADIATRIC SURGERY)**
(6 Months Contract)

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 : Red Cross War Memorial Children's Hospital, Rondebosch

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Paediatric Surgery. Registration with a professional council: Registration with the Health Professions Council of South Africa as Medical Specialist in Paediatric Surgery. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Paediatric Surgery. **Grade 2:** A minimum of 5 years’ appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Paediatric Surgery (or recognised foreign Health Professional Council in respect of foreign qualified employees). **Grade 3:** A minimum of 10 years’ appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Paediatric Surgery (or recognised foreign Health Professional Council in respect of foreign qualified employees). Inherent requirements of the job: Experience in management of general and specialist paediatric surgery including trauma and burns. Commuted Overtime of 16 hours per week. Willingness to travel within the District and Metro Region. Valid Driver’s Licence. Competencies (knowledge/skills): Involvement in all aspects of Paediatric surgery will be required. Ability to comprehensively manage all paediatric surgery cases including intensive management of tertiary level patients. Proven leadership abilities. Experience in supervision and training of staff in acquiring paediatric surgical, burns and trauma management competencies and operative experience. Experience and effective 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. Computer literacy.

DUTIES : Provide full time paediatric surgery specialist care including Outpatient, Inpatient, Emergency and Afterhours service as a specialist paediatric surgeon. Including, but are not limited to General Paediatric surgery at a tertiary service level including colorectal, GIT, oncology and hepatobiliary surgery at a junior consultant level and paediatric burns and trauma service. Provide support to HCU Paediatric Surgery. Administrative duties, including

quality, efficiency and outcome improvements. Participation in human resource management. Clinical audit, data management, monitoring and evaluation and clinical governance. Participation in all academic activities of the department, research, and teaching and training of under- and post-graduate students and other health personnel.

ENQUIRIES : Prof Sharon Cox Tel No: (021) 685 5012 Email: Sharon.Cox@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 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.

CLOSING DATE : 09 January 2026

POST 45/311 : **MEDICAL SPECIALIST GRADE 1 TO 3 (FAMILY MEDICINE)**
Garden Route District

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 : Oudtshoorn Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Family Medicine. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Family Medicine. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Family Medicine. **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 Family Medicine. **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 Family Medicine. Inherent requirements of the job: A commuted overtime contract is compulsory, as well as the ability to work after-hours. Valid (Code B/EB) driver’s license, as well as willingness and ability to travel. Competencies (knowledge/skills): Knowledge of a public health approach to delivering integrated family medicine services. Ability to work in integrated multi-disciplinary teams across platforms. Clinical, leadership, administrative, teaching, and mentoring skills. Computer literacy in MS Office is mandatory. Creativity to develop new ideas, which can result in positive changes to existing processes. Systems thinking and innovation.

DUTIES : Specialist family medicine care to patients (all age groups) in Oudtshoorn & Kannaland Sub-Districts. Participate in clinical governance of a growing integrated district family medicine health service with a focus on successful COPC implementation and innovation in primary care and chronic disease management. Teaching and clinical supervision of junior and allied health practitioners, generalists and medical students within the Oudtshoorn & Kannaland Sub-Districts.

ENQUIRIES : Dr E Heydenrych Tel No: (044) 203-7204

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 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 the 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.

CLOSING DATE : 09 January 2026

POST 45/312 : **MEDICAL SPECIALIST GRADE 1 TO 3 (NUCLEAR MEDICINE)**

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 : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Nuclear Medicine. Registration with the professional council: Registration with the HPCSA as Medical Specialist in Nuclear Medicine. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Nuclear Medicine. **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 Nuclear Medicine. **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 Nuclear Medicine. Inherent requirements of the job: Commuted overtime is compulsory. Emergency and after hour call cover. Competencies (knowledge/skills): Ability to perform and report all nuclear medicine studies and procedures, including therapy. Work with a team of hospital clinicians to optimise patient services. Knowledge and understanding of relevant legislation, hospital procedures and policies. Excellent written and verbal communication skills. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime and collaboration with the Stellenbosch University Node for Infection Imaging (NII).

DUTIES : Clinical image reporting and therapy service provision in all areas of nuclear medicine. Ensure maintenance of quality care standards in nuclear medicine services. Guide to staff, teaching, training, and supervision of staff. Efficient use of resources, manage assets, consumables, and services effectively. Participate in teaching program activities, tutorials and assessments as part of the student training programs. Performance of own research and research supervision.

ENQUIRIES : Prof J Warwick Tel No: (021) 938-4372

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 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 Nuclear Medicine with the relevant council (including individuals who must apply for change in registration status)".

CLOSING DATE : 09 January 2026

POST 45/313 : **SENIOR REGISTRAR (NEUROPSYCHIATRY AND LIAISON PSYCHIATRY) (X2 POSTS)**
(2-Year Contract)

SALARY : R1 341 855 per annum, (A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Psychiatry. Registration with the Professional Council Registration with the HPCSA as Medical Specialist in Psychiatry Independent Practice. Inherent requirements of the job: Commuted overtime is compulsory (Liaison Psychiatry). Competencies (knowledge/skills): Outreach to district and specialist hospitals. Assessment, diagnosis and treatment of inpatients and outpatients with acute and chronic neuropsychiatric disorders, including conditions associated with neuroHIV, TBI, epilepsy and other related conditions. Communication including report generation, letter writing, consultation. Effective and efficient administration. Facilitation of management system. MMED and FCPsych (SA) qualifications.

DUTIES : Teaching and Training/Supervision of Junior Staff. Clinical Service Provision. Clinical Governance and Administration. Completion of the logbook of neuropsychiatric cases, presentations and medicolegal aspects. Effective and efficient administration of clinical records and patient reports. Presentations at conferences. Initiate and complete appropriate research project for MPhil in Neuropsychiatry. Participate in the teaching programmes of the Department at a level appropriate to training and experience. Undertake and complete College of Medicine examination for the Certificate Neuropsychiatry (SA).

ENQUIRIES : Prof J Joska Tel No: (021) 404 2164 or john.joska@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 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 with the relevant council (including individuals who must apply for change in registration status)”. Appointment as Senior Registrar will be for a maximum contract period of 2 years. Senior Registrars will function across health facilities, as per an agreed programme. 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 Senior Registrar will be on contract. 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. Please ensure that you attach an updated CV. Groote Schuur Hospital has adopted the department’s ecosystem framing of its training platform. Accordingly, all registrar appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plein District Hospital, Victoria Hospital and George Provincial Hospital. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with Stellenbosch University/University of Cape Town according to the yearbook and guidelines.” Should registration with the HEI as a student be discontinued for any reason the appointment as a Registrar also discontinues.

CLOSING DATE : 09 January 2026

POST 45/314 : **MEDICAL SPECIALIST GRADE 1 TO 3 (FAMILY PHYSICIAN)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R1 341 855 per annum
Grade 2: R 1 531 032 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 : Crossroads Community Day Centre

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Family Medicine. Registration with the professional council: Registration with the HPCSA as a Medical Specialist in Family Medicine. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Family Medicine. **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 Family Medicine. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognized foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Family Medicine. Inherent requirements of the job: A Valid driver's licence. Working Commuted Overtime at the 24-hour facilities. Willingness to work at other facilities in the Sub-structure. Competencies (knowledge/skills): Good leadership, clinical and communication skills. Knowledge of Community Orientated Primary Care approach and ability to engage all relevant stakeholders in the Ecosystem. Experience in facilitating clinical teaching, learning and assessment of both undergraduate and postgraduate health sciences students. Participate in on call rosters.

DUTIES : Clinical services as a consultant and clinician. Clinical teaching and training. Clinical Governance and quality management. Academic educational activities, teaching undergraduate and postgraduate students, and research. People management of clinical staff and supporting the budget management related to clinical services.

ENQUIRIES : Dr. J Morgan, e-mail: Jennie.Morgan@westerncape.gov.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 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 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.

CLOSING DATE : 09 January 2026

POST 45/315 : **MEDICAL SPECIALIST GRADE 1 TO 3**
Chief Directorate: Emergency and Clinical Support Services
(Contract until March 2028)

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 : Forensic Pathology Services; Forensic Medicine, Stellenbosch University

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allow registration with the Health Professions Council of South Africa (HPCSA) as a Specialist in Forensic Pathology. Registration with the professional council: Appropriate registration with the Health Professions Council (HPCSA) as a Specialist in Forensic Pathology. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Forensic Pathology. **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 in Forensic Pathology. **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 in Forensic Pathology. Inherent requirements of the job:

Valid Code E/EB Driver's License. Will be required to deliver expert testimony in court proceedings. Will be required to perform routine service autopsies. Will be required to perform work duties outside normal working hours and away from the base of employment. Availability to travel to regional facilities to offer a service for limited periods. Competencies (knowledge/skills): Knowledge of the functioning of a Forensic Pathology Department. Exposure to Post-mortems, autopsy work and dissection. Good interpersonal skills including effective service delivery within a group situation at all levels of authority. Research ability. Ability to teach and train Medical students, Forensic Pathology Officers and Medical staff. Working knowledge of the legislation, policies and code of conduct pertaining to Forensic Pathology Practice in the Republic of South Africa. Creativity and openness to new ideas. Ability to communicate clearly and discreetly in person and in writing. Computer literacy (Microsoft Word, Microsoft Outlook, Microsoft Excel).

DUTIES : Provide full-time medico-legal death investigative service within the Division of Forensic Medicine by performance of and supervising post-mortems of natural and unnatural deaths. Provide full-time medico-legal death investigative service within the Division of Forensic Medicine by compiling and completing reports, including all ancillary investigations and editing reports of junior staff members. Expert testimony in court as well as expert opinion on inquest dockets or the relevant cases as requested by the Department of Justice. Academic teaching and Training, Research, Clinical governance and quality assurance. Support to the Head: Clinical Unit with all administrative functions of the Division.

ENQUIRIES : Dr J Verster, email: jverster@sun.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 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). Candidates may have to undergo profiling assessments prior to appointment. "The pool of applications will be considered for vacancies within (Forensic Pathology Service, Division: Forensic Medicine, Stellenbosch University), for a period of three months from the date of the advert, provided that the job title, core functions.

CLOSING DATE : 09 January 2026

POST 45/316 : **MEDICAL SPECIALIST GRADE 1 TO 3 (PAEDIATRICS)**
Chief Directorate; Rural Health Services

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

CENTRE : Worcester Regional Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist in Paediatrics. Registration with a professional 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 requirements of the job: Valid SA driver's license. Participate in the after-hours call system. Competencies (knowledge/skills): Proven clinical competencies to manage ambulatory and in-patient Paediatric services. Proven abilities and experience in leadership and supervision. Proven experience in principles of planning,

organizing and implementation. Proven knowledge of public health policies, guidelines and related prescript to manage resources effectively. Computer literacy.

DUTIES : Provide comprehensive, efficient and cost-effective patient-centred Paediatric services that is of high quality. Ensure strong Clinical Governance through appropriate clinical audits, quality improvement and research within the department to stay abreast of clinical development. Create a learning environment for students, junior staff and peers at both under- and postgraduate level as required. Improve service delivery in the Rural Central Ecosystem through Outreach and Support to referral centers in the drainage area of Worcester Hospital. Ensure strong Corporate Governance through effective and efficient financial and physical resources, as well as adherence to requirements for all People Management matters.

ENQUIRIES : Dr JJ Fourie Tel No: (023) 348-1101

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 on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for vacancies within Worcester Regional Hospital for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

CLOSING DATE : 09 January 2026

POST 45/317 : **CHIEF ENGINEER: GRADE A**

SALARY : Grade A: R1 266 450 per annum, A portion of the package can be structured according to the individual's personal needs.

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Degree in electrical or mechanical engineering (B Eng/BSc Eng). Registration with a professional council: Registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. Certificated Engineer. Experience: A minimum of 6 years post qualification experience required as a registered professional Engineer. Extensive experience in the maintenance and operation of machinery and electrical systems. Extensive experience in Hospital engineering (or similar domain/industry) Experience in the functioning of medical equipment and the application of health technologies. Experience in personnel management. Inherent requirements of the job: A valid Code EB/B driver's license. Working outside normal hours per, travel and stay away from home. Competencies (knowledge/skills): Able to train and transfer knowledge and skills, have good planning, organizing, people- and performance management skills and Computer literacy, particularly in MS Office (MS Word, Excel, Outlook, PowerPoint). Able to write, understand and interpret specifications for electrical and medical equipment and apply this to procurement, to prepare policy reports, submissions and presentations, to plan and execute research in related fields. Be fit and able to climb onto, over and under machinery and services for the purpose of inspecting, repairing, or adjusting. Knowledge and adherence to Occupational Health and Safety Act (Act 85 of 1993), Hazardous Substances Act (Act 15 of 1973, Understanding of the Comprehensive Health Services Plan of the Department, International Hospital Engineering Standards, Public Finance Management Act (Act 1 of 1999). Treasury Regulations, Treasury Practice Notes and Circulars, Accounting Officer System, Public Service Act and Regulations, Labour Relations Act and Regulations.

DUTIES : Manage the provision of effective, efficient and affordable engineering services through inspections, maintenance, repair, training, evaluation and modification. Serve as the competent person in terms of the Occupational Health and Safety Act (regulations pertaining to electrical and mechanical installations) and provide occupational and equipment safety services. Provide engineering input regarding construction projects and technical feedback to hospital

management. Management of the allocated financial and human resources to achieve the pre-determined performance indicators and service delivery imperatives. Contract management in terms of putting Engineering contracts in place and management thereof. Prepare policy reports, submissions and presentations.

ENQUIRIES : Dr S De Vries Tel No: (021) 404-3178/9
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. A practical/competency test may form part of the shortlisting and/or interview process. No payment of any kind is required when applying for this post. The pool of applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
CLOSING DATE : 09 January 2026

POST 45/318 : **PRIMARY HEALTH CARE MANAGER**
Overberg District

SALARY : R1 059 105 per annum, (A portion of the package can be structured according to the individual's personal needs.)
CENTRE : Overstrand Sub-district, Hermanus
REQUIREMENTS : Minimum educational qualification: Appropriate 4-year Health related National Diploma/Degree or equivalent, registrable with a South African Statutory Health Professions Council or South African Nursing Council. Experience: Appropriate/recognisable experience in District Heath Systems/Management/ Services. Appropriate experience in PHC Management. Inherent requirements of the job: Valid (Code B/EB/CI) driver's licence. Willingness to travel within the district. Availability to work after hours, when required. Be able to work independently and in a multi-disciplinary team. Competencies (knowledge/skills): Managerial skills, strategic thinking, interpretation and articulation skills. Sound knowledge of professional ethics. Computer literacy (i.e., MS Word, PowerPoint and Excel). Good intra- and interpersonal skills aimed at professional relational development, maintenance of good professional relations and effective conflict resolution. Adaptable and innovative in a high-pressure environment and to work independently and in different clinical settings. Good communication skills. Be able to work independently and in a multi-disciplinary team.
DUTIES : Operational and strategic management of Primary Health Care services for the sub-district. Manage critical support services. Adequate financial planning and control. HR planning and management. Liaison and interaction with micro/specific and macro/general environment-Networking.
ENQUIRIES : Dr F Fourie Tel No: (028) 312-1166
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 will be required to undergo a competency assessment.
CLOSING DATE : 09 January 2026

POST 45/319 : **MEDICAL OFFICER GRADE 1 TO 3 (OBSTETRICS AND GYNAECOLOGY)**
Chief Directorate: Rural 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 : George Regional 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 professional council: Registration with the HPCSA as a Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with 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 Professional Council in respect of foreign qualified employees, of who 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 who is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Participate in the after-hours call system. Competent and willing to work across disciplines if required. A valid (Code B/EB) driver's license and willingness to travel. Participate in termination of pregnancy services within guidelines and protocols. Competencies (knowledge/skills): Sufficient appropriate clinical experience in the management of obstetrics and gynaecology in- and outpatients, since obtaining the degree of MBChB. Surgical competency in caesarean sections, evacuation of uteruses and obstetrics and gynaecology ultrasound performance will count in your favour. Diploma in Obstetrics and Gynaecology. Good work etiquette; excellent communication skills; conflict management; cost conscious care provision. Good technology and computer skills; problem-solving experience; leadership and mentoring experience. Performance of audits or research Proven knowledge of public health policies, guidelines and related prescript to manage resources effectively.

DUTIES : Clinical service provision: Provide efficient and cost-effective clinical service of high quality with a patient centered focus, addressing the burden of disease in the Rural East Geographical Service area (GSA). Effective clinical administration in maintaining high quality clinical patient records and reports. Financial management by effective and efficient use of resources. Adhere to requirements for all HR matters and Code of Conduct. Participate in the teaching program. Active participation in Research and Professional Development and clinical governance activities in the unit. The desired candidate will be required to set an appropriate example of an exemplary medical practitioner and serve as a role model and clinical mentor to junior doctors and associated clinical staff, supervising and teaching community service medical officers, interns and medical students and liaise with consultants daily.

ENQUIRIES : Dr HA Swart Tel No: (044) 802-4616/4437

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. 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 George Regional Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

CLOSING DATE : 09 January 2026

POST 45/320 : **REGISTRAR (DENTAL) (ORTHODONTICS) (X3 POSTS)**
Chief Directorate: Metro Health Services
(4-Year Contract)

SALARY : R1 001 349 per annum, (A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Oral Health Centres

REQUIREMENTS : Minimum educational qualification: A 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 a Dentist (Independent Practice). Inherent requirements of the job: A valid driver's license. Registrars will be required to register as postgraduate students with the University of the Western Cape as applicable according to the requirements for the discipline in the yearbook and guidelines. Primaries and/or Postgraduate qualifications relevant to Orthodontics. Competencies (knowledge/skills): Appropriate experience after registration as a Dentist (Independent Practitioner).

DUTIES : Rendering of service and research on combined platforms as determined by the Head of department. Undergraduate teaching and training on the platform of Oral Health Centre (including satellite clinics) as required by the Head of Department. Completion of the 4 years (48 months) academic requirements for MChD Degree at UWC. Administration duties as determined by the Head of Department.

ENQUIRIES : Prof D Joubert Tel No: (021) 937-3121/3106 or email: dejoubert@uwc.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. Shortlisted candidates will be subjected to a written and oral assessment. The pool of applications will be considered for vacancies within Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Appointment as Registrar will be for a maximum contract period of 4 years. It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Registrars will function across health facilities, as per an agreed programme. Should registration with the HEI as a student be discontinued for any reason the appointment as a Registrar also discontinues. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be on contract. -Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with University of the Western Cape according to the yearbook and guidelines. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable 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)".

CLOSING DATE : 09 January 2026

POST 45/321 : **REGISTRAR (MEDICAL)**
Chief Directorate: Emergency and Clinical Support Services
(4-Year Contract)

SALARY : R1 001 349 per annum, (A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Forensic Pathology Services; Forensic Medicine, Stellenbosch University

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Independent Medical Practitioner. Registration with the professional council: Appropriate registration with the Health Professions Council of South Africa (HPCSA) as an Independent Medical Practitioner. Inherent requirements of the job: Valid Code B/EB driver's license. It will be expected of the successful candidate to participate in a system of Remunerated Commuted Overtime and

will be expected to provide proof of work completed after hours during commuted overtime capture. Competencies (knowledge/skills): Display knowledge and all other prescripts that concerns the functioning of a Forensic Medicine Department and continuous learning and improvement of knowledge and skills. Ability to adhere to requests, follow advice and instructions from consultants and confirm to divisional protocols. Ability to adhere to safety standards. Problem solving abilities, as can be expected from a Registrar in Forensic Pathology Service. Continuous academic input and contribution, including case and topic presentations, conference participation, research and participation in all academic activities in the Division. Ability to communicate clearly and discreetly in person and in writing. Ability to work well within a group at all levels of authority. Ability to travel to peripheral FPS facilities should it be required to render a supportive function at other facilities in terms of service delivery requirements. Ability to consult with the responsible consultant when unsure of how to proceed with a case or related problem and inform a consultant whenever any work-related complication arises. Ability to work under pressure. Organizational skills. Rendering effective and efficient service under consultant supervision. Medical Research capabilities. Ability to successfully complete at least one research project conforming to the MMED requirements of the University of Stellenbosch during duration of the Registrar contract. Computer literacy (Microsoft Word, Microsoft Outlook, Microsoft Excel).

DUTIES : To render effective and efficient forensic autopsy service. To render effective and efficient forensic pathology case follow up service. Effective administration and medico-legal duties. Effective and efficient management of service area. Effective delivery of training, teaching and operational research, conforming to academic responsibilities.

ENQUIRIES : Dr J Verster, email: jverster@sun.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 for registration with the relevant council and proof of payment for the prescribed registration fees to the relevant council are submitted on or before the day of interview. “The pool of applications will be considered for vacancies within (Forensic Pathology Service, Division: Forensic Medicine, Stellenbosch University), 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.” - Other: Registrars will be required to register as post-graduate students with Stellenbosch University as applicable according to the requirements for the discipline in the yearbook and guidelines. *Preference will be given to SA citizens/permanent residents with a valid identity document. 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. Appointment conditions and rotation: Appointment of Registrars will be for a maximum contract period of 4 years (or 5 years dependent on the minimum requirements of the post). It may become necessary to second/ transfer staff to another hospital/ institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Registrars will function across health facilities, as per an agreed programme. Should registration with the HEI as a student be discontinued for any reason, the appointment as a Registrar also discontinues. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression.

CLOSING DATE : 09 January 2026

POST 45/322 : **MEDICAL OFFICER GRADE 1 TO 3 (ANAESTHETICS)**
Chief Directorate: Rural 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 : Worcester Regional Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Officer. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a 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 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. **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 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: Participate in the after-hours call system. Competencies (knowledge/skills): Proven experience in principles of planning, organizing and implementation. Proven knowledge of public health policies, guidelines and related prescript to manage resources effectively. Competent and willing to work across disciplines if required.

DUTIES : Ensure an efficient and cost-effective clinical service of high quality with a patient centered focus and addressing the burden of disease in the Worcester healthcare ecosystem. Ensure compliance by means of maintaining high quality clinical records. Financial management by effective and efficient use of resources. Adhere to requirements for all HR matters and Code of Conduct.

ENQUIRIES : Dr C van der Westhuizen Tel No: (023) 348-1141

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 on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for vacancies within Worcester Regional Hospital for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

CLOSING DATE : 09 January 2026

POST 45/323 : **MEDICAL OFFICER GRADE 1 TO 3: SURGERY (OPHTHALMOLOGY)**
(1-Year Contract)

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 : Groote Schuur Hospital, Observatory

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

HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Commuted overtime is compulsory. Competencies (knowledge/skills): Ability to work well within a group at all levels of authority. Ability to communicate with patients and colleagues. Computer literate to facilitate patient care, research and administration. Ability to use a slit lamp and do a basic eye examination. Basic ophthalmology clinical and surgical experience. An interest in learning ophthalmology and commitment to service.

DUTIES : Clinical Service Provision. Management and administration. Research and professional development. To be responsible for consulting room provisioning. Teaching and training.

ENQUIRIES : Prof N Du Toit Tel No: (021) 406-6216

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. Please ensure that you attach an updated CV. 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. Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all medical officer appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plein District Hospital, Victoria Hospital and George Provincial Hospital. 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)".

CLOSING DATE : 09 January 2026

POST 45/324 : **MEDICAL OFFICER GRADE 1 TO 3**
Cape Winelands Health District

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 : Montagu Hospital, Langeberg Sub-district

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: **Grade 1:** None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. One-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 licence. Compulsory commuted Overtime duties. Competencies (knowledge/ skills): Sound knowledge of general medical and surgical conditions at district hospital and Primary Health Care level and knowledge applicable to the South African TB and HIV care guidelines. Comprehensive evidence-based, direct patient-centred Clinical Service Provision in the sub-district Health Service and computer literacy (MS Excel, Word, Outlook etc.) and good interpersonal, organizational and teamwork skills. Competent in performing district level procedures including performance of caesarian sections, administration of spinal and general anesthesia, management of chronic conditions and HIV/TB care, maternal and child health as well as emergency medical care including adult and neonatal resuscitations. Ability and willingness to do outreach services to clinics throughout the Langeberg Sub-district and guiding health care colleagues in managing difficult district-level cases.

DUTIES : Provide quality care to patients at Robertson, Montagu Hospital and surrounding clinics in the Langeberg Sub District and healthcare facilities. Provide Outreach and Support service to PHC facilities in the Langeberg sub-district. Actively participate in skills transfer, training, and academic opportunities relevant to the post. Active involvement in the clinical governance of Langeberg sub-district facilities as required.

ENQUIRIES : Dr A Williams Tel No: (023) 626-8539

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 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 Langeberg Sub District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

CLOSING DATE : 09 January 2026

POST 45/325 : **DEPUTY DIRECTOR: RURAL HUB TECHNICAL SERVICES**
Directorate: Engineering and Technical Services

SALARY : R896 436 per annum, (A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Head Office, Cape Town (Engineering Services located in Worcester)

REQUIREMENTS : Minimum educational qualification: An appropriate National Diploma in Engineering (Mechanical /Electrical) or equivalent relevant qualification. Experience: Appropriate/recognisable managerial experience in health care engineering and maintenance after obtaining the relevant qualification e.g. National Diploma in Engineering. Appropriate experience in design, specification and maintenance of hospital infrastructure. Appropriate experience in the compilation of specifications and procurement documentation. Inherent requirements of the job: Willing to work overtime, stay away and travel throughout the Western Cape Province, often at short notice. Willing to assist in other institutions and directorates. Physically fit and able to inspect buildings and related engineering infrastructure and machinery. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge in the compilation of specifications and tender documentation. Contracts and quality management skills. Knowledge of risk analysis and risk mitigation strategies and prioritisation. Conversant with OHSA and pertaining to relevant prescripts and regulations. Conversant with NEC contracts especially the

Short-, Term service- and Framework agreement forms of contracts. Computer literate (MS Word. Auto CAD and Excel). Budgeting and planning of workshop activities to support the province with maintenance activities. Sound interpersonal and good verbal and written communication skills.

DUTIES : Management and provision of an effective, efficient, and affordable Hospital Engineering Services. Monitor and evaluate maintenance projects according to the strategy, plans, and provide feedback to all stakeholders. Perform inspections and provide transversal technical guidance and advice to Health Facilities within the Province. Implementation of projects and direct technical support to facilities. Finance and Supply Chain Management. People Management.

ENQUIRIES : Ms K Du Toit, email: Karien.DuToit@westerncape.gov.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. A practical/competency test may form part of the shortlisting and/or interview process, a full job description is available upon request. Candidates may be subjected to a competency test.

CLOSING DATE : 09 January 2026

POST 45/326 : **DEPUTY DIRECTOR: METRO HUB TECHNICAL SERVICES**
Directorate: Engineering and Technical Services

SALARY : R896 436 per annum, (A portion of the package can be structured to the individual's personal needs)

CENTRE : Head Office, Cape Town, (Maintenance workshops located in Lentegeur and Retreat)

REQUIREMENTS : Minimum educational qualification: An appropriate National Diploma in Engineering (Mechanical /Electrical) or equivalent relevant qualification. Experience: Appropriate/recognisable managerial experience in health care engineering and maintenance after obtaining the relevant qualification e.g. National Diploma in Engineering. Appropriate experience in design, specification and maintenance of hospital infrastructure. Appropriate experience in the compilation of specifications and procurement documentation. Inherent requirements of the job: Willing to work overtime and travel throughout the Cape Metro and parts of the Western Cape Province, often at short notice. Willing to assist in other institutions and directorates. Physically fit and able to inspect buildings and related engineering infrastructure and machinery. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge in the compilation of specifications and tender documentation. Contracts and quality management skills. Knowledge of risk analysis and risk mitigation strategies and prioritisation. Conversant with OHSA and pertaining to relevant prescripts and regulations. Conversant with NEC contracts especially the Short-, Term service- and Framework agreement forms of contracts. Computer literate (MS Word. Auto CAD and Excel). Budgeting and planning of workshop activities to support the province with maintenance activities. Sound interpersonal and good verbal and written communication skills.

DUTIES : Management and provision of an effective, efficient, and affordable Hospital Engineering Services. Monitor and evaluate maintenance projects according to the strategy, plans and provide feedback to all stakeholders. Perform inspections and provide transversal technical guidance and advice to Health Facilities within the Province. Implementation of projects and direct technical support to facilities. Finance and Supply Chain Management. People Management.

ENQUIRIES : Ms K Du Toit, email at Karien.DuToit@westerncape.gov.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. A practical/competency test may form part of the shortlisting and/or interview process, a full job description is available upon request.

CLOSING DATE : 09 January 2026

POST 45/327 : **PSYCHOLOGIST GRADE 1 TO 3**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R872 709 per annum

Grade 2: R1 014 705 per annum
Grade 3: R1 174 848 per annum
(A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Khayelitsha/Eastern Sub-structure

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration as a Clinical Psychologist with the Health Professions Council of South Africa (HPCSA). Registration with the professional council: Registration with the Health Professions Council of South Africa and registration with the HPCSA in the category Clinical Psychologist. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Computer Literate. Willingness to travel in the sub-district/ district to consult clients, attend and conduct meetings and training sessions. Competencies (knowledge/skills): Knowledge and/or experience in counselling, psychometric assessments, and identification of mental health challenges. Work within your professional scope of practice and know when to refer for more specialized mental health interventions, must be abreast of the Mental Health Care Act and other laws and policies pertaining to the field and have a sound knowledge of professional ethics. Computer literacy (i.e., MS Word, PowerPoint and Excel). Good intra- and interpersonal skills aimed at professional relational development, maintenance of good professional relations and effective conflict resolution. Adaptable and innovative in a high-pressured environment and to work independently and in different clinical settings.

DUTIES : Ensure that mental health services include treatment, prevention, promotion and protection of mental health care users and other vulnerable groups through relevant intervention programs and strategies. Ensure that quality mental health services are provided according to professional standards and ethical principles. Establish Referral pathways and coordination with all stakeholders. Include Suicide and Substance use disorders prevention. Inter-sectoral and inter-disciplinary collaboration and coordination. Provide supervision, mentoring and support to lay health workers and Registered Counsellors, as part of the sub district and district mental health teams.

ENQUIRIES : Dr T Cyster Tel No: (021) 360-4622

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 could be subjected to a competency test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration 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 Khayelitsha Eastern Sub Structure, 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.

CLOSING DATE : 09 January 2026

POST 45/328 : **CANDIDATE CONSTRUCTION PROJECT MANAGER**
Directorate: Infrastructure Programme Delivery, (9 Lower Burg Street, Cape Town CBD)
(Two Year Contract, Renewable for a Maximum of Three Years)

SALARY : R761 157 per annum, (A portion of the package can be structured according to the personal needs)

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: An Honours degree in the Built Environment field of study: BTech qualification (Built Environment field) with a minimum of one (1) year experience. National higher diploma (Built Environment field) with a minimum of eighteen months experience. National diploma (Built Environment field) with a minimum of two (2) years' experience. Registration with the professional Council: Registration as a Candidate Construction Project Manager with The South African Council for the Project and Construction Management Profession (South African Council for the

Construction Project Management Professions). Inherent requirements of the job: Valid (Code B/EB) licence. Willingness to travel within the Western Cape, and occasionally, nationally. Competencies (knowledge/skills): Computer literacy (MS Office). Contract documentation and administration experience within the built environment Understanding of the design and construction of complex buildings with specific reference to healthcare facilities. Experience in the preparation of reports, submissions and presentations in English. Sound interpersonal and good verbal and written communication skills in programme and project management. Ability to work in a team. Sound interpersonal skills. Ability to work under pressure and meet deadlines. Good verbal and written communication skills. Construction Industry Development Board Act of 2000 and Regulations. Construction Procurement System. Expanded Public Works Programme. National Building Standards Act of 1977 and Regulations. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act and Regulations of 1993. Project and Construction Management Professions Act of 2000. Health Act and Regulations, Act 61 of 2003. National Environmental Management Act of 1998. Joint Building Contracts Committee (JBCC) and New Engineering Contract (NEC) construction contracts. Construction Procurement Standard as Issued by Construction Industry Development Board (CIDB).

DUTIES : Leading & Stewarding for Health and Well-being Cultivating people's centric care and organisational Culture Fostering collaborative policymaking. and strategy alignment. Building ethical and just decision-making systems, project Implementation and monitoring Strategic support to Whole of Government Agenda Project Management of several Health Facility Projects. Programme Management and Reporting, Monitoring and Oversight. Implementation of projects in accordance with Framework for Infrastructure Delivery and Procurement Management (FIDPM). Stakeholder Engagement. Systems and Reporting improvement and optimization.

ENQUIRIES : Mr G Graham, email: Gavin.Graham@westerncape.gov.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.

CLOSING DATE : 09 January 2026

POST 45/329 : **CANDIDATE ENGINEER**
Directorate: Infrastructure Programme Delivery (9 Lower Burg Street, Cape Town CBD)
(Two Year Contract, Renewable for a Maximum of Three Years)

SALARY : R761 157 per annum, (A portion of the package can be structured according to the individual's personal needs)

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: Engineering degree (B Eng/ BSC (Eng) or relevant qualification. Registration with the Professional Council: Registration as a Candidate Engineer with Engineering Council of South Africa. Experience: No experience required. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel within the Western Cape, and occasionally, nationally. Competencies (knowledge/skills): Computer literacy (MS Office) and computer aided engineering applications, particularly Excel. Power Business Intelligence (BI) is advantageous. Contract documentation and administration experience in and understanding of the design and construction of complex buildings with specific reference to healthcare facilities including problem solving, engineering design and analysis. Experience in designing and monitoring the construction of building services engineering systems for healthcare facilities or similar buildings. Knowledge of risk analysis and risk mitigation strategies. Experience in the preparation of reports, submissions and presentations in English. Sound interpersonal and good verbal and written communication skills in programme and project management. Ability to work in a team. Sound interpersonal skills. Ability to work under pressure and meet deadlines. Systems and Reporting improvement and optimisation. Knowledge of legal compliance and formulation of policies in a multi-disciplinary professional environment. Construction Industry Development Board Act of 2000 and Regulations. Construction Procurement System. Expanded Public Works Programme. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Engineering Profession Act of 2000. National Building Standards

Act of 1977 and Regulations. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act and Regulations of 1993. Health Act and Regulations, Act 61 of 2003. Joint Building Contracts Committee (JBCC) and New Engineering Contract (NEC) construction contracts. Construction Procurement Standard as Issued by Contractor Industry Development Board (CIDB).

DUTIES : Project Management of several Health Facility Projects Programme Management & Reporting Monitoring & Oversight. Implementation of projects in accordance with Framework for Infrastructure Delivery and Procurement Management (FIDPM). Stakeholder Engagement. Application of Technical Engineering expertise. Systems and Reporting improvement and optimization.

ENQUIRIES : Mr G Graham, email: Gavin.Graham@westerncape.gov.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.

CLOSING DATE : 09 January 2026

POST 45/330 : **ASSISTANT MANAGER NURSING: GENERAL (NIGHT DUTY)**
Chief Directorate: Rural Health Services

SALARY : R693 096 per annum

CENTRE : Worcester Regional Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife/Accoucheur. Registration with the professional council: Registration with the SANC as a Professional Nurse and Midwife/Accoucheur. Experience: A minimum of 8 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to work shifts, public holidays, after-hours, standby and weekend cover for nursing and travel to attend official meetings and/or trainings. Deputising for the Deputy Manager Nursing: Head of Nursing and willingness to act for another member of the Nurse Management team. Competencies (knowledge/skills): Demonstrates an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how it impacts on service delivery in a rural regional hospital environment. Demonstrates a clear understanding of Infection Prevention and Control, Occupational Health and Safety and Risk Management – including Ideal Facility and the Office of Health Standard Compliance. Ensure that clinical nursing practice is rendered by the nursing team and promote quality of nursing care as directed by the scope of practice and standards. Managerial, leadership skills and values: integrity, innovative visionary, catalyst for change, self-awareness and confidence, delegation, accountability, problem solving & decision making, conflict resolution, interpersonal and communication skills. Very knowledgeable and demonstrates a good understanding of People Management (Human Resource Management). Demonstrates a good understanding of financial policies and practices. Knowledgeable about relevant legislation pertaining to labour relations, nursing legislation, related legal and ethical nursing practices, relevant public sector policies and protocols. Computer Literacy in MS Word, Excel, PowerPoint and Outlook.

DUTIES : Overall coordination, implementation and monitoring of the strategic objectives of nursing, the facility and the Department of Health and Wellness. Effective management and coordination of quality nursing care within set standards and within legal and professional frameworks. Manage and facilitate both human resources and financial resources. Management of information through the collection and analysis of data, report writing and development and implementation of relevant interventions. Policy development and implementation.

ENQUIRIES : Mr S Bruiners Tel No: (023) 348-1104

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

NOTE : No payment of any kind is required when applying for this post. The pool of applicants will be considered for vacancies within Worcester Regional Hospital for a period of 3 months from date of advert, provided that the job title, core

functions, inherent requirements, and salary level are the same as those of the advertised post.

CLOSING DATE : 09 January 2026

POST 45/331 : **OPERATIONAL MANAGER NURSING (SPECIALTY: MATERNITY, MOU)**
Chief Directorate: Metro Health Services

SALARY : R693 096 per annum
CENTRE : Macassar CDC, Khayelitsha/Eastern Sub-structure
REQUIREMENTS : 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. A post-basic nursing qualification with a duration of at least one year accredited with the SANC in Advance Midwifery and Neonatal Nursing Science. Registration with the professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period of the above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification a mentioned above. Inherent requirements of the job: Valid (code B/EB) driver's licence. Willingness to work after hours. Competencies (knowledge/skills): Principles of Management: leadership, supervision, problem solving, conflict resolution, interpersonal and communication skills. Knowledge of relevant legislation pertaining to: Labour Relations, Nursing Legislation, related Legal and Ethical Nursing Practices and Framework and relevant Public Sector Policies and Protocols. Human Resources and Financial Management, including computer literacy (MS, Word, Excel, PowerPoint, and Outlook).
DUTIES : Responsible for the coordination and delivery of quality nursing care within the allocated Maternal Child and Woman's Health department. Participate in formulating, monitoring and implementation of policies, guidelines, standards, procedures, and regulations pertaining to nursing care within the relevant department. Provide effective support and management of human, material and financial resources, as well as functional business FBU management principles. Manage staff performance training and personal development of self and subordinates, including management of under-performance and grievances. Collect, provide, and use relevant information for the enhancement of service delivery. Participate in and encourage nursing research.
ENQUIRIES : Ms G Viana Tel No: (021) 857-2330
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : No payment of any kind is required when applying for this post. The pool of applicants will be considered for similar vacant posts within the Metro Health Services for a period of 3 months from the date of advert. Candidates will be subjected to a practical/written/oral and competency assessment.
CLOSING DATE : 09 January 2026

POST 45/332 : **OPERATIONAL MANAGER NURSING (SPECIALTY: THEATRE, TRAUMA AND MATERNITY)**
Garden Route District

SALARY : R693 096 per annum, (Plus non pensionable rural allowance of 8% of your annual basic salary)
CENTRE : Riversdale Hospital
REQUIREMENTS : 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. A post-basic qualification, with a duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science: Operating Theatre or Advanced Midwifery and Neonatal Nursing Science or Critical Care Nursing: General or Trauma and Emergency. Registration with the professional council: Registration with SANC as a Professional Nurse and Midwife. Experience: A minimum of 9 years of appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: A valid (Code B/EB) driver's licence

and willingness to travel. Willingness to perform after-hour and weekend standby duties for the hospital. Willingness to relief the Head of Nursing Services and other Operational Managers in the facility. Competencies (knowledge/skills): Appropriate knowledge of legislation, regulations and Departmental Policies. The ability to promote quality patient care through the setting, implementation and monitoring of standards. Good communication skills (verbal and written). Effective interpretation, leadership, execution of discipline, decision-making and conflict resolution skills. Computer literacy (MS Word, Excel, PowerPoint and Outlook).

DUTIES : Responsible for the coordination and delivery of quality nursing care within the Operating Theatre and Central Sterilization Unit, Maternity and Obstetric Unit & Emergency Trauma Unit. Participate in formulating, monitoring and implementation of policies, guidelines, standards, procedures, and regulations within the relevant department. Manage human resources, including staff performance, people development and disciplinary processes. Manage material and financial resources. Provide effective support and management of functional business unit management principles. Effective management of information to enhance service delivery.

ENQUIRIES : Mr NL Mphato Tel No: 044) 604-6104

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 will be subjected to a practical/ oral 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.

CLOSING DATE : 09 January 2026

POST 45/333 : **OPERATIONAL MANAGER NURSING (SPECIALTY UNIT: PAEDIATRICS)**
Chief Directorate: Metro Health Services

SALARY : R693 096 per annum

CENTRE : Khayelitsha District Hospital, Khayelitsha/Eastern Sub-structure

REQUIREMENTS : 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. A post-basic nursing qualification with a duration of at least one year accredited with the SANC in Child Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period of the above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification a mentioned above. Inherent requirements of the job: Willingness to work overtime, after hours hospital cover, weekends, and Public Holidays as required. Competencies (knowledge/ skills): Computer literate (i.e. MS Word, Outlook, Excel, and PowerPoint). Demonstrate an in-depth understanding of nursing legislation and related and ethical nursing practices and how these impacts on service delivery. Effective interpersonal, leadership, organizational, decision making and conflict resolution skills. Demonstrate a good understanding of People Management (Human Resources) and financial policies and practices. Knowledge of FBU functions and management (ability to work collaboratively within FBU’s). Good leadership and organizational skills and the ability to function under pressure. Ability to function independently as well as part of a multi-disciplinary team.

DUTIES : Ensure that clinical nursing practice rendered by the nursing team and promote quality of nursing care as directed by the professional scope of practice and standards. Effectively managed and co -ordinated nursing care within a Paediatric setting with set standards and within a legal /Professional framework. Effectively manage and co-ordinate the provision of clinical nursing care for the area. Manage and facilitate both human and financial resources/aspects. Effectively utilized and supervised resources. Support effective practice development, education, and research activities/resources. Effectively delivered support service and management of human, material and financial resources to the Nursing Division. Maintain maintained professional growth /ethical standards constructive working relationships with nursing

personnel and other stakeholders (multi-disciplinary teamwork). Function as a health care professional according to the applicable norms and standards.

ENQUIRIES : Ms. E Brock Tel No: (021) 360-4370
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 written/practical and oral assessment. The pool of applications will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
CLOSING DATE : 09 January 2026

POST 45/334 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
Garden Route District

SALARY : R693 096 per annum
CENTRE : Touwsranten CC, George Sub-district
REQUIREMENTS : 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. Post-basic qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48), accredited with SANC. Registration with the professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in Curative Skills in Primary Health Care (R48). Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Willingness to rotate between PHC clinics within the Sub-district. Competencies (knowledge/skills): Exposure to managerial functions in Primary Health Care Facilities. Good communicate skills (verbal and written). Computer literacy (MS Office: Word, Excel and PowerPoint).
DUTIES : Effective management of Support Services which includes, Information Management with regards to data collection, verification, report writing and submission of data, Human Resources (supervision of staff, development and performance management), Finance and Supply Chain Management to ensure effective budgeting and control. Control over infrastructure, maintenance, and security. Liaise with relevant stakeholders including Facility Committees. Co-ordinate and evaluate Health programmes in respected area. Co-ordinate and evaluate Community Based Health Services in respected areas. Overall management of the clinic.
ENQUIRIES : Ms MJF Marthinus Tel No: (044) 814 - 1100
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 will be subjected to a practical/ oral 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.
CLOSING DATE : 09 January 2026

POST 45/335 : **CHIEF RADIOGRAPHER GRADE 1 (DIAGNOSTIC)**

SALARY : R575 250 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer. Registration with the professional council: Registration with the HPCSA as a Diagnostic Radiographer. Experience: A minimum of 3 years appropriate experience in Radiography (Diagnostic) after registration with the HPCSA. Inherent requirements of the job: Render 40 - hours per week which includes after hour services as determined by the department. 24-hour call after hours and be responsible for covering the shifts

as determined by the radiography management. Competencies (knowledge/skills): Thorough knowledge of radiation protection, radiographic techniques, quality assurance and equipment safety. Ability to supervise and organise a unit. Excellent communication skills (written and verbal). Computer literacy (MS Windows, Word, Excel, and PowerPoint). Good interpersonal and supervisory skills and knowledge of the Staff Performance Management System (PERMIS). Knowledge of Patient Archiving and Communication, Radiology Information and Health Information Systems. Ability to manage and collate departmental statistics and supervise the theatre screening of the department. Must be able to work in a multidisciplinary team. Must have managerial experience and skills.

DUTIES : Responsible for the smooth running of the theatre screening of the department, office and after hours, and the delivery of a professional service to all patients. Produce, control, and participate in diagnostic images of high quality. Responsible for staff and student training in your area. Participate in the management of the Radiography cost centre. Manage radiography and support personnel, including performance appraisals. Ensure quality assurance, care of equipment and suitable radiation protection. Engage with vendors with regard to the maintenance of equipment. Participate in middle management and delegated management tasks, including statistic collation and attending meetings.

ENQUIRIES : Ms B Dreyer Tel No: (021) 938-5918

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 expected to undergo a practical assessment.

CLOSING DATE : 09 January 2026

POST 45/336 : **CLINICAL PROGRAMME COORDINATOR GRADE 1 (COMPREHENSIVE HEALTH)**
Central Karoo District

SALARY : R549 192 per annum, (Plus non pensionable rural allowance of 12% of your annual basic salary)

CENTRE : Central Karoo District Office, (Stationed in Beaufort West)

REQUIREMENTS : 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. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC). Registration with the professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Inherent requirements of the job: Valid (Code B/EB) driver’s licence and willingness to travel in the district as well as in the province. Competencies (knowledge/skills): Good psychosocial, health assessment, interpersonal, planning, organisational and training skills. Good interpersonal relations, leadership and communication skills (verbal and written). Appropriate knowledge of the Maternal-Child-Women’s-Health, HIV/AIDS/STI/TB, and Chronic Conditions. Computer literacy (MS Word, Excel and PowerPoint). Ability to work independently and in a multi-disciplinary team.

DUTIES : Ensure implementation, coordination, monitoring and evaluation of the District Child health services and strategies. Support the implementation of the HIV/AIDS/STI/TB services, establish linkages with integrated management of chronic conditions, Maternal Women, Youth and Men’s Health and the 1st 1000 day’s strategies within the Laingsburg and Prince Albert sub-districts and the Beaufort West Sub District. Support the internal and external interface strengthening with the focus on the COPC Model. Monitor and evaluate programme goals and targets including the collection, validation and interpretation of statistical data. Support the Laingsburg and Prince Albert sub districts and the Beaufort West Sub District to achieve and maintain Ideal Health status (PHC facilities and District Hospitals). Support the Laingsburg and Prince Albert sub districts and the Beaufort West Sub District to with all other quality related services.

ENQUIRIES : Ms J Nel Tel No: (023) 414 - 3590

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 will be subjected to a practical/written assessment. 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.

CLOSING DATE : 09 January 2026

POST 45/337 : **CHIEF DIAGNOSTIC RADIOGRAPHER: GRADE 1 (MRI)**

SALARY : Grade 1: R575 250 per annum

CENTRE : Red Cross War Memorial Children’s Hospital, Rondebosch

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Diagnostic Radiography. Registration with the Professional Council: Registration with the Health Professions Council of South Africa (HPCSA) in Diagnostic Radiography. Experience: A minimum of 3 years’ relevant experience in Diagnostic Radiography after registration with the Health Professions Council of South Africa (HPCSA). Inherent requirements of the job: Must be able to work with paediatric patients and be prepared to work with patients with acute medical conditions. Willingness to rotate through Trauma/MRI. Participate in the 24-hour service of the department. Competencies (knowledge/skills): The candidate must have thorough knowledge of radiation protection, quality assurance and equipment safety. Full competency in MRI working independently. Full competency in advanced CT scan working independently. Competency in Cath Lab would be advantageous. Knowledge of paediatric protocols. Computer literacy (MS Windows, Word, Excel, and PowerPoint). Good interpersonal and supervisory skills and knowledge of the Staff Performance Management System. Good organisational, decision-making and conflict resolution skills; understanding of quality assurance and strong commitment to high service standards.

DUTIES : Manage the radiographic service in the MRI Unit Perform MRI independently. Perform advanced CT imaging as required by the department. Manage and perform general radiography, fluoroscopy, mobile radiography, theatre and Lodox. Training- Be responsible for staff and student teaching and training. People Management - Manage radiography and support personnel, this includes doing their performance appraisals. Participate in the management of the Radiography cost centre. Participate in middle management and delegated management tasks. Care of Equipment. Ensure quality assurance in the department (all modalities) and the use of suitable radiation protection. Engage with vendors with regards to the maintenance of equipment of all modalities.

ENQUIRIES : Ms C Pietersen Tel No: (021) 658 5104

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.

CLOSING DATE : 09 January 2026

POST 45/338 : **CHIEF DIAGNOSTIC RADIOGRAPHER GRADE 1 (TRAUMA)**

SALARY : R575 250 per annum

CENTRE : Red Cross War Memorial Children's Hospital, Rondebosch

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Diagnostic Radiography. Registration with the Professional Council: Registration with the Health Professions Council of South Africa (HPCSA) in Diagnostic Radiography. Experience: A minimum of 3 years’ relevant experience in Diagnostic Radiography after registration with the Health Professions Council of South Africa (HPCSA). Inherent requirements of the job: Must be able to work with paediatric patients and be prepared to work with patients with acute medical conditions. Willingness to rotate through Trauma/MRI. Participate in the 24-hour service of the department. Competencies (knowledge/skills): The candidate must have thorough knowledge of radiation protection, quality assurance and equipment safety. Full competency in advanced CT scan working independently. Full competency in MRI working independently. Competency in Cath Lab would be

advantageous. Knowledge of paediatric protocols. Computer literacy (MS Windows, Word, Excel, and PowerPoint). Good interpersonal and supervisory skills and knowledge of the Staff Performance Management System. Good organisational, decision-making and conflict resolution skills; understanding of quality assurance and strong commitment to high service standards.

DUTIES : Manage the radiographic service in the Trauma Unit. Manage and perform general radiography, fluoroscopy, mobile radiography, theatre and Lodox. Perform advanced CT imaging as required by the department. Perform MRI independently. Training- Be responsible for staff and student teaching and training. People Management. Manage radiography and support personnel, this includes doing their performance appraisals. Care of Equipment. Ensure quality assurance in the department (all modalities) and the use of suitable radiation protection. Engage with vendors with regards to the maintenance of equipment of all modalities. Provide statistics and report on daily activities and equipment status.

ENQUIRIES : Ms C Pietersen Tel No: (021) 658-5104

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.

CLOSING DATE : 09 January 2026

POST 45/339 : **CONTROL ENGINEERING TECHNICIAN GRADE A (ELECTRICAL/MECHANICAL)**
Directorate: Engineering and Technical Services, Professional Engineering Services

SALARY : Grade A: R551 493 per annum, (A portion of the package can be structured according to the individual’s personal needs).

CENTRE : Head Office, Cape Town (Location on the grounds of Karl Bremer Hospital)

REQUIREMENTS : Minimum educational qualification: An appropriate National Diploma in Engineering (Electrical/Mechanical) or equivalent relevant qualification. Registration with a professional council: Registration with ECSA as a professional Engineering Technician. Experience: At least 6 years appropriate/recognisable experience after obtaining the relevant qualification e.g. National Diploma in Engineering. Appropriate experience in design, specification and maintenance of hospital infrastructure with a strong emphasis on plant, reticulation and engineering systems. Appropriate experience in the compilation of specifications and procurement documentation. Inherent requirements of the job: Willing to work overtime, stay away and travel throughout the Western Cape Province, often at short notice. Willing to assist in other institutions and directorates. Physically fit and able to inspect buildings and related engineering infrastructure and machinery. Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Knowledge in the compilation of specifications and tender documentation. Contracts and quality management skills. Knowledge of risk analysis and risk mitigation strategies and prioritisation. Conversant with OHSA and regulations pertaining to Electrical and Electrical installations. Conversant with NEC contracts especially the Short-, Term service- and Framework agreement forms of contracts. Computer literate (MS Word. Auto CAD and Excel). Knowledge and experience in computer aided design of engineering infrastructure in the health care environment. Sound interpersonal and good verbal and written communication skills.

DUTIES : Compile specifications and tender documentation within time limits. Manage projects from inception to close-out. Liaise with clients with regard to information and work progress. Ensure continuity of service schedules, prioritizing work, and consideration of operational requirements. Ensure Engineering infrastructure, plant and equipment comply with Occupational Health and Safety Act. Built environment related regulations and prescripts in the Health Care environment.

ENQUIRIES : Mr S Reichert Tel No: (021) 830-3768

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. A practical/competency test may form part of the shortlisting and/or interview process, a full job description is available upon request.

CLOSING DATE : 09 January 2026

POST 45/340 : **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL UNIT) (MIXED WARD)**
Chief Directorate: Rural Health Services

SALARY : Grade 1: R549 192 per annum
CENTRE : Worcester Regional Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing and midwifery) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife / Accoucheur. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife / Accoucheur. Inherent requirements of the job: Flexibility to perform official after-hour and weekend standby duties for the hospital. Willingness to work night shifts, act on behalf of supervisor. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Competencies (knowledge/skills): Managerial & leadership skills and values: integrity, innovative visionary, catalyst for change, self-awareness & confidence, delegation, accountability, problem solving & decision making, conflict resolution, interpersonal & communication skills. Clinical Governance, staff empowerment and development. Human Resource and Financial Management – including computer literacy (MS Word, Excel, PowerPoint and Outlook). Extensive knowledge in general nursing, infection prevention and control and quality assurance. Knowledge of relevant legislation pertaining to labour relationships, nursing legislation, related legal and ethical nursing practices, relevant public sector policies and protocols.
DUTIES : Supervise and lead the provision of effective and efficient patient care through adequate nursing care within the functional business unit (FBU). Coordinate and monitor the implementation of nursing care plans and evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Maintain constructive working relationships with nursing and stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilisation of human, financial and physical resources, including information management.
ENQUIRIES : Mr S Bruiners Tel No: (023) 348-1104
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 test and/or competency assessment. The pool of applicants will be considered for vacancies within Worcester Regional Hospital for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
CLOSING DATE : 09 January 2026

POST 45/341 : **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL UNIT: MALE WARD)**
Cape Winelands Health District

SALARY : Grade 1: R549 192 per annum, (Plus 8% rural allowance of your annual basic salary)
CENTRE : Robertson Hospital (Male Ward), Langeberg Sub-district
REQUIREMENTS : 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. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Work after-hours, shifts, weekends and public holidays when required. Standby for Hospital. Valid (code B/EB) driver’s licence. Willingness to assist in other wards when required. Competencies (knowledge/skills): Knowledge and insight of relevant legislation and policy related to nursing s within the public sector and basic computer literacy (MS Word, Excel and Outlook). Ability to promote quality patient care through the setting,

implementation and monitoring of standards. Effective communication, interpretation, leadership, decision-making and conflict resolution and organizational skills. Knowledge of health applications i.e. CLINICOM, SINJANI and HECTIS.

DUTIES : Effective management of nursing care, which includes effective utilization of human, financial and physical resources in the male ward. Ensure quality nursing care throughout the hospital through participation in the analysis, formulation and implementation of nursing guidelines, practices standards and procedures. Provision of effective support and standby duty for Nursing Management. Implement and oversee effective processes and practices regarding all statistical information needed to render a quality health service. Supervise, plan and implement the provision of effective and efficient infection control measures. Maintain and participate in inter-professional and multi-disciplinary teamwork.

ENQUIRIES : Ms SM Kortje Tel No: (023) 626-8548

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 required to do a practical test and will be subjected to a Competency Assessment. The pool of applications will be considered for vacancies within (Langeberg Sub District), for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements and salary level are the same as those of the advertised post.

CLOSING DATE : 09 January 2026

POST 45/342 : **CHIEF ARTISAN GRADE A (TECHNICAL SERVICES)**
Chief Directorate: Metro Health Services

SALARY : Grade A: R480 261 per annum

CENTRE : Stikland Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate trade test certificate in Electrical/Millwright/Carpentry/Plumbing. Experience: Appropriate ten (10) years post qualification experience as an Artisan/Artisan Foreman in the building environment. Appropriate supervisory/managerial experience. Appropriate experience in Project Management and Building Maintenance Management. Inherent requirements of the job: Valid Code B/EB driver’s licence. Willingness to perform standby duties after hours and over weekends/Public holidays and overtime when the need arises. Willingness to perform the duties of an Artisan/Artisan Foreman as and when required. Must be physically fit to perform duties as required. Competencies (knowledge/skills): Strong communication skills (written and verbal) with the ability to communicate effectively to both internal and external stakeholders. Strong organisational and problem-solving skills to support effective project management and the timely delivery of targets and outputs. Knowledge of the relevant SCM and Finance legislative prescripts, policies and procedures. Strong Contract- and project management as well as compilation of procurement documentation skills. Computer proficiency in MS Office package.

DUTIES : Effective and efficient management of the Workshop, including People Management, Equipment- and Supplies management and the management of the Workshop stores. Input and liaising with Chain Management/Finance Management on procurement matters and other resources. Strategic planning and management of hospital maintenance needs and infrastructure projects. Implement strategies to ensure continuous adherence to OHSA and other legislative frameworks in order to achieve compliance with IHS, IPC and OHS norms and standards and render sound quality and risk management practices. Provide input, assistance and compile technical specifications, draft business plans, draft reports and submissions, assist and complete adverse incident reports, submit monthly and adhoc statistics and other relevant administrative tasks as required. Ensure adherence to all legislation relating to construction, electrical, plumbing, welding, plantrooms and carpentry works to ensure compliance and smooth operations at Stikland Hospital.

ENQUIRIES : Ms Z Filby Tel No: (021) 940-4555

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 will be subjected to a written/practical and oral assessment. The pool of

applications will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post

CLOSING DATE : 09 January 2026

POST 45/343 : **ASSISTANT DIRECTOR: HUMAN RESOURCES ADMINISTRATION (PERSONNEL PRACTICES)**
Chief Directorate: Emergency and Clinical Services Support

SALARY : R468 459 per annum
CENTRE : Office of the CD, Emergency Medical Services, People Management (Premises of Karl Bremmer Hospital)
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma\Degree or equivalent NQF6 qualification in the Human Resource related field. Experience: Appropriate experience in Human Resource Management. Appropriate experience in a supervisory or a managerial position in Human Resource Management. Inherent requirements of the job: Valid drivers' licence. Willingness to travel throughout the province, stay overnight when required and work overtime. Thorough knowledge of the Departmental policies, prescripts and Acts that govern the functions. Competencies (knowledge/skills): Excellent written and verbal proficiency. Ability to function as a team player, with or without supervision. Ability to function under stressful environment and cope with a heavy workload. Leadership capabilities, managerial and organisational skills. Ability to manage conflict and function under pressure. Ability to analyse, interpret and apply legislation, policies and prescripts. Computer literacy (MS Word, Excel, PowerPoint, Outlook and Internet).
DUTIES : Responsible for the effective management of the APL (including the APL budget), HR Planning and Job Evaluation processes, Establishment Control, Recruitment, Selection, Transfer and appointment of staff within the Compensation management prescripts. Responsible for the effective management of the Staff Performance Management System and Job Descriptions in EMS. Conduct training to staff and line mangers and provide support and guidance within the scope of the above profile. Responsible for the investigation of grievances/disputes linked to recruitment and selection and performance management processes. Serve as nodal point for maintaining and reporting on integrated HR Information (within the scope of profile) to stakeholders. Effective management and development of sub ordinates and co-ordinate an equitable workflow.
ENQUIRIES : Ms L Meter Tel No: (021) 948 9374 or Liesl.Meter@westerncape.gov.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 may undergo a Competency Based Administration. The pool of applicants will be considered for other vacant Assistant Director: Human Resource Management posts within the Chief Director Emergency & Clinical Services Support, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment. The People Management Offices will be relocating onto the premises of Alexandra Hospital.
CLOSING DATE : 09 January 2026

POST 45/344 : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE) (OPD: ARV)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R476 367 per annum
Grade 2: R583 989 per annum
CENTRE : Eerste River Hospital
REQUIREMENTS : 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. Post-basic nursing qualification, with a duration of at least 1 year accredited with the SANC in the following: Diploma in Clinical Science, Health Assessment, Treatment and Care, accredited with SANC (R48). Registration with the professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: **Grade 1:** A Minimum of 4 years

		appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A Minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the periods referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the one-year post-basic qualification in Clinical Science, Health Assessment, Treatment and Care (R48). Inherent requirements of the job: Willingness to work overtime when necessary, and to work shifts including weekends, public holidays, and night duty. The incumbent will also be expected to rotate within the hospital. Competencies (knowledge/skills): Knowledge of procedures relating to nursing education, training and of basic post basic nursing. Knowledge and understanding of nursing Code of Ethics and Professional Practice of the SANC of nursing Standard of Practice and scope of practice. Computer literate in MS Office (Excel, Word and Power point) and MS Outlook.
DUTIES	:	Provide and perform clinical nursing practice in accordance with the scope of practice and nursing standards for nursing services. Plan and implement Health Promotion and Prevention activities. Link with community structures and NPO's. Collect data and submit reports on or before time. Assist with managing human and equipment resources. Ensure an effective administrative service. Facilitate clinical teaching, training and health education. Provision of effective clinical services. Participate in research activities.
ENQUIRIES	:	Ms MM Luphondo Tel No: (021) 902-8010/57
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 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 applicants will be considered for other vacant Clinical Nurse Practitioner posts within the Chief Director: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.
CLOSING DATE	:	09 January 2026
POST 45/345	:	**CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PHC)** Cape Winelands Heath District
SALARY	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
CENTRE	:	Saron Clinic, Drakenstein Sub-district
REQUIREMENTS	:	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 a professional council: Current registration with the South African Nursing Council as Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General nursing. **Grade 2:** A minimum of 14 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. Inherent requirements of the job: Prepared to work at different facilities within the Sub District inclusive a Mobile and when needed within the community (COPC concept). A valid driver's license. Competencies (knowledge/skills): Demonstrate in-depth knowledge of Nursing and public service legislation. Ability to effectively communicate (written and verbal). Computer literacy (MS Word and Excel).
DUTIES	:	Assist with the management of the burden of disease in accordance with the guidelines and protocols of the western cape. Provide and maintain quality of

care to all patients and health services. Maintain accurate clinical records, statistics registers, and referral records. Effective utilization of Resources/Stock within the limited budget constraints. Participation in Community events and initiating awareness with regards to health-related issues. Maintain and participate in inter-professional and multi-disciplinary teamwork but able to work independently. Supervise and mentor lower categories of staff. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Ms J Bosch Tel No: (021) 862-4520

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 interview. The concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care. The pool of applications will be considered for vacancies within (Drakenstein Sub District), for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements and salary level are the same as those of the advertised post.

CLOSING DATE : 09 January 2026

POST 45/346 : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R476 367 per annum
Grade 2: R583 989 per annum

CENTRE : Delft Community Health Centre

REQUIREMENTS : 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 Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care, accredited with SANC (R48). Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: **Grade 1:** A Minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A Minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: A valid driver's licence and willingness to travel. Willingness to work after hours. Competencies (knowledge/ skills): NIMART training or experience. Knowledge and understanding of nursing Code of Ethics and Professional Practice of the SANC of nursing Standard of Practice and scope of practice. Computer literate in MS Office (Excel, Word and Power point) and MS Outlook.

DUTIES : Treatment of patients on Primary Health Care level with regards to Curative Services, Communicable Diseases, Mental Health and Chronic Diseases within the scope of practice. Render effective child and school health services, including the integration of nutritional services, within the scope of practice. Render effective Women's Health including Antenatal services within the scope of practice. Assist with management and execution of all relevant HAST Programmes (TB, STI and HIV/AIDS). Work as part of the multi-disciplinary team to ensure quality, promotive, preventive and curative Primary Health Care delivery. To be an advocate for patients to ensure the provision of quality Health Care necessary.

ENQUIRIES : Ms K Levy Tel No: (021) 954-2237

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 candidates who apply for the first time for registration in the post basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care. The pool of applications will be considered for vacancies within 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.

CLOSING DATE : 09 January 2026

POST 45/347 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING: OPD; ORTHOPAEDICS)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R476 367 per annum
Grade 2: R583 989 per annum

CENTRE : Mitchell's Plain District Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (Degree/Diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A Post basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Orthopaedic Nursing. Registration with a professional council: Registration with SANC as a Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional nurse with 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 this period referred to above must be appropriate/recognizable experience in specific specialty after obtaining the one-year post- basic qualification in Medical and Surgical Nursing Science: Orthopaedic Nursing. Inherent requirements of the job: To work shifts including weekends, public holidays and night duty. To rotate to other units within the Orthopaedics department. Competencies (knowledge/ skills): Sound knowledge and understanding of nursing and health service-related acts, legislation, policies and practices. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in MS Word, Excel, Outlook and use of Internet Ability to lift and turn patients, stand for long hours and lift heavy equipment.

DUTIES : Provide an optimal, holistic, specialized Nursing Care within set standards and within a professional, legal framework as a Professional Specialist Nurse in Orthopaedic Nursing. Maintain a constructive working relationship with nursing and other stakeholders. Utilise human, material and physical resources efficiently and effectively. Participate in research and training and development of community, staff and students to achieve optimal health care and rehabilitation of orthopaedic patients. Assist with administrative duties, e.g. data collation and reporting.

ENQUIRIES : Mr R Geswindt Tel No: (021) 377-4410

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 candidates who apply for the first time for registration in the post-basic qualification in Medical and Surgical Nursing Science: Orthopaedic Nursing. 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 : 09 January 2026

POST 45/348	:	**PROFESSIONAL NURSE GRADE 1 TO 2: SPECIALTY (THEATRE AND DAY WARD) (X4 POSTS)** Chief Directorate: Metro Health Services
SALARY	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
CENTRE	:	New Somerset Hospital
REQUIREMENTS	:	Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse and midwife. A post-basic nursing qualification, with duration of at least 1 year, accredited with SANC in Medical and Surgical Nursing Science: Operating theatre technique, which allows registration with SANC. Registration with a professional council: Registration with the SANC as a Professional Nurse and midwife. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Operating Theatre after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends, and public holidays to meet the operational requirements. Must be prepared to assist in all departments according to operational requirements. Competencies (knowledge/skills): Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills. Ability to function/make decisions independently and as part of a multi-disciplinary team. Practical knowledge and experience in the operating theatre. Basic computer skills in MS Word, Excel, Outlook. Knowledge of relevant legislation and policies of the Department of Health Western Cape.
DUTIES	:	Provide safe and comprehensive care delivered to patients in theatre. Provision of optimal, holistic specialised care with set standards within professional/legal framework. Ensure adherence to the principles of IPC practices in the theatre. Ensure accurate record keeping for statistical and legal purposes. Support and supervise students and subordinates in theatre. Effective utilization of resources.
ENQUIRIES	:	Ms S Basardien Tel No: (021) 402-6485
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. 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 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	:	09 January 2026
POST 45/349	:	**PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCY) (X2 POSTS)** Garden Route District
SALARY	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum (Plus non pensionable rural allowance of 8% of your annual basic salary).
CENTRE	:	Riversdale Hospital
REQUIREMENTS	:	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. Post-basic nursing qualification with a duration of at least one year

accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency. Registration with the professional council: Registration with the SANC as a Professional Nurse and Midwife. 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 the specific speciality after obtaining the 1-year post-basic nursing qualification in the relevant speciality as mentioned above. Inherent requirements of the job: A valid (Code B/EB) driver's licence. Willingness to work shifts, Sundays, public holidays, night shift and overtime. Competencies (knowledge/skills): Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how this impact on service delivery. Effective interpersonal, leadership, organisational, decision making and conflict resolution skills. Be knowledgeable about South African Triage Scale (SATS) and Emergency Nursing. Good communication skills. Computer literacy (i.e. MS Word, Excel, PowerPoint and Outlook).

DUTIES : Provide holistic specialized nursing care to patients in a cost-effective manner. Effective implementation of infection control policies and health and safety legislation. Assist with managing human and material resources. Maintain a constructive working relationship with nursing and other stakeholders. Participate in training, development and research within the nursing department. Provision of Support to Nursing Services.

ENQUIRIES : Mr NL Mphato Tel No: (028) 713-8656

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/written and oral assessment. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. -This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification in Medical and Surgical Nursing Science: Critical Care Nursing: General or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency. 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.

CLOSING DATE : 09 January 2026

POST 45/350 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING: OCCUPATIONAL HEALTH AND SAFETY/IPC/QUALITY ASSURANCE)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R476 367 per annum
Grade 2: R583 989 per annum

CENTRE : False Bay Hospital, Southern/Western Sub-structure

REQUIREMENTS : 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 speciality after obtaining

		the 1 year post basic nursing qualification with the SANC as mentioned above. Inherent requirements of the job: Partake in weekend and afterhours cover for the facility. Competencies (knowledge/ skills): Good verbal and communication 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. Computer literacy (Ms Word, Excel, PowerPoint).
DUTIES	:	Provide Occupational Health Clinical Services at institutional level (promoting Health, Safety and Wellness in the workplace). Provide advisory services on all Occupational Health and Safety matters. Render an efficient administrative system and control of the Occupational Health Service. Conduct Risk assessment audits. Participate in training programmes in conjunction with People Management and Training Departments as required. Management & Promotion of Quality Assurance and Infection Prevention and Control (liaise with IPC related matters).
ENQUIRIES	:	Ms B Tyutu Tel No: (021) 832-5206
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 on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).The pool of applicants will be considered for other vacant posts within the Chief Directorate: Metro Health Services, for a period of three 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. Candidates will be subjected to a written/practical and oral assessment.
CLOSING DATE	:	09 January 2026
POST 45/351	:	**CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)** Cape Winelands Health District
SALARY	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
CENTRE	:	Devon Valley Mobile
REQUIREMENTS	:	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 a professional council: Registration with the South African Nursing Council as Professional Nurse and Midwife. Inherent requirements of the job: Prepared to work at different facilities within the Sub District inclusive a Mobile and when needed within the community (COPC concept). Valid (Code B/EB) driver’s license. Experience: **Grade 1:** A minimum of 4 years’ appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the relevant specialty. Competencies (knowledge/skills): Demonstrate in-depth knowledge of Nursing and public service legislation. Computer literacy (MS Word and Excel). Ability to promote quality patient care through the implementation of protocols, guidelines and standards. BANC & PACK training or experience.
DUTIES	:	Assist with the management of the burden of disease in accordance with the guidelines and protocols of the western cape. Provide and maintain quality of care of all patients and health services. Maintain accurate clinical records, statistics registers, and referral records. Effective utilization of Resources/Stock within the limited budget constraints. Participation in Community events and initiating awareness with regards to health-related

issues. Maintain and participate in inter-professional and multi-disciplinary teamwork but able to work independently. Supervise and mentor lower categories of staff. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Ms MM Muller Tel No: (021) 808-6109

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 required to do a practical test. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care. "The pool of applications will be considered for vacancies within Stellenbosch 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 : 09 January 2026

POST 45/352 : **ASSISTANT DIRECTOR: MEC SUPPORT (LICENSING)**
Directorate: Assurance

SALARY : R468 459 per annum

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma (NQF Level 6) in Administration or Finance or Business or Health field (or equivalent). Experience: Appropriate administrative, data management and legal administration/ interpretation experience within a health service and/or business environment. Appropriate supervisory level (salary level 7 or 8). Appropriate experience within a regulatory environment. Inherent requirement of the job: A valid (Code B/EB) driver's licence and willingness to travel throughout the Western Cape. Competencies (knowledge/skills): Extensive knowledge of Health Acts & Regulations (National & Provincial), specifically those related to licensing of health services. Extensive knowledge of Policies and Guidelines (National & Provincial) related to licensing of health services. Excellent interpersonal, communication and organisation skills. Excellent writing and grammatical skills, such as editing and formulating of documents. Ability to function independently and with confidence. Good team building skills. Client and task/results orientated. Ability to efficiently operate computer programmes such as Microsoft Word, Excel, PowerPoint and E-mail.

DUTIES : Effectively and assertively implement applicable health and related legislation, and decision-making procedure: Participating, on behalf of the Ministry, in all processes pertaining to legislative changes pertaining to the licensing function. Representing the Ministry in all consultative processes surrounding legal matters brought against the MEC in relation to the licensing function Implement guidance of P.N. 187, P.N. 180 and the Guidelines for Licensing Community Mental Health Facilities. Rendering professional administrative support to the MEC in relation to licensing: Receiving, sorting, filing and redirecting matters received by the MEC in relation to licensing. Monitoring the document progress for applications received by the MEC. Engage with the administrative staff in the office of the MEC on short and long term professional administrative support services with regards to licensing to: Collaborating on all appropriate functions with the administrative staff in the office of the MEC. Rendering an advisory service to the MEC in relation to licensing matters: Studying licensing documentation received by the MEC. Consulting additional advisors where necessary. Formulating advice for the MEC on all licensing matters. Presenting to the MEC on all licensing matters. Drafting outcome letters for the MEC in relation to applications received. Ensuring that legislative timeframes are met in relation to licensing. Liaison, on behalf of the MEC, between the office of the MEC and Department and/or applicants in the process of considering the applications: Engaging Departmental staff to clarify queries and obtain background information on all licensing matters dealt with in the MEC's office. Liaison with applicants to obtain additional information in relation to their applications. Liaison with additional advisors in the process of formulating

advice in relation to the MEC's function of considering appeals and exemptions.

ENQUIRIES : Mr N Mavela Tel No: (021) 483-3316 / 073 875 8343
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.
CLOSING DATE : 09 January 2026

POST 45/353 : **CLINICAL PROCUREMENT SPECIALIST**

SALARY : R468 459 per annum
CENTRE : Red Cross War Memorial Children's Hospital, Rondebosch
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma/Degree. Experience: Appropriate experience in clinical product/equipment evaluation. Knowledge of medical equipment and supplies and their application within a healthcare environment. Appropriate experience in government procurement. Appropriate experience in strategic procurement. Sound clinical knowledge on medical products. Inherent requirements of the job: The candidate must be willing to work overtime. Competencies (knowledge/skills): Proven report writing skills. Broad knowledge on negotiating with suppliers. Health sector products (Medical & Surgical equipment and consumables). Bid Management and Procurement prescripts. Preferential Procurement and/or Black Economic Empowerment Management capabilities and understanding. Product evaluation processes. Highly developed problem-solving abilities. Sound interpersonal/communication skills. Computer literacy (Word, Excel, PowerPoint).
DUTIES : Co-ordinate the evaluation of medical & surgical equipment and consumables for purchase. Liaise with users and suppliers of medical & surgical equipment and consumables. Provide training and guidance on the use of the Essential Supplies List. Assist in the prioritisation of medical / surgical consumables and equipment needs. Represent SCM on various institutional committees. Ensure proper application of contract management. Advisor to the institutional Quotation Committee. Represent RCWMCH on various transversal and provincial bids. Ensure compliance to SCM prescripts. Assist in Procurement Planning and Demand Management.
ENQUIRIES : Mr E Jacobs Tel No: (021) 658-5786, Ebrahim.Jacobs@westerncape.gov.za
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : No payment of any kind is required when applying for this post. This post does not form part of any Occupation Specific Dispensation. Shortlisted candidates may be required to complete a practical test.
CLOSING DATE : 09 January 2026

POST 45/354 : **RADIOGRAPHER GRADE 1 TO 3 (DIAGNOSTIC)**

SALARY : Grade 1: R397 233 per annum
Grade 2: R463 941 per annum
Grade 3: R543 099 per annum
CENTRE : Red Cross War Memorial Children's Hospital, Rondebosch
REQUIREMENTS : 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 40 - hours per week which includes after hour services on weekends and night duty rotations as determined by the department. Competencies (knowledge/skills): Adhere to all departmental requirements and protocols. Knowledge of radiation protection, quality assurance and equipment safety. Provide paediatric radiography service independently and as part of a team. Knowledge of Digital Radiography imaging modalities and medical imaging workflow. Good computer skills (MS Word, Excel and PowerPoint). Good interpersonal skills and perform effectively as part of a multidisciplinary team. Comply with National Core Standards requirements. Good time management. Knowledge of Picture Archiving and Communication Systems and Radiology Information Systems.

DUTIES : Provide a radiographic service for paediatric patients and produce diagnostic images of high quality. Provide optimal patient care. Imaging of paediatric patients in specialized areas. Perform CT Scan imaging, Digital Radiography, Fluoroscopy, Theatre, DR Mobiles, Panorex Imaging and Lodox. Optimal use and care of equipment and daily quality checks. Participate in personal, departmental and hospital in-service and training programs. Provide relief duty in absence of the colleagues and provide support to supervisor.

ENQUIRIES : Ms C Pietersen Tel No: (021) 658-5104

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

NOTE : No payment of any kind is required when applying for this post. The job contents as indicated in the advertisement might be adjusted in terms of the service needs. Shortlisted candidates may be subject to a practical test. “Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration 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)”.

CLOSING DATE : 09 January 2026

POST 45/355 : **MEDICAL TECHNOLOGIST GRADE 1 TO 3**
Chief Directorate: Emergency and Clinical Services Support

SALARY : Grade 1: R397 233 per annum
Grade 2: R463 941 per annum
Grade 3: R543 099 per annum

CENTRE : Forensic Pathology Services, Forensic Medicine and Toxicology, Observatory Forensic Pathology Institute

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Technologist in Histopathology. Registration with a professional council: Registration with the HPCSA as Medical Technologist in Histopathology. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Technologist (Histopathology) in respect of South African employees. 1-year relevant experience after registration with the HPCSA in the relevant profession as a Medical Technologist (Histopathology) in respect of foreign qualified employees, of whom it is not required to work Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years relevant experience after registration with the HPCSA as a Medical Technologist (Histopathology) in respect of South African employees. 11-years relevant experience after registration with the HPCSA in the relevant profession as a Medical Technologist (Histopathology) in respect of foreign qualified employees, of whom it is not required to work Community Service, as required in South Africa. **Grade 3:** A minimum of 20 years relevant experience after registration with the HPCSA as a Medical Technologist (Histopathology) respect of South African employees. 21-years relevant experience after registration with the HPCSA in the relevant profession as a Medical Technologist (Histopathology) in respect of foreign qualified employees, of whom it is not required to work Community Service, as required in South Africa. Inherent requirements of the job: Valid Code B/EB driver’s license. Competencies (knowledge/skills): Above average ability to communicate clearly and discreetly in person and in writing. Above average Computer and

software literacy in at least MS Excel and Word. Ability to achieve and maintain good interpersonal and working relations with staff and clients, with knowledge of the core values of the Department. Ability to perform duties outside normal working hours and away from base of employment. Good administrative skills and Laboratory Staff Management, with above average technical skills and problem-solving ability under pressure. Knowledge of the applicable Laboratory Information System. Knowledge of the medico-legal principles, including maintenance of chain of custody, that form the cornerstone of all medical laboratories but is of particular importance in a Forensic laboratory set-up. Proficiency in Good Laboratory Practice. Knowledge and Application of policies - sections of the Occupational Health and Safety Act, the National Health Act and the Inquests Act, as well as the processes and procedures associated with laboratory accreditation. Competent in numerical assessment, planning, forecasting, and checking (aware of finance principles, budget, procurement, stores, claims, etc.). Ability to deliver expert testimony in court proceedings. Exposure to postmortems, autopsy work and dissection. Planning skills. Keep abreast of developments within appropriate histopathology discipline(s). Knowledge of the functioning of a Forensic Pathology Department in South Africa. Ability to teach co-workers, students and medical staff. Working knowledge of the legislation, policies and code of conduct pertaining to Forensic Pathology practice.

DUTIES : Effective Clinical Service delivery and transformation. Effective and efficient Clinical Governance and Quality Assurance. Effective Corporate Governance. Effective and efficient administrative and academic responsibilities.

ENQUIRIES : Dr IJ Molefe, email: (Itumeleng.Molefe@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 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). Candidates may have to undergo profiling assessments prior to appointment. “The pool of applications will be considered for vacancies within Forensic Pathology Service, Observatory Forensic Pathology Institute, Division: Forensic Medicine and Toxicology, University of Cape Town, 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 : 09 January 2026

POST 45/356 : **OCCUPATIONAL THERAPIST GRADE 1 TO 3 (PHC SUPPORT AND OUTREACH)**
West Coast District

SALARY : Grade 1: R397 233 per annum
Grade 2: R463 941 per annum
Grade 3: R543 099 per annum

CENTRE : Bergriver Sub-district

REQUIREMENTS : Minimum educational qualification: An appropriate qualification that allows for the registration with the Health Professional Council of South African (HPCSA) as an Occupational Therapist. Registration with a professional council: Registration with the Health Professional Council of South African (HPCSA) as an Occupational Therapist. Experience: **Grade 1:** None after registration with the HPCSA as Occupational Therapist in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA as Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years’ relevant experience after registration with the HPCSA as Occupational Therapist in respect of SA qualified employees. A Minimum of 11 years’ relevant experience after registration with the HPCSA as Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 20 years’ relevant experience after registration with the HPCSA as

Occupational Therapist in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel, PowerPoint and Outlook). Ability to work accurately under pressure and maintain a high standard of professionalism. Ability to work independently and in a multi-disciplinary team with excellent interpersonal and communication skills. Innovative and analytical thinking and the ability to initiate, coordinate, manage and sustain programs. Knowledge of Community Oriented Primary care.

DUTIES : Delivery of optimal outcomes-based intervention to patients in the community according to occupational therapy principles and protocols. Mobility and assistive device services rendered in the community. Facilitation of training for health personnel, clients, their families, volunteers, and inter-departmental personnel. Perform administrative tasks relating to department and skills developmental and training for Occupational Therapist. General support to supervisor and colleagues within the subdistrict.

ENQUIRIES : Ms ME Ramokgadi Tel No: (022) 913-3062

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 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 the Bergriver 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 : 09 January 2026

POST 45/357 : **SPEECH THERAPIST GRADE 1 TO 3**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R397 233 per annum
Grade 2: R463 941 per annum
Grade 3: R543 099 per annum

CENTRE : Khayelitsha District Hospital

REQUIREMENTS : Minimum educational qualification: An appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Speech Therapist or Speech Therapist and Audiologist. Registration with the professional council: Registration with the HPCSA as a Speech Therapist or Speech Therapist and Audiologist. Experience: **Grade 1:** None after registration with the HPCSA as Speech Therapist or Speech Therapist and Audiologist in respect of SA qualified employees. 1-year relevant experience after registration with the HPCSA as Speech Therapist or Speech Therapist and Audiologist 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 Speech Therapist or Speech Therapist and Audiologist in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as Speech Therapist or Speech Therapist and Audiologist 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 Speech Therapist or Speech Therapist and Audiologist in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as Speech Therapist or Speech Therapist and Audiologist in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Minimum educational qualification: An appropriate qualification that allows for registration with the

Health Professions Council of South Africa (HPCSA) as a Speech Therapist or Speech Therapist and Audiologist. Inherent requirements of the job: Computer Literacy (MS Word, Excel and PowerPoint). Competencies (knowledge/skills): Ability to provide Speech Therapy services independently and as part of a team. Excellent report, clinical note and referral writing skills and competent in counselling of patients, carers and families. Sound verbal and written communication skills. Comply with the National Core Standards requirements. Inherent requirements of the job: Computer Literacy (MS Word, Excel and PowerPoint).

DUTIES : Assess and manage Speech, Language, and Swallowing fallouts in the adult and Paediatric Populations. Coordinate and manage the Speech Therapy department and services at a district level. Participate in Multidisciplinary Team discussions and departmental, hospital in-service and training programmes and participate in basic student training. Effective and efficient resource management such as managing stock and ordering consumables. Complete weekly stats and service reports as required. Maintain own professional development, facilitate in-service training as identified. Manage review of personal performance.

ENQUIRIES : Ms N Sonday Tel No: (021) 360-4299

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 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 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 : 09 January 2026

POST 45/358 : **OCCUPATIONAL THERAPIST GRADE 1 TO 3**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R397 233 per annum
Grade 2: R463 941 per annum
Grade 3: R543 099 per annum

CENTRE : Klipfontein/Mitchell’s Plain Sub-structure Office

REQUIREMENTS : Minimum educational qualification: An appropriate qualification that allows for the required 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 HPCSA as an Occupational Therapist in respect of RSA qualified employees. 1-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 HPCSA as an Occupational Therapist in respect of SA qualified employees. A Minimum of 11 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. **Grade 3:** A minimum of 20 years’ relevant experience after registration with the HPCSA as an Occupational Therapist in respect of SA qualified employees. 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 requirement of the job: A Valid (Code B/EB) driver’s licence and willingness to travel within the Metro. Competencies (knowledge/skills): Relevant skills in assessing, developing and implementing Occupational Therapy intervention. Sound knowledge of relevant National and Provincial

legislation. Knowledge of Health Care 2030. Experience in student training/supervision. Basic computer skills in MS Word, Excel, Outlook.

DUTIES : Coordinate & manage OT services for a designated area. People management (Rehab Care Workers, students, volunteers). Liaise and collaborate with stakeholders. Screen, assess and intervene as required and is relevant & appropriate. Link to appropriate levels of care.

ENQUIRIES : Ms R Hull Tel No: (021) 370-5019

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 : 09 January 2026

POST 45/359 : **DIETICIAN GRADE 1 TO 3**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R397 233 per annum
Grade 2: R463 941 per annum
Grade 3: R543 099 per annum

CENTRE : Macassar CDC

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Dietician. Registration with the professional council: Registration with the HPCSA as a Dietician. Experience: **Grade 1:** None after registration with the HPCSA in Dietetics in respect of RSA qualified employees. One-year relevant experience after registration with the HPCSA in Dietetics in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 10 years relevant experience after registration with the HPCSA in Dietetics in respect of SA qualified employees. Minimum of 11 years relevant experience after registration with the HPCSA in Dietetics in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Minimum of 20 years relevant experience after registration with HPCSA in Dietetics in respect of SA qualified employees who performed Community Service, as required in South Africa. Minimum of 21 years relevant experience after registration with the HPCSA in Dietetics in respect of foreign qualified employees. Inherent requirements of the job: Willingness to conduct outreaches to local clinics, community day/ health centres and communities. Valid Code B/EB driver's license. Willingness to work overtime. Competencies (knowledge/skills): Thorough knowledge and exposure to all aspects relating to Dietetics. Good interpersonal, communication, counselling and organisational skills. Computer literate in Word, Excel, PowerPoint, Outlook and MS Teams. Facilitation, presentation and project coordination skills. Sound knowledge of INP & nutrition policies.

DUTIES : Managing burden of disease by improving nutrition in the early life and late life course to all patients. Provide community outreach, conduct projects and activities by rendering a therapeutic service Capacitated workforce. Provide in-service training and mentoring of all categories of personnel and students on nutrition related topics to. General administration including assisting with planning, reporting activities conducted, and monitoring of nutritional programmes.

ENQUIRIES : Ms G Viana Tel No: (021) 857-2330

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 written practical test and oral assessment.

Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status. The pool of applicants will be considered for other vacant Dietician posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.

CLOSING DATE : 09 January 2026

POST 45/360 : **SENIOR ADMINISTRATIVE OFFICER: LABOUR RELATIONS**
Directorate: Employee Relations

SALARY : R397 116 per annum
CENTRE : Head Office, Cape Town (West Coast District Office)
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma/ Degree within Human Resource Management or Labour Relations. Experience: Appropriate experience in PERSAL. Appropriate experience in labour relations. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel within the West Coast District area, Rural Health District and Cape Town. Competencies (knowledge/skills): Computer Literacy in Ms Office Skills. Ability to work under pressure, meet deadlines and maintain confidentiality. Knowledge of Labour Relations. Presentation and Facilitation Skills.
DUTIES : Effective and efficient rendering of Labour Relations functions including Investigations and Representing the Employer in Disciplinary matters. Assist with the facilitation, development, implementation and evaluation of LR training. Interpret and apply Labour Relations policies/prescripts and manage/monitor its effective implementation. Effective and efficient management of harassment, misconduct, grievance and dispute cases. Maintain Labour Relations statistics and databases. Render support to IMLC's within District. Render an effective administrative support service to the Labour Relations Office.
ENQUIRIES : Mr R Van Staden Tel No: (022) 814-0331
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : No payment of any kind is required is required when applying for this post. Shortlisted candidates could be subjected to a practical test.
CLOSING DATE : 09 January 2026

POST 45/361 : **SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT (PEOPLE MANAGEMENT)**
Chief Directorate: Emergency and Clinical Support Services

SALARY : R397 116 per annum
CENTRE : Emergency Medical Services
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma /Degree in Human Resource related field. Experience: Appropriate experience in Human Resource Management. Appropriate experience in a supervisory capacity. Inherent requirements of the job: A Valid (Code B/EB) driver's licence. Willingness to travel. Competencies (knowledge/skills): Ability to function in a stressful environment and cope with a heavy workload. Ability to analyse, interpret and apply legislation, policies and prescripts. Computer literacy (MS Word, advanced Excel and PowerPoint). Ability to function as a team player, with or without supervision. Leadership capabilities managerial and organisation skills. Appropriate planning and administration skills.
DUTIES : Monitoring control measures for all allowances. Ensure Audit Compliance. Financial Management. Appropriate utilization of overtime budget. Management of Registry services. Management of service benefits. Ensure efficient personnel administration for leave management. Effective Management of incapacity, Pilir applications and WCA. Ensure pension and audit compliance. Provide training, support and guidance to staff and line managers within the scope of profile. Effective management and development of subordinates.

ENQUIRIES	:	Ms C Acker Tel No: (021) 944-9202
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 expected to undergo a practical assessment.
CLOSING DATE	:	09 January 2026
POST 45/362	:	**SENIOR ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT** Chief Directorate: Emergency and Clinical Support Services
SALARY	:	R397 116 per annum
CENTRE	:	Forensic Pathology Services
REQUIREMENTS	:	Minimum educational qualification: Diploma/ Degree in Information Systems or relevant qualification. Experience: Appropriate experience in Information Management. Inherent requirements of the job: Valid Code B/EB driver's license. Competencies (knowledge/skills): Knowledge of commonly used concepts, practices and processes pertaining to Information Management. Knowledge of data analytics and visualization tools. Knowledge of ICT policies and procedures. Knowledge of business process analysis, mapping, modelling and re-engineering. Knowledge of relevant policies, prescripts and standards within the DoHW and CEI environment. Ability to deal with sensitive information that relates to the investigation of death scenes and autopsy examinations. Ability to comprehend regulations and Standard Operating Procedures and apply them to operations. Above average Computer and Software Literacy in Office Suite Applications (MS Word, Excel, Power Point and Power BI). Strategic Planning and Project Management. Information Technology.
DUTIES	:	Effective Information Management. Effective Training and Development. Effective and Efficient Management Support. Effective and efficient End User Support. Effective Management of Component.
ENQUIRIES	:	Mr MJ Vismer, email: Michael.Vismer@westerncape.gov.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. Shortlisted candidates will be subjected to a practical test. Candidates may be subjected to a security clearance prior to appointment. The pool of applicants will be considered for vacancies within the Forensic Pathology Service, Head Office 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	:	09 January 2026
POST 45/363	:	**SENIOR ADMINISTRATIVE OFFICER: FINANCE** Chief Directorate: Emergency Clinical and Services Support
SALARY	:	R397 116 per annum
CENTRE	:	Sub-directorate: Finance and Supply Chain Management
REQUIREMENTS	:	Minimum educational qualification: Appropriate 3-year National diploma or degree. Experience: Appropriate experience in Financial Management. Appropriate supervisory experience. Appropriate experience in completing and analysing BMI’s. Appropriate experience in expenditure control. Inherent requirements of the job: Willingness to travel. Valid drivers’ license. Competencies (knowledge/ skills): Organisational, managerial, leadership skills and an aptitude for working with financial figures. Strong people management and supervisory skills, ability to work in a team context and motivate team members. Computer literacy Microsoft Package. Knowledge of PFMA, Finance instructions, Provincial and National Treasury regulations, as well as Accounting Officer System and Project Management. Interpretation Policies, Formal Training, Economic, financial analysis, Legal Administration and Strategic Planning.
DUTIES	:	Effective and efficient support to the ASD to manage the Budgetary Function Equitable Share, Conditional Grants and Donor Funding. Effective support to the management of the accounting function Budget and expenditure against the applicable expenditure Equitable Share, Conditional Grants and Donor Funds. In-Year Monitoring and Reporting for Conditional Grants. Monitoring and Evaluation. Effective and efficient support to the ASD in the Internal Control function within the Equitable Share, Conditional Grants & Donor

funding. Effective support to the ASD in the management of Human Resources in the component.

ENQUIRIES : Mr A Beukes Tel No: (021) 830-3732
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : No payment of any kind is required when applying for this post. The pool of applicants may be considered for other vacant Senior Administrative Officer: Finance posts within the Chief Director Emergency & Clinical Services Support, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.
CLOSING DATE : 09 January 2026

POST 45/364 : **SENIOR ADMINISTRATIVE OFFICER: FINANCE AND SUPPLY CHAIN MANAGEMENT**
Overberg District

SALARY : R397 116 per annum
CENTRE : Hermanus Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in Finance, Revenue, Patient Administration and Supply Chain. Appropriate experience in budget and expenditure control, and supply chain management. Appropriate experience in the management of Asset and Liability Accounts. Appropriate proven Supervisory experience. Inherent requirement of the job: Valid (Code B/EB/C1) drivers' license. Competencies (knowledge/skills): Extensive knowledge and practical experience in Logis and Integrated Procurement Solutions (IPS) as well as good organisational, managerial, leadership skills and an aptitude for working with financial figures. Extensive knowledge of relevant financial prescripts, departmental policies, delegations and procedures and Strong people management skills, ability to work in a team context and motivate team members. Computer literacy and thorough knowledge of computer systems (LOGIS, BAS, IPS, CLINICOM & Account Receivable). Excellent communication skills (verbal and written). Knowledge of the Public Financial Management Act (PFMA), National and Provincial Treasury Regulations.
DUTIES : Responsible for overall management for all Supply Chain Management functions and ensure the effective and efficient application of procurement policies and processes Responsible for Inventory control, warehouse management and Asset Management processes. Accurate and timeous preparation of reports and assist with the compilation of the Annual and Interim Financial statements. Clearing Asset and Liabilities accounts Supervise Patient Administration, Medical Records, and Hospital Fees Departments. Ensure sound Labour practices are executed and implemented.
ENQUIRIES : Ms CE Langley Tel No: (028) 313-5220
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. Short listed candidates may be subjected to a practical test.
CLOSING DATE : 09 January 2026

POST 45/365 : **SOCIAL WORKER: GRADE 1 TO 4 (MENTAL HEALTH)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R325 200 per annum
Grade 2: R397 119 per annum
Grade 3: R477 564 per annum
Grade 4: R585 441 per annum
CENTRE : Stikland Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification as a Social Worker that allows for registration with the South African Council for Social Service Professionals (SACSSP). Registration with a professional council: Registration with the South African Council for Social Service Professions (SACSSP) as Social Worker. Experience: **Grade 1:** None after registration. **Grade 2:** A minimum of 10 years appropriate experience in social work after registration as a Social Worker with the SACSSP. **Grade 3:** A minimum of 20 years appropriate experience in social work after registration as a Social Worker with the SACSSP. **Grade 4:** A minimum of 30 years appropriate experience in social work after registration as a social worker with the

SACSSP. Inherent requirements of the job: A valid (code B/EB) driver's licence. Competencies (knowledge/skills): Ability to render a clinical social work practise as a member of a multi-disciplinary team in a Specialist Acute Mental Health Care setting. Sound knowledge and skills in psycho-social assessment, family and individual counselling skills. Knowledge of relevant statutory processes. Computer literacy. Good verbal and written communication skills.

DUTIES : Provide clinical social work services with regards to the care, support, protection and development of vulnerable individuals, groups, families and communities. Utilise specialist knowledge and skills to conduct psychosocial assessments, counsel individuals and families. Network effectively internally with the multi-disciplinary team as well as with relevant external role players. Conduct appropriate referrals to relevant role players and stake holders. Actively contribute to development of care and safety plans. Deliver accountable services through the application of the Social Work Administrative process. Integrated Programme Facilitation and community work, programme management and community outreach services. Ensure continued professional development by keeping updated with developments in the field.

ENQUIRIES : Ms T Kilian Tel No: (021) 940-4468

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 will be subjected to a written/practical and oral assessment. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)". The pool of applications will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

CLOSING DATE : 09 January 2026

POST 45/366 : **SYSTEM ADMINISTRATOR**
Directorate: People Development

SALARY : R325 101 per annum

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: An appropriate Diploma/Degree qualification [NQF level 6 or higher]. Experience: Appropriate experience and proven track record in all major aspects of systems management within a health care environment. Appropriate experience in system support to be able to manage the eLearning Management system used in the Department. Appropriate experience in content creation and management in a Moodle environment. Inherent requirements of the job: Valid driver's license and willingness to travel. Willing to work irregular hours. Competencies (knowledge/skills): Good planning, organisational skills and project management methodologies. Computer literacy (Ms Word, Excel, PowerPoint, Teams, SharePoint etc). Ability to produce accurate system reports. Good communication and writing skills and problem-solving analysis.

DUTIES : Responsible for ensuring that various systems integrity is monitored and access training is provided to users. Engage with various role players to ensure that individual system requirements are administered. Collaborate with management to identify and define the strategies, policies, and procedures at various platforms. Monitor and evaluate system implementation of new content to achieve online training objectives. Engage and collaborate with subject matter experts to ensure departmental objectives are met. Manage uploaded content to ensure NO departmental values are transgressed and monitored. Responsible for help desk support for all People Development system related queries. Report quarterly user activities and challenges to management. Monitor and report course participation and completion. Maintain the Learning Management System. Manage facilitators and content creators.

ENQUIRIES : Mr W Peters Tel No: (021) 483-3785

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.
CLOSING DATE	:	09 January 2026
POST 45/367	:	**INDUSTRIAL TECHNICIAN PRODUCTION (ELECTRICAL)** Directorate: Engineering and Technical Services
SALARY	:	R325 101 per annum
CENTRE	:	Head Office, Cape Town (Professional Services, Bellville)
REQUIREMENTS	:	Minimum educational qualification: National Diploma in Engineering (Electrical), or registration as Engineering Technician in terms of section 14(1) or 14(2) of the Engineering Profession of South Africa Act, 1990. Experience: Appropriate experience. Inherent requirements of the job: Willing to work overtime, stay away and travel throughout the Western Cape Province. Valid driver’s license. Competencies (knowledge/skills): Knowledge of the Occupational Health and Safety Act of 1993, the Health Act and Regulations, Act 61 of 2003 and the Engineering Profession Act of 2000. A good knowledge of computer programs such as MS Office and Auto Cad. Ability to draft specifications. Good written and verbal communication.
DUTIES	:	Assist the Engineering component with technical activities in line with statutory and regulatory requirements. Produce technical designs with specifications. Assist the Engineering component to maintain a maintenance strategy through the provision of appropriate structures, maintenance standards, specifications and contract- and project management. Maintain the system to collect credible data on the use of utilities by Health facilities. Assist to control, monitor and report on all resources to ensure sound risk practices. Provide management information into the operations of the professional services component. Liaising with clients, stakeholders, and relevant councils.
ENQUIRIES	:	Mr C Badenhorst Tel No: (021) 830-3757
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.
CLOSING DATE	:	09 January 2026
POST 45/368	:	**ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT** Chief Directorate: Emergency and Clinical Support Services
SALARY	:	R325 101 per annum
CENTRE	:	Emergency Medical Services, premises of Tygerberg Hospital
REQUIREMENTS	:	Minimum educational qualification: Senior Certificate with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate with experience/competencies that focus on the Key Performance Areas (KPA’s) of the post. Experience: Appropriate experience in Supply Chain. Inherent requirements of the job: Valid Code B driver’s licence. Willingness to travel. Competencies (knowledge/skills): Knowledge of and exposure to the Public Finance Management Act (PFMA) National Treasury Regulations and SCM instructions. Knowledge of LOGIS and/or SYSPRO, ESL and EPS system. Computer literacy (MS Office): Word, Excel, Outlook.
DUTIES	:	Manage the warehouse section. Ensure proper demand for planning inventory. Responsible for relevant monthly and quarterly reporting. Manage IFS and AFS stock take process. Maintaining procurement plan and issuance databases. Acquisition management of goods and services through EPS, transversal contracts and other means as prescribed in the AOS and SCM delegations. Responsible for system approval as per delegations. Manage the effective implementation of processes to prevent late payment. Proper record keeping relevant to warehouse section. Assist in other components within Supply Chain Management.
ENQUIRIES	:	Ms S Overmeyer Tel No: (021) 830-1160
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 expected to undergo a practical assessment.
CLOSING DATE	:	09 January 2026

POST 45/369 : **ADMINISTRATIVE OFFICER: FINANCE/ADMIN**

SALARY : R325 101 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with appropriate experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience of clinical procedures/services in various clinical disciplines. Appropriate ICD10 coding experience. Competencies (knowledge/skills): Proven training in Anatomy and Physiology or a Nursing/clinical background. Knowledge of Prosthetic Devices and High-Cost Consumables. Knowledge of a patient fees tariff structure. Good interpersonal skills and the ability to act independently, objectively and with confidence. Computer literate Ability to work under pressure, handle a high work volume and meet strict deadlines.
DUTIES : Clinical auditing of patient accounts in compliance with the Uniform Patient Fees Structure and relevant financial prescripts. Ensure that all prosthesis, high-cost consumables, and high-cost pharmaceuticals are charged timeously. Complete prosthesis/high-cost consumable forms when necessary for billing purposes. Provide estimations and interact with clinical personnel with regard to clinical procedures. Handle queries including 3rd party queries. Ensure accurate interpretation and implementation of policy, protocols and hospital procedures in respect of H2, H3 and Private patients (externally funded patients). Assist Case Manager with clinical updates, assign ICD10 codes, obtain authorisation and liaise with the Medical Schemes. Query codes as needed to obtain clarification of charted documentation to accurately assign ICD10 codes. Actively participate in training of ICD10 coders. Ensure compliance of coding rules and regulations. Compile and submit statistics on a weekly/monthly basis. Work as a team to meet departmental goals.
ENQUIRIES : Ms J Jooste Tel No: (021) 938-4140
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.
CLOSING DATE : 09 January 2026

POST 45/370 : **ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT**
Cape Winelands Health District

SALARY : R325 101 per annum
CENTRE : Stellenbosch Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience and knowledge of Human Resources (i.e. Salary Administration, Service Conditions, Personnel Management, Performance Management, HRD and Recruitment and Selection). PERSAL knowledge and experience. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Willingness to travel within the district. Competencies (knowledge/skills): Computer skills: MS office packages (Word, Excel, PowerPoint, Outlook) and PERSAL Knowledge and experience to the duties and responsibilities of a Human Resource section. Knowledge of applicable policies, legislation, guidelines, standards, procedures and applicable practices.
DUTIES : Administer and ensure effective and efficient implementation of HRM policies, prescripts, approval of PERSAL transactions with regards to Personnel provisioning, Personnel and Salary administration. Supervise Administration Clerks to ensure effective functioning of the Human Resource Section. Administer and ensure effective and efficient implementation to appointments, service terminations, salary administration and general service conditions, audit of leave and personnel files, debt management, pension administration and management of pay sheets, administration of OSD and Grade Progression, performance management and relevant reports. Administer and maintain an effective and efficient Recruitment and Selection service. Administer and maintain an effective and efficient Human Resource Development service. Provide an effective support function to management and personnel.
ENQUIRIES : Mr C Modisie Tel No: (021) 808-6178

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 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.”
CLOSING DATE	:	09 January 2026
POST 45/371	:	**ADMINISTRATIVE OFFICER: FEES AND PATIENT ADMINISTRATION (X3 POSTS)**
SALARY	:	R325 101 per annum
CENTRE	:	Groote Schuur Hospital, Observatory
REQUIREMENTS	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA’s) of the post. Experience: Appropriate experience in a hospital environment. Competencies (knowledge/skills): Good interpersonal and Labour relations abilities. Computer literacy (MS Word, Excel). Knowledge of Budgeting. Good management skills. Sound knowledge of Hospital Fees Regulations and Procedures, HIS (CLINICOM/AR) and BAS, UPFS, PMFA and Treasury Instructions.
DUTIES	:	Manage and supervise a 24-hour unit, Wards or Clinics with a large component of patient admin clerks. Management of CLINICOM, billing (AR), JAC, ICD10 coding, HECTIS and other fees related systems in line with revenue generation projects. Manage HR, Labour issues including disciplinary processes wrt staff and submit monthly reports and statistics. Manage and ensure the cash collection and handover processes are followed effectively. Ensure accurate classification of patients and management of all administration duties
ENQUIRIES	:	Mr MA Khan Tel No: (021) 404-3248
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 required to attend a practical 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	:	09 January 2026
POST 45/372	:	**ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (ASSET MANAGEMENT)** Chief Directorate: Metro Health Services
SALARY	:	R325 101 per annum
CENTRE	:	Karl Bremer Hospital
REQUIREMENTS	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA’s) of the post. Experience: Appropriate experience in line with the duties (key result areas/outputs) of the post. Appropriate administrative duties within a healthcare environment. Inherent requirements of the job: Valid code B/EB driver’s license and willingness to travel within the Northern Tygerberg district. Competencies (knowledge/skills): Working knowledge and experience of Asset Management and Supply Chain Management in the Public Service, have strong analytical and strategic thinking abilities. Have computer skills in MS Office (i.e. Word, Excel, PowerPoint and Outlook), good interpersonal, good organisational skills and be able to work in a team context as well as motivate team members. Knowledge of the PFMA, Finance Instructions, Provincial and National Treasury regulations, Supply Chain Management Instructions as well as the Accounting Officer System and have familiarity with LOGIS or Syspro. Attention to detail and adherence to deadlines, strong organisational, communication skills and have the ability to manage multiple priorities and work independently.

DUTIES	:	Asset Register maintenance. Management of the Asset verification and reconciliation process. Management of the disposal and loss control processes. Management of the Asset procurement process. Management of asset reporting. Effective Human Resources Management. Support to Supervisor and Management.
ENQUIRIES	:	Mr W Jacobs Tel No: (021) 918-1208
APPLICATIONS	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE	:	No payment of any kind is required when applying for this post. The 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.
CLOSING DATE	:	09 January 2026
POST 45/373	:	**ADMINISTRATIVE OFFICER: FINANCE/ADMIN (EXPENDITURE)** Chief Directorate: Rural Health Services
SALARY	:	R325 101 per annum
CENTRE	:	Worcester Regional Hospital
REQUIREMENTS	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and /or Senior certificate (or equivalent) with experience/competencies that focusses on the Key Performance Areas KPAs of the post. Experience: Appropriate experience in LOGIS and BAS system. Inherent requirements of the job: Valid driver's license (Code B/EB) to attend workshops, meetings and courses. Competencies (knowledge/ skills): Knowledge of the PFMA, National Treasury regulations, Provincial Treasury directives, financial delegations, financial procedures and instructions. Computer literacy (MS Word, Excel, BAS, Logis). Ability to interpret and apply policies.
DUTIES	:	Document, control, verify, pre-authorise and authorisation of Logis and Bas payments. Responsible for timeous clearance and maintenance of asset and liability accounts. Provide an effective debt control function in accordance with the debt management policy. Assist with the compilation and disclosure of AFS and IFS documentation and reports. Facilitate, attend and provide training and meetings in compliance of financial framework, policies and instructions. Provide monthly reporting and analysis of all financial and supply chain matters. Manage Human Resource Management and related functions within the Finance component.
ENQUIRIES	:	Mr L Jacobs Tel No: (023) 348-1106
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 test. The pool of applicants will be considered for vacancies within Worcester Regional Hospital for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
CLOSING DATE	:	09 January 2026
POST 45/374	:	**SENIOR FORENSIC PATHOLOGY OFFICER (X8 POSTS)** Chief Directorate: Emergency And Clinical Services Support
SALARY	:	R325 101 per annum
CENTRE	:	Beaufort West, Wolseley, Hermanus, Knysna, Malmesbury, Mossel Bay, Vredenburg and Vredendal L2 (Non-Referral) Forensic Pathology Laboratories.
REQUIREMENTS	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate Forensic (Medico-legal) experience as a Forensic Pathology Officer. Appropriate experience in supporting the manager with Corporate Governance functions. Inherent requirements of the job: A Valid (Code B/EB) driver's licence. Must be competent in forensic investigation and evisceration. Knowledge of Finance and Supply Chain in the FPL setting and ability to support revenue and expenditure management processes. Analytical Skills to monitor utilisation of consumables and project needs for demand management and procurement planning. Will be required to assist in the planning/training of Major incident exercises as well as involvement in Major incidents. Will be required to work office duties, standby duties and overtime

duties. Ability to be trained in 4 x 4 vehicle handling and photography skills. Ability to lift and work with corpses (mutilated, decomposed, infectious viruses, etc). Will be required to wear a uniform. Knowledge of Fleet, Assets and Stores Management.

DUTIES : Efficient support to the Manager regarding operational management of the Forensic Pathology Laboratory. Efficient support to the Manager regarding Corporate Governance aspects. Effective Management of the Forensic Pathology Assistant Program. Effective Operational Service Delivery at the Facility.

ENQUIRIES : Mr S Fyfe, email; sean.fyfe@westerncape.gov.za or email; Mr B Jonker at brent.jonker@westerncape.gov.za

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

NOTE : No payment of any kind is required when applying for this post. The candidate will be subjected to an interview and competency test. Candidates will be subjected to security clearance prior to appointment. Shortlisted candidates may be subjected to a psychometric evaluation. “The pool of applications will be considered for vacancies within (Forensic Pathology Service, Garden Route Central Karoo and or West Coast Facilities), 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 must indicate which facilities they are applying for and their 3 orders of priority with number 1 being their highest priority.

CLOSING DATE : 09 January 2026

POST 45/375 : **PRINCIPAL PERSONNEL OFFICER: (EMPLOYEE BENEFITS AND POLICIES & PRACTICES)**
Chief Directorate: Emergency and Clinical Services Support

SALARY : R325 101 per annum
CENTRE : People Management: Employee Benefits and Policies & Practices
REQUIREMENTS : Minimum educational qualification: Senior Certificate or equivalent. Experience: Appropriate experience in Employee Benefits and Policies & Practices. Appropriate experience in PERSAL. Inherent requirements of the job: Willingness to travel. Valid Driver’s licence. Competencies (knowledge/skills): Computer skills MS Office packages (Word, Excel, PowerPoint) Outlook and PERSAL and numeracy skills. Extensive knowledge of PERSAL and People Management prescripts in the Public Service. Good interpersonal and organisational skills and ability to function under pressure and meet deadlines.

DUTIES : Effective management of the Benefit Administration section and Policies & Practices. Effective supervision and development of staff. Render an efficient and effective support and advisory service to personnel functionaries at institutions and management of audit investigations and ensure compliance. Provide an effective support function to supervisor.

ENQUIRIES : Ms FG Malan Tel No: (021) 815-8837
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

NOTE : No payment of any kind is required when applying for this post. The pool of applicants will be considered for other vacant Principal Personnel Officer (Employee Benefits and Policies & Practices) posts within the Chief Director Emergency & Clinical Services Support, 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. Candidates will be subjected to a written/practical and oral assessment.

CLOSING DATE : 09 January 2026

POST 45/376 : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES**
Chief Directorate: Rural Health Services

SALARY : R325 101 per annum
CENTRE : Worcester Regional Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate or equivalent. Experience: Appropriate supervisory experience. Appropriate experience in healthcare support services. Inherent requirements of the job: A valid (code B/EB) driver’s licence. Willingness to do standby and work overtime. Competencies (knowledge/ skills): Computer literacy and thorough knowledge

of computer systems (MS Office, Logis). Good organizational and administrative skills. Good decision making and conflict management skills. Working knowledge of support services management. Ability to extract, analyse and compile reports from systems.

DUTIES : Supervise and maintain acceptable standards of quality of services delivered by the Support Services components (Transport, Registry, Switchboard, Porters, Residence and Recreational areas). Efficient and cost effective monitoring, evaluation and reporting of monthly expenditures against allocated budget. Supervise support staff, manage leave and performance, and ensure compliance with HR policies and disciplinary procedures. Effective and efficient support within Support Services. Effective and efficient administration of the services. Ensure relevant policy implementation and compliance (Occupational Health & Safety, Ideal Hospital Framework, National Core Standards, etc) at the Hospital.

ENQUIRIES : Ms G Piet Tel No: (023) 348-1125

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 test. The pool of applicants will be considered for vacancies within Worcester Regional Hospital for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

CLOSING DATE : 09 January 2026

POST 45/377 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (VARIOUS COMPONENTS) (X6 POSTS)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R324 384 per annum
Grade 2: R396 132 per annum
Grade 3: R476 367 per annum

CENTRE : Khayelitsha District Hospital

REQUIREMENTS : 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 South African Nursing Council (SANC) as a Professional Nurse and Midwife. Experience: **Grade1:** None after registration as Professional Nurse with 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, night duty, overtime, public holiday and weekends. Willingness to rotate to different wards according to operational requirements. Competencies (knowledge/skills): Basic Computer literacy (MS Office). Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Excellent communication skills (both written and verbal).

DUTIES : Provide direction and supervision for the implementation of the nursing plan (clinical practice and quality patient care). Implement standards, practices, criteria, and indicators for quality nursing. Practice nursing and healthcare in accordance with relevant laws and regulations. Maintain constructive working relationships with nursing and other stakeholders. Utilize human, material, and physical resources efficiently and effectively.

ENQUIRIES : Ms D Sabie Tel No: (021) 360-4706

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 on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)”. The pool of 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. Candidates will be subjected to a practical/oral assessment.

CLOSING DATE : 09 January 2026

POST 45/378 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: INTEGRATED SCHOOL HEALTH PROGRAM)**
Garden Route District

SALARY : Grade 1: R324 384 per annum
Grade 2: R396 132 per annum
Grade 3: R476 367 per annum

CENTRE : PHC Support & Outreach, George Sub-district

REQUIREMENTS : 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: Valid (Code B/EB) driver's licence. Willing to work in all Primary Health Care facilities e.g. Community Day Centres, Clinics, Satellite clinics and on Mobile Clinics. Willingness to work after hours and to travel as required. Competencies (knowledge/skills): Computer literacy (Word, Excel). Good interpersonal, communication skills. Ability to work independently and in a multi-disciplinary team. Knowledge of Community Oriented Primary care.

DUTIES : Provide clinical school health services within the George Sub District to learners with parental consent in schools, i.e. health assessment, immunisation & deworming. Participate in campaigns. Support the CCW and the teacher as part of the team within the school environment as well as the professional nurse in special schools. Support the PHC facility with the rendering of a youth friendly service after school hours and in school holidays. Monitor referrals and link with community structures. Monitor and Evaluate the Program, data management and reporting.

ENQUIRIES : Ms M F J Marthinus Tel No: (044) 814-1100

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 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 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. Candidates will be subjected to a practical/written assessment.

CLOSING DATE : 09 January 2026

POST 45/379 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: WARD)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R324 384 per annum
Grade 2: R396 132 per annum
Grade 3: R476 367 per annum

CENTRE : Karl Bremer Hospital

REQUIREMENTS : 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 (or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10

years' appropriate/ recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years' appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Willingness to work shifts, day & night duty, weekends, public holidays and overtime to meet the operational requirements. Willingness to rotate to other wards when required. Competencies (knowledge/skills): Computer literacy (MS Word and Excel). Planning and organisational skills. The ability to function independently under pressure. Knowledge and insight into protocols and policies pertaining to nursing practices in a hospital setting.

DUTIES : Provision of optimal, holistic nursing care with set standards and within a professional/legal framework. Effective utilisation of resources. Maintain professional growth/ethical standards and self-development. Provision of Support to Nursing Services. Participation in training and research.

ENQUIRIES : Ms E Linden-Mars Tel No: (021) 918-1224

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 on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)". The pool of applications will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Shortlisted candidates will be subjected to a written/practical and oral assessment.

CLOSING DATE : 09 January 2026

POST 45/380 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: TRAINING: CHP: COMMUNITY BASED SERVICES)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R324 384 per annum
Grade 2: R396 132 per annum
Grade 3: R476 367 per annum

CENTRE : Southern/Western Sub-structure Office

REQUIREMENTS : 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/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel and work after hours. Competencies (knowledge/skills): Knowledge and understanding of Integrated Health and Wellness/Community Based Services and NPO Sector Management. Knowledge and understanding of the Nursing Code of Ethics and Professional Scope of Practice of SANC. Computer literacy in MS Office Suite (MS Word, Excel, Power-Point), MS Outlook, database management. Proficiency in report writing. Appropriate training/facilitation experience.

DUTIES : Planning, co-ordination, implementation, and facilitation of formal training programmes for metro health district staff and NPO Staff: Professional Nurses and Community Health Workers. Facilitate in-service training and orientation programmes. Mentoring and coaching of staff. Skills and competency updates. Monitoring, evaluation and analysis of training programmes / activities/ competencies and skills to ensure quality health service delivery. Internal and External Collaboration on training programmes to ensure effective capacity

building. Effective Management, co-ordination, administration, and reporting of Teaching Programmes.

ENQUIRIES : Ms Y Cottee Tel No: (021) 202-0925

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 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 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 : 09 January 2026

POST 45/381 : **PARAMEDIC GRADE 1 TO 4 (CLINICAL LEAD) (X2 POSTS)**
Chief Directorate: Emergency and Clinical Support Services

SALARY : Grade 1: R321 372 per annum
Grade 2: R397 308 per annum
Grade 3: R487 014 per annum
Grade 4: R570 267 per annum

CENTRE : Emergency Medical Services, Metropole

REQUIREMENTS : Minimum educational qualification: **Grade 1:** Successful completion of the Critical Care Assistant (CCA) programmes that allows registration with the Health Professions Council of South Africa (HPCSA) as Paramedic. **Grade 2:** Successful completion of the Critical Care Assistant programme or a Recognized National Diploma that allows registration with the HPCSA as Paramedic. **Grade 3:** Successful completion of the Critical Care Assistant (CCA) programme or a Recognized National Diploma that allows registration with the HPCSA as Paramedic or B Tech Degree that allows registration with the HPCSA as Emergency Care Practitioner. **Grade 4:** Successful completion of the Critical Care Assistant (CCA) programme or a Recognized National Diploma that allows registration with the HPCSA as Paramedic or B Tech Degree that allows registration with the HPCSA as Emergency Care Practitioner. Registration with the professional council: **Grade 1:** Registration with the HPCSA as Paramedic (CCA). **Grade 2:** Registration with the HPCSA as Paramedic with CCA or National Diploma. **Grade 3:** Registration with the HPCSA as Paramedic with CCA or National Diploma or ECP. Grade 4: Registration with the HPCSA as Paramedic with CCA or National Diploma or ECP. Experience: **Grade 1:** None after registration with the HPCSA as Paramedic (CCA). -**Grade 2:** 7 years after registration with the HPCSA as Paramedic (CCA). None after registration with the HPCSA as Paramedic with National Diploma. **Grade 3:** Registered Paramedic (CCA) - 14 years after registration with the HPCSA as Paramedic. Registered Paramedic (NDip) - 7 years after registration with the HPCSA as a Paramedic. Registered ECP– None. **Grade 4:** Registered Paramedic (CCA) - 24 years after registration with the HPCSA as Paramedic. Registered Paramedic (NDip) -17 years after registration with the HPCSA as Paramedic. Registered ECP's -10 years after registration with the HPCSA as an ECP. Inherent requirements of the job: Valid code C1 driver's license. Physical and mental fitness. Valid professional driver's permit (PrDP). Competencies (knowledge/skills): Excellent knowledge of all levels of emergency care protocols within the scope of registration category. Good communication and interpersonal skills. Computer literacy and skills.

DUTIES : The primary purpose of this role: Establish and enhance Continuous Clinical Improvement mechanisms within the WCGHW Emergency Medical Services to deliver quality, efficient roadside-to-bedside emergency care within defined timeframes across all geographic and clinical service platforms. Core Duties: Patient Care Excellence: Ensure the dignity and rights of all patients are upheld at all times. Maintain consistently high-quality patient care standards across the entire service. Deliver continuous, effective, and holistic pre-hospital

emergency care to the Western Cape public. Clinical Leadership & Development: Partner with healthcare and emergency service professionals to develop evidence-based care pathways, protocols, policies, and clinical guidelines alongside the Head of Clinical Support Services. Provide clinical advice and support to prehospital providers for effective clinical decision-making. Establish living clinical improvement and coaching mechanisms to enhance provider capabilities. Quality Improvement & Innovation: Design and implement targeted clinical improvement initiatives based on current evidence and contextual appropriateness. Oversee the management and performance of recognised emergency procedures for both urgent and critical care cases. Establish living clinical oversight models to actively monitor and evaluate clinical practice effectiveness. Strategic Implementation: Promote patient-centred practices across the full spectrum of current and planned clinical services within WCGHW EMS. Provide strong clinical leadership throughout the organisation to drive continuous improvement. Performance Management Monitor service delivery against established emergency timeframes and quality benchmarks. Evaluate and enhance clinical practices through systematic oversight and feedback mechanisms. Drive organisational excellence through strategic leadership and clinical governance.

ENQUIRIES : Dr N Abdullah at (063) 780-8164 or email: @naseef.abdullah@westerncape.gov.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 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 applications will be considered for vacancies within Emergency Medical 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 : 09 January 2026

POST 45/382 : **PHARMACIST ASSISTANT (POST-BASIC) GRADE 1 TO 3 (X2 POSTS)**
West Coast District

SALARY : Grade 1: R264 750 per annum
Grade 2: R 306 411 per annum
Grade 3: R330 540 per annum

CENTRE : Vredenburg Hospital, Saldanha Bay Sub-district

REQUIREMENTS : Minimum educational qualification: A qualification that allows registration with the SAPC as a Pharmacist Assistant (Post Basic) Institutional or Pharmacist Assistant (Post Basic, as required by the training facility and the South African Pharmacy Council (SAPC). Registration with a professional council: Registration with the SAPC registration as a Pharmacist Assistant (Post Basic) (Institutional) or Pharmacist Assistant (Post Basic). Experience: **Grade 1:** None after registration as Pharmacist’s Assistant (Post Basic) with the SAPC. **Grade 2:** A minimum of 5 years’ appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. **Grade 3:** A minimum of 13 years’ appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Inherent requirements of the job: Valid (Code B/EB) driver’s license. Willingness to perform regular after hour duties. Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel, PowerPoint and Outlook). Ability to work accurately under pressure and maintain a high standard of professionalism. Ability to work in a multi-disciplinary team with excellent interpersonal and communication skills. Appropriate knowledge of National and Provincial Health Policies, Medicines Act 101of 1965, the Pharmacy Act 53 of 1974 and Public Finance Management Act. Appropriate clinical and pharmaceutical knowledge. Knowledge with JAC/WellSky dispensing system. Time management, strategic planning, prioritizing of tasks.

DUTIES : Effective control of pharmaceutical stock. Ensure effective Pharmaceutical Care (Dispensing) including the Chronic Dispensing Unit within the Sub District. Assist with collection of Pharmacy Data and recordkeeping. Promote and assist with optimal Pharmaceutical Advisory Service with the relevant multi-disciplinary teams. Ensure effective Quality of Health Service.

ENQUIRIES : Ms E Julius Tel No: 022 709 7237

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 test and/or competency test. 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.

CLOSING DATE : 09 January 2026

POST 45/383 : **PHARMACIST ASSISTANT (POST BASIC) GRADE 1 TO 3**
Garden Route District

SALARY : Grade 1: R264 750 per annum
Grade 2: R306 411 per annum
Grade 3: R330 540 per annum

CENTRE : Calitzsdorp CC, Kannaland Sub-district, (Stationed at Alan Blyth Hospital)

REQUIREMENTS : Minimum educational qualification: As required by the training facility and the South African Pharmacy Council (SAPC) plus Post-Basic Pharmacist Assistant qualification that allows registration with SAPC as a Pharmacist Assistant (Post-Basic) or Pharmacist Assistant (Post-Basic) Institutional. Registration with a professional council: Registration with the South African Pharmacy Council as Pharmacist's Assistant (Post- Basic) (Institutional) or Pharmacist Assistant (Post-Basic). Experience: **Grade 1:** None after registration with the SAPC as Pharmacist Assistant (Post-Basic). **Grade 2:** A minimum of 5 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. **Grade 3:** A minimum of 13 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Inherent requirements of the job: Valid driver's license (Code B/EB)) and willingness to travel in the Sub-district. Willingness to work at other clinics in the Sub-district. Willingness to work overtime and after hours as needed. Competencies (knowledge/ skills): Good knowledge of institutional pharmacy practices and procedures. Knowledge and/or experience in handling pharmaceutical supplies in both the hospital and clinic environment, including appropriate cold chain practices. Knowledge of Drug Supply Management Principles. Knowledge of Good Pharmacy Practice. Meticulous and diligent. Good interpersonal and communication skills. Computer literacy in the Microsoft Office Package. Ability to use at least one of the computerised dispensing and stock control programs available. Physically ability to move heavy pharmaceutical items at various heights in the pharmacy storeroom.

DUTIES : Working under both direct and indirect supervision of a pharmacist within the hospital and clinic environment, respectively. Manage drug supply within the facilities, including but not limited to correct ordering of stock, receiving and checking of stock, appropriate stock control and storage, rotation of stock to prevent expiry, accurate handling of expired stock, and appropriate temperature control. Dispensing and issuing of acute and chronic scripts according to Standard Treatment Guidelines and the WCGHW Pharmaceutical Code List. Issuing medication prepared by Tertiary Institutions and CDU (Chronic Dispensing Unit) and the management thereof. Support to the pharmacy supervisor and colleagues within the Kannaland Sub-district, within scope of practice. Ensure the provision of high-quality services measured by outcomes of quality assurance activities.

ENQUIRIES : Ms E Canovi Tel No: (028) 551-1010

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 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 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.

CLOSING DATE : 09 January 2026

POST 45/384 : **PHARMACIST ASSISTANT (POST-BASIC) GRADE 1 TO 3 (X2 POSTS)**
Chief Directorate: Rural Health Services

SALARY : Grade 1: R264 750 per annum
Grade 2: R306 411 per annum
Grade 3: R330 540 per annum

CENTRE : George Regional Hospital

REQUIREMENTS : Minimum educational qualification: As required by the training facility and the South African Pharmacy Council (SAPC) plus Post-Basic Pharmacist Assistant qualification that allows registration with SAPC as a Pharmacist Assistant (Post-Basic) or Pharmacist Assistant (Post-Basic) Institutional. Registration with the professional council: Registration with the SAPC as Pharmacist's Assistant (Post-Basic) or Pharmacist's Assistant (Post-Basic) (Institutional) Experience: **Grade 1:** None after registration with the SAPC as Pharmacist's Assistant (Post-Basic) (Institutional). **Grade 2:** A minimum of 5 years appropriate experience as Pharmacist's Assistant after registration as Pharmacist's Assistant (Post-Basic) (Institutional) with the SAPC. **Grade 3:** A minimum of 13 years appropriate experience as Pharmacist's Assistant after registration as Pharmacist's Assistant (Post-Basic) (Institutional) with the SAPC. Inherent requirements of the job: Ability and willingness to work in a close team environment with rotating duties and according to task lists and rosters, in the pharmacy and greater hospital. Willingness to safely prepare and mix chemotherapy /cytotoxic prescriptions including working in a biological safety cabinet/ laminar flow mixing area. Ability and willingness to perform regular after-hours service duties, working weekend/public holiday shifts with reduced staffing – remunerated according to state policy. Computer literacy, with competency level of speed and accuracy required for in- and out-patient dispensing, orders, data capturing, stock control and invoicing, all within limited deadlines. -Logistics and order fulfilment, with competency level of speed and accuracy required for daily duties, within limited deadlines. Ability to safely climb a ladder and push / pull heavy trolleys or similar connecting to motions such as lifting, retrieving, carrying items with various weight, size and height involvement. Competencies (knowledge/skills): Computer literacy (MS office: Word, Excel, PowerPoint and Outlook), Teams, and dispensing /stock control programs of which Wellsky (JAC) will be an advantage. Ability to work with attention to detail, alone or in a team under pressure, while maintaining a high standard of accuracy and professionalism. Good work etiquette with the ability to work in multi-disciplinary teams, servicing various levels of customers, with excellent interpersonal communication and conflict management skills. -Appropriate working knowledge of National and Provincial public health policies and guidelines, Medicine Act 101 of 1965, the Pharmacy Act 53 of 1974, GPP. Medicine Supply Management principles and Public Finance Management Act. Appropriate practical clinical and pharmaceutical knowledge as listed in all the levels of the National Essential Medicine Lists. Innovative analytical thinking and the ability to initiate, co-ordinate, manage and sustain programs, with cost consciousness.

DUTIES : Providing a safe, efficient, cost-effective, fully comprehensive pharmaceutical service delivery according to legislation and scope of practice, under direct or indirect supervision. Ensuring customer centered focus, with provision of health/product information advice and effective rational usage and storage of all medication. Providing effective medicine supply management, administration and documentation (receiving, storage, control, distribution, operations relating to pharmaceuticals) including cold chain management in all areas related to pharmacy services and the greater hospital complex, where medications are kept. -Compliance with National and Provincial Health policies

and guidelines, legislative requirements, National regulatory Frameworks, Good Pharmacy Practice guidelines and institutional requirements, including waste management practices and remaining constantly updated with changes and development. Represent the hospital pharmacy service profession, driven by Western Cape Government values culture, in performing duties to ensure adherence and compliance of self and co-workers, to minimum standards for accessibility and pharmaceutical services, while maintaining rational use of all hospital resources Actively participate in and represent pharmacy on meetings or in multidisciplinary teams, which may include, but not limited to Occupational Health and Safety, Infection Prevention and Control, Cold chain and temperature management.

ENQUIRIES : Ms SN Brits Tel No: (044) 802-4492

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. 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 George Regional Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

CLOSING DATE : 09 January 2026

POST 45/385 : **SOCIAL WORKER GRADE 1 TO 4 (PRODUCTION: NEW BEGINNINGS HOUSE) (6/8TH POST)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R243 900 per annum
Grade 2: R297 840 per annum
Grade 3: R358 173 per annum
Grade 4: R439 080 per annum

CENTRE : Stikland Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification as a Social Worker that allows for registration with the South African Council for Social Service Professionals (SACSSP). Registration with the professional council: Registration with the South African Council for Social Service Professions (SACSSP) as Social Worker. Experience: **Grade 1:** None after registration. **Grade 2:** A minimum of 10 years appropriate experience in social work after registration as a Social Worker with the SACSSP. **Grade 3:** A minimum of 20 years appropriate experience in social work after registration as a Social Worker with the SACSSP. **Grade 4:** A minimum of 30 years appropriate experience in social work after registration as a social worker with the SACSSP. Inherent requirements of the job: A valid (code B/EB) driver's licence. Competencies (knowledge/skills): Ability to render a clinical social work practise as a member of a multi-disciplinary team in a Specialist Acute Mental Health Care setting. Sound knowledge and skills in psycho-social assessment, family and individual counselling skills. Knowledge of relevant statutory processes. Computer literacy. Good verbal and written communication skills.

DUTIES : Provide clinical social work services with regards to the care, support, protection and development of vulnerable individuals, groups, families and communities. Utilise specialist knowledge and skills to conduct psychosocial assessments, counsel individuals and families. Network effectively internally with the multi-disciplinary team as well as with relevant external role players. Conduct appropriate referrals to relevant role players and stake holders. - Actively contribute to development of care and safety plans. Deliver accountable services through the application of the Social Work Administrative process. Integrated Programme Facilitation and community work, programme management and community outreach services. Ensure continued professional development by keeping updated with developments in the field.

ENQUIRIES	:	Ms T Kilian Tel No: (021) 940-4468
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 will be subjected to a written/practical and oral assessment. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)". The pool of applications will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
CLOSING DATE	:	09 January 2026
POST 45/386	:	**ARTISAN PRODUCTION GRADE A TO C (MECHANICAL)**
SALARY	:	Grade A: R243 597 per annum Grade B: R285 816 per annum Grade C: R332 061 per annum
CENTRE	:	Tygerberg Hospital, Parow Valley
REQUIREMENTS	:	Minimum educational qualification: Appropriate Trade Test Certificate in appropriate field. Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Ability to perform standby and overtime duties. Competencies (knowledge/skills): Appropriate experience in the mechanical, general mechanical repairs and the ability to carry out basic general welding. Appropriate knowledge of Machinery, pumps, compressors, steam systems and sterilizing equipment. Ability to work independently and under pressure, with good organisational as well as team skills. Good communication skills (verbal and written). Ability to plan ahead (pro-active), as well as working in a team and to learn and comply with in-house systems and procedures. Conversant with the requirements of the Machinery and Occupational Health and Safety Acts, NBR and SABA 1475. Ability to operate and use required tools and equipment skilfully and safely.
DUTIES	:	Maintain and repair all plant and equipment at the Hospital under the supervision of the Artisan Foreman. Perform necessary administrative functions, train and supervise subordinates. Assist with the execution of engineering projects and control over tools and materials. Assist Artisan Foreman with his duties.
ENQUIRIES	:	Mr P Sishuba Tel No: (021) 938- 6100
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.
CLOSING DATE	:	09 January 2026
POST 45/387	:	**ADMINISTRATION CLERK: SUPPORT SERVICES (X2 POSTS)**
SALARY	:	R228 321 per annum
CENTRE	:	Groote Schur Hospital, Observatory
REQUIREMENTS	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate Secretarial and Office Administration experience. Competencies (knowledge/skills): Good communication skills (verbal and written). Knowledge of secretarial and office administration practices and minute-taking skills. Computer literacy (MS Office, Word, and Excel) and typing proficiency. Willingness to undergo development courses.
DUTIES	:	Providing administration and secretarial support services, office management, and reception functions. Answering telephonic queries and delivering messages. Ordering of stationery, equipment, and office consumables. Typing

of documents, reports, correspondence, and keeping an effective filing system. Prepare meetings and take minutes. Ensure timely submission of statistical data, as well as collate and compile databases, rosters, and monthly reports.

ENQUIRIES : Ms C Makeba Tel No: (021) 404 4038
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : No payment of any kind is required when applying for this post. The 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 : 09 January 2026

POST 45/388 : **ADMINISTRATION CLERK: FINANCE/ADMIN (FINANCE INCOME/ADMISSIONS)**
West Coast District

SALARY : R228 321 per annum
CENTRE : Vredendal Hospital, Matzikama Sub-district
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in a hospital and patient fees environment. Inherent requirements of the job: Willingness to work overtime and as reliever for the Admissions section. Competencies (knowledge/skills): Good interpersonal and organisational skills, and computer literacy (MS Office). Good verbal and written communication skills. Knowledge of Uniform Patient Fees Schedule (UPFS), Hospital Memorandum 18 and Public Finance Management Act (PFMA). Knowledge of CLINICOM and AR systems.
DUTIES : Rendering of billing services to in-patients - control the correctness of the hospital patient bills, medical aids, road accident fund and privately funded patients. Rendering of billing services to out-patients. Follow-up procedures and release of invoices. Patient administration support services, including the printing of reports to identify all State Departments, WCA, RAF, H2, H3, Medical Aid and Private Doctor out-patients admitted and discharged. Liaise with relevant role players in matters relating to Patient Administration, Hospital Fees, and Case Management.
ENQUIRIES : Ms CA Davids Tel No: (027) 213 2038
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.
CLOSING DATE : 09 January 2026

POST 45/389 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (PROCUREMENT) (STORES)**
Chief Directorate: Rural Health Services

SALARY : R228 321 per annum
CENTRE : Worcester Regional Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in a Supply chain environment and/or within Health Sector Commodities. Inherent requirements of the job: Rotate within the Supply Chain Section and relieve colleagues. Competencies (knowledge/skills): Computer literacy (i.e. MS Word, Excel, PowerPoint and Outlook). Sound communication, organisational and interpersonal skills. Knowledge of Supply Chain Management processes, PFMA and the Accounting Officers System. Knowledge of LOGIS, EPS and ESL.
DUTIES : Demand and acquisition (i.e. assist with identifying procurement plan items and ESL). Source quotations: Advertise requests on EPS to source quotations, perform an SCM evaluation of such quotes and guide users on how to evaluate. Generate and place orders with suppliers and maintain filing and complete adjudication of awarded orders on EPS. Prepare documentation for quotation committee meetings. Ensure that all transactions comply with

		legislative requirements. Handle telephonic and written enquiries from Directorates and Suppliers and perform relief duties within SCM component.
ENQUIRIES	:	Mr L Jacobs Tel No: (023) 348-1106
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 test. The pool of applicants will be considered for vacancies within Worcester Regional Hospital for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
CLOSING DATE	:	09 January 2026
POST 45/390	:	**PERSONNEL OFFICER** Directorate: People Strategy
SALARY	:	R228 321 per annum
CENTRE	:	Head Office, Cape Town (Bellville Health Park)
REQUIREMENTS	:	Minimum educational qualification: Senior Certificate or equivalent (NQF 4). Experience: Appropriate experience in the field of 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.
DUTIES	:	Assist with research pertaining to policy formulation on Organisational development, structural changes in the Health Environment. Render general administrative support services. Arrange meetings, workshops, and stakeholder consultations. Provide efficient support services to the component.
ENQUIRIES	:	Mr TBR Petersen, Email: theodore.petersen@westerncape.gov.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.
CLOSING DATE	:	09 January 2026
POST 45/391	:	**ADMINISTRATION CLERK: ADMISSIONS (PRIMARY HEALTH CARE)** Cape Winelands Health District
SALARY	:	R228 321 per annum
CENTRE	:	Breede Rivier Clinic, Witzenberg-Sub-district
REQUIREMENTS	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience. Inherent requirements of the job: Must be prepared to work 8 hours (i.e., Monday-Friday) and overtime when required. Valid (Code B/EB) driver's license and willingness to travel across the Sub-district. Competencies (knowledge/skills): Computer literacy (MS Word and Excel). The ability to accept accountability and responsibility with good interpersonal skills, the ability to maintain confidentiality, and excellent communication skills (verbal and written).
DUTIES	:	Compile headcount daily, weekly, and monthly data. Capturing data and compliments, and complaints on SINJANI. Generate an Appointments list for follow-up clients from Tier.net Folder drawn according to Tier.net appointment list. Folders prepared for the next day (blood results filed/ stickers printed). If a new client facility folder is to be opened, the correct stationery placed in the folder, and stickers are to be printed.
ENQUIRIES	:	Mr L Wawini Tel No: (023) 316-9600
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 may be subjected to a practical test. "The pool of applications will be considered for vacancies within Witzenberg 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	:	09 January 2026
POST 45/392	:	**ADMINISTRATION CLERK: SUPPORT (QUALITY ASSURANCE) (X3 POSTS)**
SALARY	:	R228 321 per annum

CENTRE	:	Groote Schuur Hospital, Observatory
REQUIREMENTS	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience. Inherent requirements of the job: Must be willing to work shifts. Competencies (knowledge/skills): Good communication skills (verbal and written). Computer literacy. Accurate data capturing skills. Good organisational and interpersonal communication skills. Ability to work independently and within a team. Ability to execute duties accurately and thoroughly.
DUTIES	:	Providing effective customer care and support to patients and their families. Control and maintain order in patient waiting areas. Perform reception duties and answer queries, including dealing with staff, patients and visitors (telephonic and walk-in). Create and maintain databases for compilation of monthly reports. Type documents, reports and correspondence. Effective records management. Effective use of resources and consumables. Willingness to accept additional duties as assigned by your Supervisor/Manager. Relief and other related duties.
ENQUIRIES	:	Ms T Khan Tel No: (021) 404 6441
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 assessment. 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	:	09 January 2026
POST 45/393	:	**ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (PROCUREMENT) (X2 POSTS)**
SALARY	:	R228 321 per annum
CENTRE	:	Red Cross War Memorial Children’s Hospital, Rondebosch
REQUIREMENTS	:	Minimum educational qualification: Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject, and/or Senior Certificate (or equivalent) with experience/competencies that focus on the Key Performance Areas (KPA’s) of the post. Inherent requirements of the job: Perform overtime duties when required. Competencies (knowledge/skills): Knowledge of LOGIS and the Electronic Procurement Solutions (EPS). Good verbal and written communication skills. Computer literacy in MS Word, MS Excel, and Outlook. Good organisational skills. Knowledge of procurement, infrastructure services (16B), equipment, medical supplies, and contract management process. Knowledge of PFMA, Finance instructions, Provincial and Treasury regulations Knowledge of the Preferential Procurement Policy Framework Act 5 of 2000 (PPPFA). Knowledge in the procurement of infrastructure services (16B), equipment, and medical supplies in an SCM environment.
DUTIES	:	Assist and download quotations via e-PS, perform close-outs on e-PS, and prepare submission documentation for the quotation committee (QC) Assist with the entire lifecycle of procurement: specification development, advertising, evaluation, adjudication, award, order placement on LOGIS, delivery confirmation, and expenditure report if needed, for a specific order or contract Perform formal and informal procurement transactions, including compliance with relevant threshold policies. Assist with the drafting, renewal, and monitoring of mini-contracts, institutional contracts, leases, and service-level agreements. Assist with maintaining a contract register and ensure timely alerts before expiry. Support with audits of active contracts, ensuring contract files are updated with all required documentation. Liaise with service providers and internal departments for the amendment, renewal, or cancellation of contracts as required. Assist with the development of performance monitoring tools for Ensure compliance with relevant laws and regulations pertaining to supply chain management Maintain the 0-9 file and ensure daily filling is done. Effective and efficient knowledge of the Procurement on the LOGIS and Electronic Procurement Solutions (ePS) environment. Provide support to the AO, SAO, and colleagues by attending meetings, addressing procurement-related queries, and relieving staff during absences. Ensure clear written and verbal communication across the component. Assist with the submission of procurement plans, deviation reports, and urgent procurement memos. Liaise

with internal clients (end-users) and external suppliers/government departments on SCM matters. Ensure adherence to SCM policies, procedures, and regulations, including 16A & 16B frameworks. Regularly update the 0–9 file and ensure all procurement documentation is filed daily. Generate accurate weekly, monthly, and ad hoc procurement reports for the AO, SAO, ASD, and other relevant stakeholders. Assist in internal and external audit preparations, ensuring completeness of files. Capture and track procurement of assets and ensure correct alignment with budget allocations and equipment planning. Ensure accurate reporting of infrastructure and capital equipment procurements in line with Equipment Committee and budget timelines. Assist with institutional annual stock counts, Liaise with end users, service providers and other Governmental departments regarding Supply Chain matters.

ENQUIRIES : Mr O Zibaya /Mr A Jensel Tel No: (021) 658-5698/5486
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.
CLOSING DATE : 09 January 2026

POST 45/394 : **ADMINISTRATION CLERK: SUPPORT**
Chief Directorate: Metro Health Services

SALARY : R228 321 per annum
CENTRE : Hanover Park Community Health Centre
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative experience. Appropriate experience in PHCIS/ CLINICOM. Inherent requirements of the job: Prepared to work 12-hour shifts (which include night duty, weekends and Public holidays) and work overtime on short notice. Competencies (knowledge/skills): Computer literacy. Good interpersonal and communication skills. Ability to accept accountability and responsibility, and to work independently and unsupervised, as well as in a multi-disciplinary team.
DUTIES : Registration and capturing of patient information on PHCIS. Recordkeeping, filing, retrieving, tracing of folders, disposal and archiving of folders. Effective and efficient handling of patient documentation. Perform relief duties within facility as needed. Effective and efficient handling of enquiries.
ENQUIRIES : Ms M James Tel No: (021) 684-1302
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
NOTE : No payment of any kind is required when applying for this post. The 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.
CLOSING DATE : 09 January 2026

POST 45/395 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT**

SALARY : R228 321 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as passed subject or Senior Certificate (or equivalent) with appropriate experience that focuses on the Key Performance Area's (KRA's) of post. Experience: Appropriate administrative experience in line with the duties (key result areas/outputs). Appropriate administrative experience in a clinical or healthcare setting. Appropriate experience in SYSPRO/LOGIS. Inherent requirements of the job: Valid (Code B/EB/C1) driver’s license. Competencies (knowledge/ skills): Working knowledge and experience of Asset Management and Supply Chain Management. Functional Computer skills in MS Office (i.e. Word, Excel, PowerPoint and Outlook). Computer literacy (MS Word, Excel and Outlook) and familiarity with Syspro or LOGIS. Good interpersonal and organisational skills. Knowledge of Accounting Officer System.
DUTIES : Asset Management. (Maintenance, Register Management, AOS compliance). Asset Verification. Disposal Management. Additions of assets Management. Operational leases Management. Support to supervisor and management.
ENQUIRIES : Ms V Groenewald Tel No: (021) 938-4911

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 expected to undergo a practical assessment.
CLOSING DATE	:	09 January 2026
POST 45/396	:	**ADMINISTRATION CLERK: SUPPORT** Chief Directorate: Metro Health Services
SALARY	:	R228 321 per annum
CENTRE	:	Khayelitsha/Eastern Sub-structure Office
REQUIREMENTS	:	Minimum educational qualification: Senior Certificate (or equivalent) qualification. Experience: Appropriate administrative experience. Competencies (knowledge/ skills): Computer proficiency in MS Word, Excel and MS Office. Good interpersonal relations, communication, service orientation and organizational skills. Ability to interpret and implement relevant financial instructions. Ability to think analytically and logically and ability to work under pressure. Good human relations.
DUTIES	:	Provide effective and efficient general office administration, including logistical support, coordinating meetings and visits, minute taking, file administration and outreach or events support. Administrative support to the Health Program, Health Services including support to NPO partners and other Stakeholders. Ensure compliance with the appropriate Financial Management prescripts. Assist with the budget breakdowns for the NPO, contract documents and update the NGO’s records/files accordingly. Supply Chain Management function with regard to ordering of stationary, stock Information, Education and Communication materials (receive and distribute) and maintaining an up-to-date inventory of stock. Administer the GMT system at the designated authority level, ensuring timely completion of trip authorities and overnight travel applications. Submit monthly security reports where applicable. Load maintenance request on DOHENG portal. Assist and support the supervisor and Programme and Services Manager(s).
ENQUIRIES	:	Mr M Strauss Tel No: (021) 360-4662
APPLICATIONS	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
NOTE	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subject to a practical/written and oral assessment. 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	:	09 January 2026
POST 45/397	:	**STAFF NURSE GRADE 1 TO 3 (X2 POSTS)** Cape Winelands Health District
SALARY	:	Grade 1: R220 614 per annum Grade 2: R262 287 per annum Grade 3: R306 798 per annum
CENTRE	:	Cape Winelands TB Centre
REQUIREMENTS	:	Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with a professional council: Registration with the SANC as Staff Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as a Staff Nurse. **Grade 3:** A minimum of 20 years appropriate/recognisable nursing experience after registration with SANC as a Staff Nurse. Inherent requirements of the job: Willingness to work overtime when necessary. Will be required to work shifts, weekends, and public holidays. Must be prepared to assist in all departments according to operational needs. Ability to work under pressure. Competencies (knowledge/skills): Good communication, planning and interpersonal skills. Ability to work in the multidisciplinary team. Enhance patient care through the implementation of SOP’s, policies, and guidelines.
DUTIES	:	Development and implementation of basic patient care to all patients. Provide basic clinical nursing care. Effective utilization of resources. Maintain professional growth/ethical standards and self-development.
ENQUIRIES	:	Ms R Van Rooyen Tel No: (023) 348 -1309

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. 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 Cape Winelands TB Centre, 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 : 09 January 2026

POST 45/398 : **STAFF NURSE GRADE 1 TO 3 (THEATRE AND CSSD)**
West Coast District

SALARY : Grade 1: R220 614 per annum
Grade 2: R262 287 per annum
Grade 3: R306 798 per annum

CENTRE : Vredenburg Hospital, Saldanha Bay Sub-district

REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with SANC as a Staff Nurse. Registration with a professional council: Registration with the SANC as a Staff Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as a Staff Nurse. **Grade 3:** A minimum of 20 years’ appropriate/recognizable experience in nursing after registration with the SANC as a Staff Nurse. Inherent requirements of the job: Willingness to work shifts, public holidays, after-hours, night duty, weekends and overtime when necessary. Willingness to work in all departments(wards) of nursing according to operational needs per rotational schedule. Competencies (knowledge/skills): Knowledge of the Nursing Act and relevant regulations Knowledge of the Medicines Control Act, Mental Health Care Act, Child Health Act, and other relevant legislation. Good communication, planning and interpersonal skills. Ability to work in a multi-disciplinary team and enhance patient care through implementation of SOP’s, policies and guidelines.

DUTIES : Development and implementation of basic patient care plans. Provide clinical nursing care. Effective utilization of resources. Maintain Professional growth/ ethical standards and self-development.

ENQUIRIES : Ms E Lester Tel No: (022) 709-7257

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 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 the Saldanha 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 : 09 January 2026

POST 45/399 : **STAFF NURSE GRADE 1 TO 3 (NEW BEGINNINGS HOUSE)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R220 614 per annum
Grade 2: R262 287 per annum

Grade 3: R306 798 per annum

CENTRE : Stikland Hospital

REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with a professional council: Registration with the SANC as Staff Nurse. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends, and public holidays to meet the operational requirements. Must be prepared to rotate and assist in all departments according to operational requirements. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/ recognisable experience in nursing after registration with the SANC as Staff Nurse. **Grade 3:** A minimum of 20 years appropriate/ recognisable experience in nursing after registration with the SANC as Staff Nurse. Competencies (knowledge/skills): Knowledge of nursing care and procedures, nursing statutes, and other relevant legal frameworks. Must have good communication skills. Interpersonal skills.

DUTIES : Provide basic clinical nursing care. Development and implementation of basic patient care plans. Facilitate the provision of health care and education according to individual needs of patients, family and community. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Reporting on patient safety and adverse incidents Effective record keeping.

ENQUIRIES : Ms M Le Roux Tel No: (021) 940-4424

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 will be subjected to a written/practical and oral assessment. “Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview.” This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)”. The pool of applications will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

CLOSING DATE : 09 January 2026

POST 45/400 : **STAFF NURSE GRADE 1 TO 3 (ICU HIGH CARE – 1 POST), (THEATRE- X1 POST), (OBSETETRICS AND GYNAECOLOGY – X2 POSTS)**
Chief Directorate: Rural Health Services

SALARY : Grade 1: R220 614 per annum
Grade 2: R262 287 per annum
Grade 3: R306 798 per annum

CENTRE : Worcester Regional Hospital

REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with SANC as a Staff Nurse. Registration with the professional council: Registration with the South African Nursing Council as a Staff Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/ recognisable experience in nursing after registration with the SANC as Staff Nurse. **Grade 3:** A minimum of 20 years appropriate/ recognisable experience in nursing after registration with the SANC as Staff Nurse. Inherent requirements of the job: Ability to work shifts during the day and night, weekends and public holidays and overtime when required by supervisor. Willingness to rotate within different Functional Business Units. Competencies (knowledge/skills): Sound knowledge of SANC Regulation which prescribe nursing practice. The ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure quality nursing care. Good interpersonal and communication skills. Ability to deal with conflict situations and make sound decisions under pressure.

DUTIES : Develop and implement basic patient care by providing individual direct and indirect health care under supervision of the Professional Nurse. Responsible for providing basic clinical nursing care within SANC Scope of Practice and competency training as required. Effective health promotion and information to patient/client and community. Participate in the effective utilization of physical

and financial resources to maintain standards and ensure quality care. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Mr S Bruiners Tel No: (023) 348-1104
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 on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for vacancies within Worcester Regional Hospital for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
CLOSING DATE : 09 January 2026

POST 45/401 : **STAFF NURSE GRADE 1 TO 3**
Garden Route District

SALARY : Grade 1: R220 614 per annum
Grade 2: R262 287 per annum
Grade 3: R306 798 per annum
CENTRE : Conville CDC, George Sub-district
REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with the professional council: Registration with the SANC as a Staff Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years' appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. Inherent requirements of the job: Willingness to work extended hours, after hours, outreaches on projects. Willingness to rotate to the hospital facility and other clinics in the Sub-district when needed. Competencies (knowledge/skills): Good communication skills. Self- discipline and motivation.
DUTIES : Development and implementation of basic patient care plans. Provide basic clinical nursing care. Effective utilization of resources. Maintain professional growth/ethical standards and self- development. Take actions to improve quality of nursing care. Participate in infection prevention and control.
ENQUIRIES : Ms M Marthinus Tel No: (044) 814 -1100
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 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 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 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.
CLOSING DATE : 09 January 2026

POST 45/402 : **LABORATORY ASSISTANT (TOXICOLOGY)**
Chief Directorate: Emergency and Clinical Support Services

SALARY : R193 359 per annum
CENTRE : Forensic Medicine and Toxicology, Observatory Forensic Pathology Institute
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or Equivalent). Experience: Appropriate experience in a Biomedical Laboratory. Appropriate

experience in using laboratory equipment such as centrifuges, vortexes, balances, and pipettes and pipetting skills. Appropriate experience in handling human biological samples and other hazardous chemicals/ waste and gases. Inherent requirements of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/ skills): Above average competency use of Microsoft programs including both Word and Excel. The ability to work in a biohazardous environment, perform heavy manual tasks and the ability to work under pressure. Basic understanding of calculations necessary for the preparation of chemical solutions. Good interpersonal relationships and working both individually and in a team. Must be ethical, honest and take accountability. Understand basic laboratory equipment and how to follow SOP for their maintenance and monitoring. Good Laboratory Practice. Self-management. Good hand-eye coordination and manual dexterity. Ability to effectively manage multiple priorities and adapt to change within a fast-paced environment. Attention to detail and accuracy in record keeping and data numerical and text entry. Proficiency in office equipment. Ability to communicate clearly and discreetly in person and in writing.

DUTIES : Effective and efficient Laboratory Upkeep and Support. Effective and efficient Testing Support. Efficient Specimen handling and Management. Effective and efficient Inventory, Facility and Admin Support.

ENQUIRIES : Ms B Davies Tel No: (021) 406-6026/6412 or Bronwen.Davies@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 will be subjected to a security clearance prior to appointment. Shortlisted candidates will be subjected to a practical test. The pool of applicants will be considered for vacancies within Forensic Medicine and Toxicology, Observatory Forensic Pathology Institute, 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 : 09 January 2026

POST 45/403 : **LABORATORY ASSISTANT (DENTAL MECHANICS)**
Chief Directorate: Metro Health Services

SALARY : R193 359 per annum

CENTRE : Oral Health Centre, Tygerberg/Mitchell’s Plain

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in a Dental Laboratory as a Laboratory Assistant. Competencies (knowledge/skills): Good communication skills. Good interpersonal skills. Ability to maintain equipment.

DUTIES : Provide effective support services in the Dental Laboratory. Provide a support service to dental technicians for eg. invest and pack dentures, Pouring and trimming of models and articulate working models. Assist Dental Technicians in handling materials, equipment and errands pertaining to their scope of practice. Provide support within the dental laboratory stores. Basic maintenance of laboratory equipment. Provide basic administrative support and keep proper statistics of work done in input and output registers.

ENQUIRIES : Mr MV Adams Tel No: (021) 937-3068 or email: mvadams@uwc.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. Short listed candidates will be subjected to a written and oral assessment. The pool of applications will be considered for vacancies within Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

CLOSING DATE : 09 January 2026

POST 45/404 : **ARTISAN ASSISTANT (MECHANICAL) (X2 POSTS)**

SALARY : R193 359 per annum

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Grade 10 Certificate or (or equivalent). Experience: Appropriate experience in the mechanical field, general mechanical repairs. Competencies (knowledge/skills): Strict adherence to the Occupational Health and Safety Act. Ability to plan ahead (pro-active), work

		independently as well as in a team and it would be required for the officer to learn & comply with in-house systems & procedures. Good communication skills (verbal and written). Ability to work independently and under pressure. Ability to carry out basic general welding tasks.
DUTIES	:	Maintain and repair equipment at the hospital. Assist with the execution of mechanical projects which will include fabrication & welding. Assist other departments within the workshop set up. Assist Artisans in the performance of their duties, and clean areas where work has been carried out. Complete and return repair requisitions and assist in ordering and controlling the workshop, materials and tools.
ENQUIRIES	:	Mr AK Mgcodo / Mr EM Sithole Tel No: (021) 404-6251 / 6212
APPLICATIONS	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE	:	No payment of any kind is required when applying for this post. The 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	:	09 January 2026
POST 45/405	:	**ARTISAN ASSISTANT (MECHANICAL)**
SALARY	:	R193 359 per annum
CENTRE	:	Tygerberg Hospital, Parow Valley
REQUIREMENTS	:	Minimum educational qualification: Grade 10 (or equivalent). Experience: Appropriate handyman experience within a Health environment. Inherent requirements of the job: Valid driver's license. Must be prepared to work overtime and do standby duties. Must be physically able to perform duties required. Competencies (knowledge/ skills): Ability to function independently, plan ahead (pro-active) and work in a team. Ability to adhere to safety standards. Ability to handle conflict and problem-solving situations.
DUTIES	:	Assist with repairs and installation of projects, emergency breakdowns, supervise and in-service training of co-workers. Maintain and repair mechanical equipment, repair of plant equipment, furniture (Beds), fixtures and fittings mechanical. Assist in preventive maintenance procedures, including autoclave, steam generators, water tanks, chlorifiers. Basic welding repairs and installations. Obtaining quotations, order and control of materials as needed to complete requisitions. Strict adherence to the Occupational Health and Safety Act.
ENQUIRIES	:	Mr E Frasenburg Tel No: (021) 938-4237
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.
CLOSING DATE	:	09 January 2026
POST 45/406	:	**ARTISAN ASSISTANT** Cape Winelands Health District
SALARY	:	R193 359 per annum
CENTRE	:	Ceres Hospital
REQUIREMENTS	:	Minimum educational qualification: Grade 10 (equivalent to Standard 8). Experience: Appropriate experience in building, air-conditioning, refrigeration, plumbing, painting, electrical, carpentry, maintenance and repairs. Appropriate experience in workshop related tasks. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Ability to do stand-by duties. Willingness to assist in all facilities in the sub district within the workshop set-up. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act. Ability to operate industrial machinery and welding tasks. Ability to communicate (written and verbal) Ability to handle heavy equipment, heights and narrow spaces.
DUTIES	:	Assist with the execution of engineering/projects/repairs and internal maintenance in regard of plumbing, carpentry, electrical, glazing and building works. Maintain, repair and cleaning of drains on a regular basis Maintain and repair general kitchen and laundry equipment. Strict adherence to the Occupational health and Safety Act. Assist Artisans in the performance of their duties. Control over tools, equipment and material.

ENQUIRIES	:	Mr W Owen Tel No: (023) 316-9600
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 required to do a practical test as part of the interview process. “The pool of applications will be considered for vacancies within Ceres 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	:	09 January 2026
POST 45/407	:	**ARTISAN ASSISTANT (X2 POSTS)** West Coast District
SALARY	:	R193 359 per annum
CENTRE	:	Bergriver Sub-district and Radie Kotze Hospital
REQUIREMENTS	:	Minimum educational qualification: Grade 10 or equivalent. Experience: Appropriate experience in facility management, welding, painting, carpentry, and plumbing with general electrical knowledge. Inherent requirements of the job: Valid (Code B/EB) driver’s license. Willingness to assist within the sub-district as needed. Willingness to work overtime and to perform standby duties, including weekends and public holidays. Physically fit to handle heavy equipment and objects. Must be able to work on heights i.e. on ladders and scaffolding. Competencies (knowledge/skills): Knowledge of and apply the requirements of the Machinery and Occupational Health and Safety Act, as well as read, write and follow written instructions, including manuals and written procedures. Ability to optimally utilise allocated resources such as tools and materials and be skilled in the usage of a variety of tools. Ability to work independently and as part of a team. Ability to adhere to safety standards. Ability to use a conventional lathe or milling machine.
DUTIES	:	Provide an effective and efficient maintenance and technical support service to the institutions. Maintenance of installations, machinery, equipment as well as the workshop and garden tools. Render a support function in the workshop as well as standby duties. Maintain professional growth / ethical and self-development.
ENQUIRIES	:	Mr M Julius Tel No: (022) 913-1337
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.
CLOSING DATE	:	09 January 2026
POST 45/408	:	**FOOD SERVICES SUPERVISOR** Chief Directorate: Metro Health Services
SALARY	:	R193 359 per annum
CENTRE	:	Stikland Hospital
REQUIREMENTS	:	Minimum educational qualification: General Education and training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience in a large scale industrial, Food Service Unit. Inherent requirements of the job: Ability and willingness to work shifts, which include weekends/public holidays and overtime when needed. Physically able to lift heavy objects and be on your feet for long periods of time. Competencies (knowledge/skills): Knowledge of production and cooking methods for normal and therapeutic diets in an Industrial Foodservice Unit on a large scale. Knowledge of hygiene, occupational health, HACCP and safety principles. Sound organising skills. Inter-personal skills in relations with all categories of staff in the execution of his/her supervisory functions. Computer literacy in MS Office, writing skills and the ability to work under pressure (Computer literacy to be mentioned in CV or proof attached).
DUTIES	:	Order, receipt, storage and issue all food provisions and stock in the foodservice unit. Supervise food pre-preparation and production of all full and therapeutic diets. Supervise the weighing, dishing and distribution of food to various wards. Supervise hygiene, use and maintenance of equipment and occupational health and safety. Supervise adherence to prescripts, elementary control measures and standard operational procedures. Supervise human resources, financial resources and do stock control. Process food statistics and keep records.

ENQUIRIES : Ms R Potgieter Tel No: (021) 940-4575
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 will be subjected to a written/practical and oral assessment. The pool of applications will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
CLOSING DATE : 09 January 2026

POST 45/409 : **NURSING ASSISTANT GRADE 1 TO 3 (GENERAL: VARIOUS COMPONENTS) (X5 POSTS)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R174 261 per annum
Grade 2: R203 271 per annum
Grade 3: R239 559 per annum
CENTRE : False Bay Hospital, Southern/Western Sub-structure
REQUIREMENTS : Minimum educational qualification: Qualification that allows registrations with the SANC as a Nursing Assistant. Registration with a professional council: Registration with a professional council (SANC) as a Nursing Assistant. Experience: **Grade 1:** None **Grade 2:** A minimum of 10 years of appropriate/recognisable experience in nursing after registration with the SANC as a Nursing Assistant. **Grade 3:** A minimum of 20 years of appropriate/recognisable experience in nursing after registration with the SANC as a Nursing Assistant. Inherent requirements of the job: Willingness to work overtime when necessary. Will be required to work shifts, night duty, weekends, and public holidays. Must be prepared to assist in all departments according to operational needs. Competencies (knowledge/ skills): Knowledge of nursing care and procedures, nursing statutes, and other relevant legal frameworks. Must have good communication skills. Good Interpersonal skills.
DUTIES : Provide quality basic nursing care. Provide elementary clinical nursing care. Practice nursing in accordance with the laws and regulations relevant to nursing. Assist Patients with activities of daily living, which includes, nutritional status, mobility and elimination needs. Maintaining professional growth, ethical standards and self-development. Record keeping Utilise human, material and physical resources efficiently and effectively.
ENQUIRIES : Ms B Tyutu Tel No: (021) 832 5206
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 applications 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 registrations status). The pool of applicants will be considered for other vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert, provided that the job title, core function, 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.
CLOSING DATE : 09 January 2026

POST 45/410 : **NURSING ASSISTANT GRADE 1 TO 3 (FIRST STAGE LABOUR AND POST NATAL WARDS) (X3 POSTS)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R174 261 per annum
Grade 2: R203 271 per annum
Grade 3: R239 559 per annum
CENTRE : Mowbray Maternity Hospital
REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing Assistant. Registration with a professional council:

		Registration with the SANC as a Nursing Assistant. Inherent requirements of the job: Willingness to work shifts, public holidays, after hours, night duty and weekends when required. Willingness to work overtime when needed. Willingness to rotate to other wards when required. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years' appropriate/recognisable nursing experience after registration with the SANC as a Nursing Assistant. **Grade 3:** A minimum of 20' years appropriate/recognisable nursing experience after registration with the SANC as a Nursing Assistant. Competencies (knowledge/skills): Knowledge and insight into protocols and policies pertaining to nursing practices in a hospital setting. Knowledge of Infection Prevention Control standards.
DUTIES	:	Assist patients with activities of daily living. To observe patients' behaviour and actions in wards and in seclusion and provide elementary clinical nursing care. Maintain documentation and communication. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Actively participating in in-service training interventions.
ENQUIRIES	:	Ms C Hammond-Rudimuldu Tel No: (021) 659-4908
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 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 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.
CLOSING DATE	:	09 January 2026
POST 45/411	:	**TRADESMAN AID (X4 POSTS)**
SALARY	:	R163 680 per annum
CENTRE	:	Tygerberg Hospital, Parow Valley
REQUIREMENTS	:	Minimum educational qualification: Grade 10 (or equivalent). Experience: Appropriate experience in tasks performed in an engineering environment. Inherent requirements of the job: Ability to work standby duties, overtime, weekends and public holidays when operationally required. The incumbent must be able to handle heavy objects, heights, narrow spaces and be on their feet the entire day. Competencies (knowledge/skills): Ability to work independently as well as part of a team. Good interpersonal, communication and organisational skills.
DUTIES	:	Perform various basic maintenance duties in the workshop, on the grounds and clear areas where work has been carried out. Assist with repairs and emergency breakdowns (including after-hour repairs). Control, manage and safekeeping of tools, stock and equipment in the workshop and carrying, loading and off-loading of tools as well as material. Identify maintenance and repair needs and ensure that tools and material are available when needed and cleaned after use. Provide a support service to the technical staff. Collection, movement and delivery of equipment and furniture. Clean workshop and drains. Provide Support Service to technical Staff. Provide a clean hygiene and safe working environment.
ENQUIRIES	:	Mr E Frasenburg Tel No: (021) 938-4237
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 expected to undergo a practical assessment.
CLOSING DATE	:	09 January 2026
POST 45/412	:	**OPERATOR: TUBE FEED (INFANT MILK KITCHEN) (X2 POSTS)**
SALARY	:	R163 680 per annum

CENTRE	:	Groote Schuur Hospital
REQUIREMENTS	:	Minimum educational qualification: General Education and Training certificate (GETC) /Grade 9 (Std 7). Experience: Appropriate experience in a hospital milk kitchen service. Inherent requirements of the job: Physically able to perform physical tasks such as lifting, packing, and pushing heavy trolleys. Willingness to work overtime on public holiday and weekends. Competencies (knowledge/skills): Ability to read and write. Basic numerical skills with an ability to adapt feed recipes. Good communication skills (verbal and written). Basic knowledge of infant feed products. Knowledge of milk kitchen hygiene practices. Basic knowledge of store keeping and stock management. Knowledge of pasteurisation of human breast milk.
DUTIES	:	Production and distribution of infant formula. Processing of human milk including pasteurisation. Maintain optimal hygiene standards in the milk kitchen and store area. Basic stock taking and stock control. Perform basic administrative tasks as required within the department.
ENQUIRIES	:	Ms A Du Toit Tel No: (021) 404-4471
APPLICATIONS	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
NOTE	:	No payment of any kind is required when applying for this post. The 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	:	09 January 2026
POST 45/413	:	**TRADESMAN AID (X2 POSTS)** Chief Directorate: Metro Health Services
SALARY	:	R163 680 per annum
CENTRE	:	Khayelitsha District Hospital, Khayelitsha/Eastern Sub-structure
REQUIREMENTS	:	Minimum educational qualification: Grade 10 or equivalent certificate. Experience: Appropriate maintenance and repairs. Inherent requirements of the job: Code 8/ EB driver’s license. Physically fit to do manual labour. Willingness to work after hours and overtime. Hand sanding, varnishing and stripping skills. Knowledge of the Occupational Health and Safety Act. Competencies (knowledge/ skills): Knowledge of maintenance tools, machinery and equipment. Good interpersonal skills.
DUTIES	:	Delivery, collection and transportation of items and equipment and other facilities. Assist with day-to-day repairs, installations, alterations and daily maintenance checks including emergency work. Assist with refurbishment and restoration of furniture. Cleaning of workshops, plant rooms, control tools, materials and equipment.
ENQUIRIES	:	Mr Z Mtshatsheni Tel No: (021) 360-4635
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.
CLOSING DATE	:	09 January 2026
POST 45/414	:	**CHILD MINDER**
SALARY	:	R163 680 per annum
CENTRE	:	Groote Schuur Hospital, Observatory
REQUIREMENTS	:	Minimum educational qualification: Numeracy and literacy and Child Care Certificate. Experience: Appropriate experience. Inherent requirements of the job: Willingness to work shift and/or rotation basis. Competencies (knowledge/skills): Good interpersonal, supervisory skills, ability to work independently and within a team. Ability to perform child minding activities, Educare teaching and training skills. Ability to multitask and take overall responsibility for each child. Good communication skills (verbal and written).
DUTIES	:	Provide quality childcare to children at the GSH Childcare Centre. Create a safe, stimulated and happy environment for the children. Supervise the children between the ages 0 to 5 years. Provide effective communication within and outside the institution. Report incidents or abnormalities to the relevant manager, parent or guardian. Provide ad hoc classroom cover if and when required. Maintain a clean and healthy environment to prevent infections.
ENQUIRIES	:	Ms J Stevens Tel No: (021) 404-6194

APPLICATIONS	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
NOTE	:	No payment of any kind is required when applying for this post. The 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	:	09 January 2026
POST 45/415	:	**FOOD SERVICES AID** Central Karoo District
SALARY	:	R138 486 per annum
CENTRE	:	Prince Albert Hospital
REQUIREMENTS	:	Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience in preparing patient meals in hospitals environment. Inherent requirements of the job: Physically strong to lift heavy objects and be on their feet the entire day. Willingness to work shifts, weekends, overtime and public holidays. Competencies (knowledge/skills): Good communication skills. Self- disciplined, motivated, sober habits, willingness to develop skills and undergo training. Ability to read, write and interpret recipes to prepare meals to be served and be able to use an electronic kitchen scale. Appropriate knowledge of basic cleaning and maintenance of equipment used in the Food Service Unit.
DUTIES	:	Provision of food services, including pre-preparation & preparation of normal and special diets as well as dishing up and distribution of the meals. Assist with the receiving and storage of perishables and groceries. Implement and control hygienic environment according to occupational health and safety prescripts including infection control. Assist with the maintenance of appliances and equipment. Assist with the informal in-service training of new employees in the unit.
ENQUIRIES	:	Ms L Martins Tel No: (023) 814 - 2994
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 will be subjected to a practical/ oral assessment. 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.
CLOSING DATE	:	09 January 2026
POST 45/416	:	**PORTER** West Coast District
SALARY	:	R138 486 per annum
CENTRE	:	Swartland Hospital
REQUIREMENTS	:	Minimum educational qualification: Basic literacy and numeracy skills. Experience: Appropriate porter experience in a Public Health facility/hospital. Inherent requirements of the job: Willingness to work shifts and over weekends. Competencies (knowledge/skills): Ability to achieve and maintain good interpersonal relations with staff and the service providers. Knowledge of the Occupational Health and Safety Act. Ability to perform tasks such as lifting of patients/corpse from/onto beds, trolleys, wheelchairs and to mortuary.
DUTIES	:	Accompany walking patients and safely transport sitting non-walking patients per wheelchair/bed trolley to and from different departments/wards. Render assistance to nursing/medical staff with the transfer of patients to beds/wheelchairs and vice versa. Assist with shifting of medical equipment to and from rooms. Report any defects of trolleys or wheelchairs to supervisor. Respond to requests from wards and departments. Ensure a safe and hygienic work environment as well as collecting and cleaning equipment. Safe transport and storing corpses in mortuary.
ENQUIRIES	:	Mr J Timotheus Tel No: (022) 487-9206
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.
CLOSING DATE	:	09 January 2026

POST 45/417	:	**PORTER** Central Karoo District
SALARY	:	R138 486 per annum
CENTRE	:	Beaufort West Hospital
REQUIREMENTS	:	Minimum educational qualification: Basic numeracy and literacy skills. Experience: Appropriate porter experience in a public health facility. Inherent requirements of the job: Willingness to work shifts, including nightshift, weekends, overtime and public holidays. The ability to perform tasks such as lifting patient's from/onto beds, trolleys and wheelchairs. Willingness to cover shifts in absence of colleagues and to work in all departments /wards in the hospital. Competencies (knowledge/ skills): Basic knowledge of Infection Prevention Control procedure. Good interpersonal and communication skills. Willingness to work in a team. Ability to work under pressure.
DUTIES	:	Transport of patients. Deliver specimens to laboratories and ensure a safe and hygienic work environment. Accompany walking patients and transport sitting/non-walking patients per trolley or wheelchair between wards and treatment areas. Safe transport of patients on trolleys and wheelchairs to and from different departments/wards and assist with loading of patients in/out of ambulances/vehicles. Carry medical and other documentation (patient files, reports, etc) to wards/treatment and other admin areas. Responsible for the cleanliness of trolleys, wheelchairs, and working areas and report any defects to trolleys/wheelchairs to the supervisor and reply to requests from wards. Render support services to clinical staff, supervisor and colleagues.
ENQUIRIES	:	Ms M De Koker Tel No: (023) 414-8200
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 will be subjected to a written/practical and oral assessment. 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.
CLOSING DATE	:	09 January 2026
POST 45/418	:	**FOOD SERVICES AID** West Coast District
SALARY	:	R138 486 per annum
CENTRE	:	Swartland Hospital, Swartland Sub-district
REQUIREMENTS	:	Minimum educational qualification: Basic numeracy and literacy skills. Experience: Appropriate experience in line with the Duties (key result areas/outputs). Appropriate experience in food services in a hospital environment. Inherent requirements of the job: Willingness to work shifts, public holidays, weekends and overtime. Competencies (knowledge/skills): Knowledge of production for normal and therapeutic diets in a foodservice unit. Knowledge of HACCP and safety principles. Ability to do work of a physical nature which includes lifting heavy objects and be on their feet the entire day.
DUTIES	:	Pre-preparation, cooking, plating, distributing and serving of meals and beverages for the patients in accordance with the PGWC Food Service Policy. Follow standardized PGWC Recipes and Menus. Assist in receipt and storage of all provisions in the foodservice unit. Clean and maintain the kitchen area and maintain equipment and adhere to health and safety regulations. Communicate with role-players and food service staff and give feedback regarding problems and recommendations to the Foodservice supervisor/manager. Render support to supervisor. Dress according to Departmental specifications and adhere to Hospital PGWC policy.
ENQUIRIES	:	Ms A van Breda Tel No: (022) 487-9223
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.
CLOSING DATE	:	09 January 2026

POST 45/419	:	**GENERAL WORKER STORES (X2 POSTS)** Chief Directorate: Rural Health Services
SALARY	:	R138 486 per annum
CENTRE	:	Worcester Regional Hospital
REQUIREMENTS	:	Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in a warehouse environment. Inherent requirements of the job: Ability to do physical tasks and operate heavy-duty warehouse machinery. Be able to lift heavy equipment and supplies and work with cleaning materials. Competencies (knowledge/ skills): The ability to issue stock, incoming and outgoing buyouts/stock according to AOS (Accounting Officer System), as well as safely and correctly handle Warehouse equipment. Basic numerical skills. Good physical health.
DUTIES	:	Assist with general tasks in the Stores area. Deliver stock and Buy-outs to different departments. Clean the Transito area and delivery area in courtyard. Assist the asset management department. Support to supervisor by adhering to the Code of Conduct.
ENQUIRIES	:	Mr S Joubert Tel No: (023) 348-1174
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 test. The pool of applicants will be considered for vacancies within Worcester Regional Hospital for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
CLOSING DATE	:	09 January 2026
POST 45/420	:	**GENERAL WORKER STORES**
SALARY	:	R138 486 per annum
CENTRE	:	Tygerberg Hospital, Parow Valley
REQUIREMENTS	:	Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate knowledge and appropriate experience in a Warehouse Management environment. Inherent requirements of the job: Physical ability to pick up and move heavy boxes or bags. Physical ability to pull heavy pallets containing stock to the various Wards using a pallet jack. Willingness to assist with stock-taking. Competencies (knowledge/skills): Good interpersonal and communication skills. Ability to work in a team.
DUTIES	:	Pick and deliver issued stock timeously to wards, clinics, theatres and departments in a cost-effective and safe manner. Maintain the audit trail of deliveries. Assist with the receiving, issuing, and the storage of stock. Clean stores on a regular basis. Assist with stock taking. Any ad-hoc duties.
ENQUIRIES	:	Mr L Campher Tel No: (021) 938-5546/ Mr B Scholtz Tel No: (021) 938-4631
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.
CLOSING DATE	:	09 January 2026
POST 45/421	:	**HOUSEHOLD AID (X2 POSTS)** Garden Route District
SALARY	:	R138 486 per annum
CENTRE	:	Southern Cape TB Centre (Harry Comay Hospital)
REQUIREMENTS	:	Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in a household/cleaning environment in a health facility. Inherent requirements of the job: Willingness to work shifts, including night shift, weekends, overtime, public holidays. The ability to do physical tasks and operate heavy duty cleaning and household equipment. Willingness to rotate in wards according to the needs of the service. Competencies (knowledge/ skills): Basic knowledge of cleaning of equipment. Support to housekeeping supervisor and adhere to policies and cleaning practices. Appropriate knowledge of stock, assets, linen and equipment control.
DUTIES	:	Deliver an effective cleaning service such as dusting, washing, scrubbing, polishing, washing and refuse removal. Adhere to safety measures and ensure adherence to Occupational Health and Safety policies and Infection Prevention Control measures. Render assistance to the supervisor with general

		housekeeping duties such as control of cleaning and household equipment, care and control of linen and serving of meals to patients.
ENQUIRIES	:	Mr R Lewis-Peters Tel No: (044) 814-1117
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 may be subjected to a competency test. 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.
CLOSING DATE	:	09 January 2026
POST 45/422	:	**HOUSEHOLD AID** Cape Winelands Health District
SALARY	:	R138 486 per annum
CENTRE	:	Robertson Hospital
REQUIREMENTS	:	Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate household aid and cleaning experience in a health facility or similar. Inherent requirements of the job: Willingness to work weekends, overtime, public holidays, night duty. Competencies (knowledge/skills): Basic knowledge of cleaning and the use of cleaning of equipment.
DUTIES	:	Maintenance, general neatness and hygiene of the ward kitchens and surroundings on a daily basis. Adherence to OHS and IPC policies. Render assistance to the supervisor with regards to general housekeeping duties such as control of cleaning and household equipment and upkeep of linen. Responsible to help with handling of clean and soiled linen on ward level according to IPC policies and ward systems. Perform ward food service duties according to HACCP principles and food service unit policies.
ENQUIRIES	:	Ms E Volschenk Tel No: (023) 626-8565
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. Short-listed candidates may be expected to complete a practical test. The pool of applications will be considered for vacancies within (Robertson 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	:	09 January 2026
POST 45/423	:	**SESSIONAL DENTAL SPECIALIST GRADE 1 TO 3 (ORTHODONTICS) (ORAL/DENTAL TRAINING)** Chief Directorate: Metro Health Services (16 Hours Per Week) (3 Year Contract)
SALARY	:	Grade 1: R646 per hour Grade 2: R737 per hour Grade 3: R853 per hour
CENTRE	:	Oral Health Centres, Tygerberg/Mitchell's Plain Platform
REQUIREMENTS	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Dental Specialist in Orthodontics. Registration with a professional council: Registration with the HPCSA as Dental Specialist in Orthodontics. Experience: **Grade 1:** None after registration with the HPCSA as Dental Specialist in Orthodontics. **Grade 2:** Minimum of 5 years' appropriate experience as Dental Specialist after registration with the HPCSA (or recognized foreign Health Professional Council in respect of a qualified foreign employee) as a Dental Specialist in Orthodontics. **Grade 3:** Minimum of 10 years' appropriate experience as Dental Specialist after registration with the HPCSA (or a recognized foreign Health Professional Council in respect of a foreign qualified employee) as a Dental Specialist in Orthodontics. Inherent requirements of the job: Valid Driver's licence.
DUTIES	:	Screening of patients on arrival. Record patients details. Identify problems to provide diagnosis. Orthodontic treatment of patients at Oral Health Centre, Tygerberg/Mitchells Plain. Treatment of cleft lip/palate and syndrome patients

at Red Cross Hospital (Dental Clinic). Restore function and aesthetics. Record keeping. Responsible for compiling stats.

ENQUIRIES : Dr D Joubert Tel No: (021) 937 3172

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 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 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 : 09 January 2026

POST 45/424 : **SESSIONAL MEDICAL SPECIALIST GRADE 1 TO 3 (MEDICINE: NEUROLOGY)**
(12 Hours)
(Contract until 31 March 2026)

SALARY : Grade 1: R646 per hour
Grade 2: R737 per hour
Grade 3: R853 per hour

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Neurology. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Neurology. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Neurology. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist in Neurology after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Neurology. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist in Neurology after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Neurology. Competencies (knowledge/skills): Excellent interpersonal, communication, teaching and mentoring skills. Excellent knowledge and skills in clinical neurophysiology (NCS, EMG, EEG, long-term video EEG). Excellent knowledge and skills in clinical neurology.

DUTIES : Patient clinical assessment and management, supervision of neurology registrars and neurotechnologist in neurophysiology clinics, as well as oversight of these clinics. Reading electroencephalograms and instructing registrars in the interpretation of electroencephalograms. Participation in epilepsy surgery evaluation clinics. Patient assessment and registrar supervision at general neurology outpatient clinics.

ENQUIRIES : Prof L Tucker Tel No: (021) 404-3197

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. Please ensure that you attach an updated CV. 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. 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.

CLOSING DATE : 09 January 2026

POST 45/425 : **MEDICAL OFFICER GRADE 1 TO 3 (X10 POSTS)**
Garden Route District
(20 Sessions P/Week)
(Contract Until 31 March 2027)

SALARY : Grade 1: R482 per hour
Grade 2: R550 per hour
Grade 3: R636 per hour

CENTRE : (Various Institutions) (George Sub-district; Mossel Bay Sub-district; Oudtshoorn Sub-district, NHI Project, (Garden Route District)

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with 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 Professional Council in respect of foreign qualified employees, of who 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 who is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Valid driver's licence (Code B/EB). Willingness to travel throughout the Garden Route and Central Karoo Districts. Competencies (knowledge/ skills): Knowledge of general medical and surgical conditions on hospital and PHC level. Knowledge applicable to South African TB and HIV care guidelines and including paediatrics HIV and Drug-resistant TB. Comprehensive evidence-based, direct patient-centred Clinical Service Provision in the District Health Services. Computer literacy (MS Excel, Word, Outlook etc.). Good interpersonal, organizational and teamwork skills. Primary healthcare experience. Ability and willingness to do outreach services to clinics throughout the Garden Route and Central Karoo Districts, guiding health care colleagues in managing difficult PHC cases.

DUTIES : Provide quality outpatient care to patients in the Garden Route and Central Karoo Districts Primary Healthcare and Hospital facilities. Provide an Outreach and Support service to PHC facilities in the Garden Route and Central Karoo Districts. Actively participate in skills transfer, training, and academic opportunities relevant to the post. Active involvement in the clinical governance of Garden Route and Central Karoo Districts facilities as required. Provide an efficient administration service regarding all clinical and non-clinical matters and medico-legal work. Ensure a cost-efficient service at clinical level with regards to laboratory services, blood, medicine, consumables and equipment.

ENQUIRIES : Ms S Pienaar Tel No: (044) 803-2703

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 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 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.

CLOSING DATE : 09 January 2026

POST 45/426 : **DENTAL ASSISTANT GRADE 1 TO 2 (SESSIONAL) (X3 POSTS)**
Garden Route District
(1-Year Contract)

SALARY : Grade 1: R143 per hour
Grade 2: R167 per hour

CENTRE : (Various Institutions) (NHI Project Garden Route District)

REQUIREMENTS : Minimum educational qualification: Appropriate qualification or prescribed in-service training (with duration of less than 2 years) that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as Dental Assistant. Registration with the professional council: Registration with the Health Professions Council of South Africa (HPCSA) as Dental Assistant. Experience: **Grade 1:** None after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA as Dental Assistant. **Grade 2:** A minimum of 10 years' appropriate experience after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA as Dental Assistant. Inherent requirements of the job: Valid driver's licence (Code B/EB). Willingness to travel between PHC facilities and Hospital. Competencies (knowledge/skills): Adhere to all departmental requirements and protocols. Sound verbal and written communication skills. Good computer skills (MS Word, Excel and PowerPoint) Appropriate inoculation. Knowledge of patient preparations and dental instruments. Knowledge of the National Oral Health Policy, National Norms, Standards and Practice. Guidelines for Primary Oral Health Care, Occupational Health & Safety Act.

DUTIES : Assisting Clinician, maintaining hygienic environment and maintaining infection control. Planning and packing for outside clinics, marathon sessions and outreach sessions. Clinical patient care. Stock control, stocking surgery and maintenance of equipment. Maintain appropriate database of work done. Waste management and practical patient flow management. Responsible for own continuous Professional Development.

ENQUIRIES : Ms S Pienaar Tel No: (044) 803 - 2703

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 required to do a competency test as part of the interview process. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). 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.

CLOSING DATE : 09 January 2026

DEPARTMENT OF INFRASTRUCTURE

CLOSING DATE : 26 January 2026

NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your

application before the closing date as no late applications will be considered. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

OTHER POSTS

POST 45/427 : **PROFESSIONAL ENGINEER (PRODUCTION LEVEL): ROAD PROGRAMME COORDINATION REF NO: DOI 152/2024 R1**

SALARY : Grade A: R879 342 - R938 061 per annum
Grade B: R990 669 -R1 067 235 per annum
Grade C: R1 127 100 - R1 323 267 per annum

CENTRE : Department of Infrastructure, Western Cape Government

REQUIREMENTS : Engineering Degree B Eng/ BSC (Eng)) or relevant qualification; A minimum of 3 years post qualification engineering experience required; Compulsory registration with ECSA as a Professional Engineer or have submitted with ECSA for professional registration as a Professional Engineer; A valid code B or higher driving licence. Competencies: Knowledge of the following: Programme and project management; Engineering design and analysis knowledge; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing; Creating high performance culture; Professional judgment; Networking; The following skills: Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial management; Customer focus and responsiveness; Written and verbal communication skills; Computer literacy; Planning and organising; Conflict management; Problem solving and analysis; People management; Change management; Innovation.

DUTIES : Design new systems to solve practical engineering challenges and improve efficiency and enhance safety; Human capital development; Office administration and budget planning; Research and development; Experience in the following will be advantageous: Transport infrastructure, road construction and/or maintenance or the asset management processes of transport infrastructure; Various design stages for multidisciplinary Roads projects; Compiling/preparing tender document and the tender process; Supervising technical staff /teams; Data monitoring and analytics of projects in the various phases; Exposure of financial, human resource, supply chain-,contract, management and scope monitoring during construction; Project management and report writing; Willingness to travel when required; Further studies or courses

ENQUIRIES : Ms B Dlamini at 061 033 1978

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

POST 45/428 : **CHIEF ENGINEER: ROAD USE MANAGEMENT REF NO: DOI 174/2025**

SALARY : Grade A: R1 266 450 per annum, all-inclusive salary package, (OSD as prescribed).

CENTRE : Department of Infrastructure, Western Cape Government

REQUIREMENTS : An appropriate Civil Engineering Degree [B Eng/BSc (Eng)] or relevant qualification; Six years post qualification engineering experience required; Compulsory registration with ECSA as a professional engineer; A valid code B driving license. Competencies: Knowledge of the following: Traffic analysis and assessment of traffic studies and proposals; Transport planning legislation and environment to include: National Land Transport Act (Act 5 of 2009); Spatial Planning and Land Use Management Act (Act 16 of 2013); Road Access Management Guideline and Arterial Management principles. Skills needed: Manage and Preparation of written proposals and submissions; Written and verbal communication; Analytical; Evidence-based decision making; Self-management to include planning and organizing of self, sub-ordinates and projects; Customer focus and responsiveness; Conflict management; Problem analysis and solution development; Proven computer literacy (MS Office); People management; Change management; Willingness to travel on a regular basis; and Ability to work under pressure.

DUTIES	:	Development and maintenance of road use management strategies; Management of the impact of spatial planning on the declared road network; Evaluation of development proposals affecting the road network; Development of Arterial Management Plans; and Liaison with various stakeholders in the transport infrastructure planning environment; Manage and ensure that a thorough evaluation of planning and design by others is done according to sound engineering principles and according to norms and standards and codes of practice; Approve engineering works according to prescribed norms and standards; Human capital development: Ensure training and development of production engineers, technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and codes of practice; Manage and Supervise the engineering work and processes; Administer performance management and development; Office administration and budget planning: Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement and personnel administration; Monitor and control expenditure; Report on expenditure and service delivery; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on engineering technology to improve expertise; Liaise with relevant bodies/councils on engineering-related matters.
ENQUIRIES	:	Carl.October@westerncape.gov.za
APPLICATIONS	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
POST 45/429	:	**CONTROL ENGINEERING TECHNOLOGIST: TRAFFIC ENGINEERING SUPPORT AND SAFETY REF NO: DOI 175/2025**
SALARY	:	Grade A: R921 900 per annum, all-inclusive salary package, (OSD as prescribed).
CENTRE	:	Department of Infrastructure, Western Cape Government
REQUIREMENTS	:	Bachelor of Technology in Civil Engineering (B Tech) or relevant qualification; A minimum of six years post qualification Engineering Technologist experience required; Compulsory registration with ECSA as a Professional Engineering Technologist; A valid code B driving license. Competencies: Knowledge of the following: Project Management, Technical design and traffic analysis; Research and Development; Computer-aided engineering applications; Knowledge of legal compliance; Technical report writing; Technical consulting; Networking; Professional judgment; Process knowledge and skills; Maintenance skills and knowledge; Mobile equipment operating skills; Engineering design and analysis knowledge; Research and development; Computer-aided engineering applications; Creating high performance culture; Technical consulting; Communication (written and verbal) skills; People Management, Planning and organizing; Engineering and professional judgment; Strategic capability and leadership; Behavioural competencies: Problem solving and analysis; Decision making; Team leadership; Creativity; Financial management; Customer focus and responsiveness; Conflict management, negotiation and Change Management skills.
DUTIES	:	Engineering design and analysis effectiveness: Perform final review and approvals or audits on new engineering designs according to design principles or theory; Maintain engineering operational effectiveness: Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources; Governance: Allocate, control, monitor and report on all resources; Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/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 engineering services according to organizational needs and requirements.
ENQUIRIES	:	Ms S Chow Tel No: (021) 483 2104
APPLICATIONS	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 45/430 : **AREA FOREMAN: ROUTINE MAINTENANCE REGION 1 (LANGEBERG) REF NO: DOI 155/2025**

SALARY : R269 499 - R317 463 per annum (Level 06)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification); A minimum of 3 years relevant experience; A valid Code B driving licence (or higher) with a valid Professional Driving Permit (PDP). Competencies: Knowledge of the following: Maintenance and repair of defects on roads and within road reserves according to the work methods; Operating of construction related machines; Supervision over a team of workers; Daily planning, organizing and coordinating of civil construction work and/or the maintenance thereof; Relevant further training. Skills needed: Proven computer literacy; Written and verbal communication; Report writing skills; Maintain good interpersonal relations; Ability to work under pressure; Good planning and problem-solving; Good time management.
DUTIES : Management of various Road Worker related Teams; Leading the execution of road construction/road maintenance operations; Assist in the undertaking of operational planning for the Proclaimed; Road Network; Manage, plan and Inspect road maintenance activities; Qualify and quantify material quantities for road maintenance activities; Define road defects during daily/weekly inspections and undertake corrective measures; Perform all administrative support functions pertaining to the Road; Worker related Teams; Safeguard work areas in terms of the Occupational Health and Safety Act; Handle emergency situations; Ensure that deadlines are met; train Supervisor and Subordinates in work methods.
ENQUIRIES : Mr A Koopman Tel No: (021) 863 2020
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 45/431 : **OPERATOR: CONSTRUCTION AND SPECIALISED MAINTENANCE REGION 1 (CALEDON) REF NO: DOI 150/2025**

SALARY : R193 359 - R227 766 per annum (Level 04)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Grade 10 certificate or equivalent; A minimum of 3 years experience operating various Construction machinery on road construction and maintenance; A valid code EC driving license with a valid Professional Driving Permit (PDP). Competencies: Proven knowledge of the following: Construction and Specialised Maintenance Machinery, i.e.: Excavator, Digger Loader, Tipper Truck, Mechanical Broom, Sit-on Tandem Roller, Water Truck, Frontend Loader, Line Marking Machine; Construction, maintenance and repair of roads; Verbal and written communication skills; Ability to work under pressure and meet deadlines; Reliable; Able to work in a Team.
DUTIES : Operate various types of Construction Machinery; Support road specialists in the construction, maintenance and repair of roads; Perform manual labour; Undertake general duties to support road specialists with the construction, maintenance and repair and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures and related activities; Supervision and utilization of labourers to ensure effective management of subordinates; Perform generic administrative functions pertaining to the post.
ENQUIRIES : Mr A Koopman Tel No: (021) 863 2020
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 45/432 : **OPERATOR: CONSTRUCTION AND SPECIALISED MAINTENANCE REGION 1 (HOPEFIELD) REF NO: DOI 151/2025**

SALARY : R193 359 - R227 766 per annum (Level 04)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Grade 10 certificate or equivalent; A minimum of 3 years' experience operating various Construction machinery on road construction and maintenance; A valid code EC driving license with a valid Professional Driving Permit (PDP). Competencies: Proven knowledge of the following: Construction and Specialised Maintenance Machinery, i.e.: Excavator, Digger Loader, Tipper

Truck, Mechanical Broom, Sit-on Tandem Roller, Water Truck, Frontend Loader, Line Marking Machine; Construction, maintenance and repair of roads; Verbal and written communication skills; Ability to work under pressure and meet deadlines; Reliable; Able to work in a Team.

DUTIES : Operate various types of Construction Machinery; Support road specialists in the construction, maintenance and repair of roads; Perform manual labour; Undertake general duties to support road specialists with the construction, maintenance and repair and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures and related activities; Supervision and utilization of labourers to ensure effective management of subordinates; Perform generic administrative functions pertaining to the post.

ENQUIRIES : Mr A Koopman Tel No: (021) 863 2020

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

POST 45/433 : **OPERATOR: CONSTRUCTION AND SPECIALISED MAINTENANCE REGION 1 (WORCESTER) REF NO: DOI 152/2025**

SALARY : R193 359 - R227 766 per annum (Level 04)

CENTRE : Department of Infrastructure, Western Cape Government

REQUIREMENTS : Grade 10 certificate or equivalent; A minimum of 3 years' experience operating various Construction machinery on road construction and maintenance; A valid code EC driving license with a valid Professional Driving Permit (PDP). Competencies: Proven knowledge of the following: Construction and Specialised Maintenance Machinery, i.e.: Excavator, Digger Loader, Tipper Truck, Mechanical Broom, Sit-on Tandem Roller, Water Truck, Frontend Loader, Line Marking Machine; Construction, maintenance and repair of roads; Verbal and written communication skills; Ability to work under pressure and meet deadlines; Reliable; Able to work in a Team.

DUTIES : Operate various types of Construction Machinery; Support road specialists in the construction, maintenance and repair of roads; Perform manual labour; Undertake general duties to support road specialists with the construction, maintenance and repair and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures and related activities; Supervision and utilization of labourers to ensure effective management of subordinates; Perform generic administrative functions pertaining to the post.

ENQUIRIES : Mr A Koopman Tel No: (021) 863 2020

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

POST 45/434 : **OPERATOR: CONSTRUCTION AND SPECIALISED MAINTENANCE REGION 1 (CLANWILLIAM) REF NO: DOI 156/2025**

SALARY : R193 359 - R227 766 per annum (Level 04)

CENTRE : Department of Infrastructure, Western Cape Government

REQUIREMENTS : Grade 10 certificate or equivalent; A minimum of 3 years' experience operating various Construction machinery on road construction and maintenance; A valid code EC driving license with a valid Professional Driving Permit (PDP). Competencies: Proven knowledge of the following: Construction and Specialised Maintenance Machinery, i.e.: Excavator, Digger Loader, Tipper Truck, Mechanical Broom, Sit-on Tandem Roller, Water Truck, Frontend Loader, Line Marking Machine; Construction, maintenance and repair of roads; Verbal and written communication skills; Ability to work under pressure and meet deadlines; Reliable; Able to work in a Team.

DUTIES : Operate various types of Construction Machinery; Support road specialists in the construction, maintenance and repair of roads; Perform manual labour; Undertake general duties to support road specialists with the construction, maintenance and repair and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures and related activities; Supervision and utilization of labourers to ensure effective management of subordinates; Perform generic administrative functions pertaining to the post.

ENQUIRIES : Mr A Koopman Tel No: (021) 863 2020

APPLICATIONS	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
POST 45/435	:	**OPERATOR: CONSTRUCTION AND SPECIALISED MAINTENANCE REGION 1 (PAARL - REGRAVEL) REF NO: DOI 158/2025**
SALARY	:	R193 359 - R227 766 per annum (Level 04)
CENTRE	:	Department of Infrastructure, Western Cape Government
REQUIREMENTS	:	Grade 10 certificate or equivalent; A minimum of 3 years' experience operating various Construction machinery on road construction and maintenance; A valid code EC driving license with a valid Professional Driving Permit (PDP). Competencies: Proven knowledge of the following: Construction and Specialised Maintenance Machinery, i.e.: Excavator, Digger Loader, Tipper Truck, Mechanical Broom, Sit-on Tandem Roller, Water Truck, Frontend Loader, Line Marking Machine; Construction, maintenance and repair of roads; Verbal and written communication skills; Ability to work under pressure and meet deadlines; Reliable; Able to work in a Team.
DUTIES	:	Operate various types of Construction Machinery; Support road specialists in the construction, maintenance and repair of roads; Perform manual labour; Undertake general duties to support road specialists with the construction, maintenance and repair and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures and related activities; Supervision and utilization of labourers to ensure effective management of subordinates; Perform generic administrative functions pertaining to the post.
ENQUIRIES	:	Mr A Koopman Tel No: (021) 863 2020
APPLICATIONS	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
POST 45/436	:	**ROAD WORKER SUPERVISOR: CONSTRUCTION AND SPECIALISED MAINTENANCE REF NO: DOI 164/2025 (X2 POSTS AVAILABLE IN BELLVILLE)**
SALARY	:	R193 359 - R227 766 per annum (Level 04)
CENTRE	:	Department of Infrastructure, Western Cape Government
REQUIREMENTS	:	Grade 10 (equivalent or higher qualification); A minimum of 3 years semi-skilled manual experience; A valid (Code EC) driving licence with professional drivers permit (PDP). Competencies: Good understanding of the maintenance and repair of defects on roads and within road reserves; Conflict and diversity management; Skills needed: Communication (verbal and written); Ability to work under pressure and meet deadlines; Ability to work in a team; Self-motivated.
DUTIES	:	Manage and supervise a team; Plan, supervise and undertake road maintenance activities; Determine material quantities for road maintenance activities; Define Road defects and undertake corrective measures; Safeguard work areas in terms of the Occupational Health and Safety Act; Train subordinates.
ENQUIRIES	:	Mr C Cronje Tel No: (021) 863 2020
APPLICATIONS	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
POST 45/437	:	**ROAD WORKER SUPERVISOR: CONSTRUCTION AND SPECIALISED MAINTENANCE (HOPEFIELD) REF NO: DOI 165/2025**
SALARY	:	R193 359 - R227 766 per annum (Level 04)
CENTRE	:	Department of Infrastructure, Western Cape Government
REQUIREMENTS	:	Grade 10 (equivalent or higher qualification); A minimum of 3 years semi-skilled manual experience; A valid (Code EC) driving licence with professional drivers permit (PDP). Competencies: Good understanding of the maintenance and repair of defects on roads and within road reserves; Conflict and diversity management; Skills needed: Communication (verbal and written); Ability to work under pressure and meet deadlines; Ability to work in a team; Self-motivated.

DUTIES	:	Manage and supervise a team; Plan, supervise and undertake road maintenance activities; Determine material quantities for road maintenance activities; Define road defects and undertake corrective measures; Safeguard work areas in terms of the Occupational Health and Safety Act; Train subordinates.
ENQUIRIES	:	Mr C Cronje Tel No: (021) 863 2020
APPLICATIONS	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
POST 45/438	:	**ROAD WORKER SUPERVISOR: ROUTINE MAINTENANCE (CLANWILLIAM) REF NO: DOI 170/2025**
SALARY	:	R193 359 - R227 766 per annum (Level 04)
CENTRE	:	Department of Infrastructure, Western Cape Government
REQUIREMENTS	:	Grade 10 (equivalent or higher qualification); A minimum of 3 years semi-skilled manual experience; A valid (Code EC) driving licence with professional drivers permit (PDP).Competencies: Good understanding of the maintenance and repair of defects on roads and within road reserves; Conflict and diversity management; Skills needed: Communication (verbal and written); Ability to work under pressure and meet deadlines; Ability to work in a team; Self-motivated.
DUTIES	:	Manage and supervise a team; Plan, supervise and undertake road maintenance activities; Determine material quantities for road maintenance activities; Define road defects and undertake corrective measures; Safeguard work areas in terms of the Occupational Health and Safety Act; Train subordinates.
ENQUIRIES	:	Mr A Koopman Tel No: (021) 863 2020
APPLICATIONS	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
POST 45/439	:	**ROAD WORKER SUPERVISOR (SPECIAL LINE MARKING TEAM): ROUTINE MAINTENANCE (PAARL) REF NO: DOI 171/2025**
SALARY	:	R193 359 - R227 766 per annum (Level 04)
CENTRE	:	Department of Infrastructure, Western Cape Government
REQUIREMENTS	:	Grade 10 (equivalent or higher qualification); A minimum of 3 years semi-skilled manual experience; A valid (Code EC) driving licence with professional drivers permit (PDP). Competencies: Good understanding of the following: Safety precautions whilst operating machinery and equipment; Usage of small tools and equipment; Operating of Lince Marking Machines, i.e. motorized and manual as well as general construction related machines Interpretation of basic civil drawings pertaining to Line Marking and determine quantities of goods and services; Skills needed: Supervisory; Communication (verbal and written); Ability to work under pressure and meet deadlines; Ability to work in a team; Self-motivated.
DUTIES	:	Management of Road Marking Team during construction and maintenance of the Proclaimed Road Network Operating of various types of machinery and equipment; Supervision and utilization of labourers to ensure effective management of subordinates; Perform generic administrative functions pertaining to the post.
ENQUIRIES	:	Mr A Koopman Tel No: (021) 863 2020
APPLICATIONS	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
POST 45/440	:	**ROAD WORKER SUPERVISOR: ROUTINE MAINTENANCE (VANRHYNSDORP) REF NO: DOI 172/2025**
SALARY	:	R193 359 - R227 766 per annum (Level 04)
CENTRE	:	Department of Infrastructure, Western Cape Government
REQUIREMENTS	:	Grade 10 (equivalent or higher qualification); A minimum of 3 years semi-skilled manual experience; A valid (Code EC) driving licence with professional drivers permit (PDP). Competencies: Good understanding of the maintenance and repair of defects on roads and within road reserves; Conflict and diversity management; Skills needed: Communication (verbal and written); Ability to

work under pressure and meet deadlines; Ability to work in a team; Self-motivated.

DUTIES : Manage and supervise a team; Plan, supervise and undertake road maintenance activities; Determine material quantities for road maintenance activities; Define road defects and undertake corrective measures; Safeguard work areas in terms of the Occupational Health and Safety Act; Train subordinates.

ENQUIRIES : Mr A Koopman Tel No: (021) 863 2020

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

POST 45/441 : **ROAD WORKER (BELLVILLE) REF NO: DOI 153/2025**

SALARY : R163 680 - R192 810 per annum (Level 03)

CENTRE : Department of Infrastructure, Western Cape Government

REQUIREMENTS : Ability to read and write / Adult Basic Education and Training (ABET 2/Grade 5). Competencies: A good understanding of the following: Building, maintenance and repair of roads. Skills: Verbal and written communication skills; Ability to work under pressure and meet deadlines; Reliable; Able to work in a team.

DUTIES : Support road specialists in the construction, maintenance and repair of roads; Perform manual labor; Undertake general duties to support road specialists with the construction, maintenance and repair and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures and related activities.

ENQUIRIES : Mr T Ntomane Tel No: (021) 863 2020

APPLICATIONS : To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:
1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);
Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,
Or 3. Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

NOTE : Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful

POST 45/442 : **ROAD WORKER (CALEDON) REF NO: DOI 154/2025**

SALARY : R163 680 - R192 810 per annum (Level 03)

CENTRE : Department of Infrastructure, Western Cape Government

REQUIREMENTS : Ability to read and write / Adult Basic Education and Training (ABET 2/Grade 5). Competencies: A good understanding of the following: Building, maintenance and repair of roads. Skills: Verbal and written communication skills; Ability to work under pressure and meet deadlines; Reliable; Able to work in a team.

DUTIES : Support road specialists in the construction, maintenance and repair of roads; Perform manual labour; Undertake general duties to support road specialists with the construction, maintenance and repair and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures and related activities.

ENQUIRIES : Mr T Ntomane Tel No: (021) 863 2020

APPLICATIONS : To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:
1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);
Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,

Or 3. Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

NOTE : Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful

POST 45/443 : **ROAD WORKER REF NO: DOI 157/2025 (X2 POSTS AVAILABLE IN CERES)**

SALARY : R163 680 - R192 810 per annum (Level 03)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Ability to read and write / Adult Basic Education and Training (ABET 2/Grade 5). Competencies: A good understanding of the following: Building, maintenance and repair of roads. Skills: Verbal and written communication skills; Ability to work under pressure and meet deadlines; Reliable; Able to work in a team.
DUTIES : Support road specialists in the construction, maintenance and repair of roads; Perform manual labour; Undertake general duties to support road specialists with the construction, maintenance and repair and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures and related activities.
ENQUIRIES : Mr T Ntomane Tel No: (021) 863 2020
APPLICATIONS : To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:
1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);
Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,
Or 3. Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

NOTE : Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful

POST 45/444 : **ROAD WORKER REF NO: DOI 159/2025 (X5 POSTS AVAILABLE IN CLANWILLIAM)**

SALARY : R163 680 - R192 810 per annum (Level 03)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Ability to read and write / Adult Basic Education and Training (ABET 2/Grade 5) Competencies: A good understanding of the following: Building, maintenance and repair of roads. Skills: Verbal and written communication skills; Ability to work under pressure and meet deadlines; Reliable; Able to work in a team.
DUTIES : Support road specialists in the construction, maintenance and repair of roads; Perform manual labour; Undertake general duties to support road specialists with the construction, maintenance and repair and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures and related activities.
ENQUIRIES : Mr T Ntomane Tel No: (021) 863 2020
APPLICATIONS : To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:
1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);
Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,
Or 3. Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

NOTE	:	Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful
POST 45/445	:	**ROAD WORKER (13 POSTS AVAILABLE IN HOPEFIELD) REF NO: DOI 160/2025**
SALARY	:	R163 680 - R192 810 per annum (Level 03)
CENTRE	:	Department of Infrastructure, Western Cape Government
REQUIREMENTS	:	Ability to read and write / Adult Basic Education and Training (ABET 2/Grade 5). Competencies: A good understanding of the following: Building, maintenance and repair of roads. Skills: Verbal and written communication skills; Ability to work under pressure and meet deadlines; Reliable; Able to work in a team.
DUTIES	:	Support road specialists in the construction, maintenance and repair of roads; Perform manual labour; Undertake general duties to support road specialists with the construction, maintenance and repair and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures and related activities.
ENQUIRIES	:	Mr T Ntomane Tel No: (021) 863 2020
APPLICATIONS	:	To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974, Or 3. Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
NOTE	:	Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful
POST 45/446	:	**ROAD WORKER REF NO: DOI 161/2025 (X10 POSTS AVAILABLE IN ROBERTSON)**
SALARY	:	R163 680 - R192 810 per annum (Level 03)
CENTRE	:	Department of Infrastructure, Western Cape Government
REQUIREMENTS	:	Ability to read and write / Adult Basic Education and Training (ABET 2/Grade 5) Competencies: A good understanding of the following: Building, maintenance and repair of roads. Skills: Verbal and written communication skills; Ability to work under pressure and meet deadlines; Reliable; Able to work in a team.
DUTIES	:	Support road specialists in the construction, maintenance and repair of roads; Perform manual labour; Undertake general duties to support road specialists with the construction, maintenance and repair and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures and related activities.
ENQUIRIES	:	Mr T Ntomane Tel No: (021) 863 2020
APPLICATIONS	:	To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974, Or 3. Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
NOTE	:	Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.

POST 45/447	:	**ROAD WORKER REF NO: DOI 162/2025 (X2 POSTS AVAILABLE IN STANFORD)**
SALARY	:	R163 680 - R192 810 per annum (Level 03)
CENTRE	:	Department of Infrastructure, Western Cape Government
REQUIREMENTS	:	Ability to read and write / Adult Basic Education and Training (ABET 2/Grade 5) Competencies: A good understanding of the following: Building, maintenance and repair of roads. Skills: Verbal and written communication skills; Ability to work under pressure and meet deadlines; Reliable; Able to work in a team.
DUTIES	:	Support road specialists in the construction, maintenance and repair of roads; Perform manual labour; Undertake general duties to support road specialists with the construction, maintenance and repair and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures and related activities.
ENQUIRIES	:	Mr T Ntomane Tel No: (021) 863 2020
APPLICATIONS	:	To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974, Or 3. Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
NOTE	:	Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful
POST 45/448	:	**ROAD WORKER REF NO: DOI 163/2025 (X3 POSTS AVAILABLE IN VANRHYNSDORP)**
SALARY	:	R163 680 - R192 810 per annum (Level 03)
CENTRE	:	Department of Infrastructure, Western Cape Government
REQUIREMENTS	:	Ability to read and write / Adult Basic Education and Training (ABET 2/Grade 5) Competencies: A good understanding of the following: Building, maintenance and repair of roads. Skills: Verbal and written communication skills; Ability to work under pressure and meet deadlines; Reliable; Able to work in a team.
DUTIES	:	Support road specialists in the construction, maintenance and repair of roads; Perform manual labor; Undertake general duties to support road specialists with the construction, maintenance and repair and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures and related activities.
ENQUIRIES	:	Mr T Ntomane Tel No: (021) 863 2020
APPLICATIONS	:	To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974, Or 3. Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
NOTE	:	Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful

POST 45/449	:	**ROAD WORKER REF NO: DOI 166/2025 (X3 POSTS AVAILABLE IN KLAWER)**
SALARY	:	R163 680 - R192 810 per annum (Level 03)
CENTRE	:	Department of Infrastructure, Western Cape Government
REQUIREMENTS	:	Ability to read and write / Adult Basic Education and Training (ABET 2/Grade 5) Competencies: A good understanding of the following: Building, maintenance and repair of roads. Skills: Verbal and written communication skills; Ability to work under pressure and meet deadlines; Reliable; Able to work in a team.
DUTIES	:	Support road specialists in the construction, maintenance and repair of roads; Perform manual labour; Undertake general duties to support road specialists with the construction, maintenance and repair and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures and related activities.
ENQUIRIES	:	Mr T Ntomane Tel No: (021) 863 2020
APPLICATIONS	:	To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974, Or 3. Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
NOTE	:	Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.
POST 45/450	:	**ROAD WORKER REF NO: DOI 167/2025 (X2 POSTS AVAILABLE IN MALMESBURY)**
SALARY	:	R163 680 - R192 810 per annum (Level 03)
CENTRE	:	Department of Infrastructure, Western Cape Government
REQUIREMENTS	:	Ability to read and write / Adult Basic Education and Training (ABET 2/Grade 5) Competencies: A good understanding of the following: Building, maintenance and repair of roads. Skills: Verbal and written communication skills; Ability to work under pressure and meet deadlines; Reliable; Able to work in a team.
DUTIES	:	Support road specialists in the construction, maintenance and repair of roads; Perform manual labour; Undertake general duties to support road specialists with the construction, maintenance and repair and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures and related activities.
ENQUIRIES	:	Mr T Ntomane Tel No: (021) 863 2020
APPLICATIONS	:	To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974, Or 3. Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
NOTE	:	Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.

POST 45/451	:	**ROAD WORKER REF NO: DOI 168/2025 (X4 POSTS AVAILABLE PIKETBERG)**
SALARY	:	R163 680 - R192 810 per annum (Level 03)
CENTRE	:	Department of Infrastructure, Western Cape Government
REQUIREMENTS	:	Ability to read and write / Adult Basic Education and Training (ABET 2/Grade 5) Competencies: A good understanding of the following: Building, maintenance and repair of roads. Skills: Verbal and written communication skills; Ability to work under pressure and meet deadlines; Reliable; Able to work in a team.
DUTIES	:	Support road specialists in the construction, maintenance and repair of roads; Perform manual labour; Undertake general duties to support road specialists with the construction, maintenance and repair and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures and related activities.
ENQUIRIES	:	Mr T Ntomane Tel No: (021) 863 2020
APPLICATIONS	:	To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974, Or 3. Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
NOTE	:	Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful
POST 45/452	:	**ROAD WORKER REF NO: DOI 169/2025 (X11 POSTS AVAILABLE WORCESTER)**
SALARY	:	R163 680 - R192 810 per annum (Level 03)
CENTRE	:	Department of Infrastructure, Western Cape Government
REQUIREMENTS	:	Ability to read and write / Adult Basic Education and Training (ABET 2/Grade 5) Competencies: A good understanding of the following: Building, maintenance and repair of roads. Skills: Verbal and written communication skills; Ability to work under pressure and meet deadlines; Reliable; Able to work in a team.
DUTIES	:	Support road specialists in the construction, maintenance and repair of roads; Perform manual labour; Undertake general duties to support road specialists with the construction, maintenance and repair and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures and related activities.
ENQUIRIES	:	Mr T Ntomane Tel No: (021) 863 2020
APPLICATIONS	:	To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974, Or 3. Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
NOTE	:	Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful

DEPARTMENT OF LOCAL GOVERNMENT

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

CLOSING DATE : 26 January 2026

NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

OTHER POSTS

POST 45/453 : **DEPUTY DIRECTOR: GOOD GOVERNANCE REF NO: LG 41/2025**

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

CENTRE : Department of Local Government, Western Cape Government

REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in a Legal field / Public Administration; A minimum of 3 years middle management experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: The Constitution and Local Government suite of Legislations-ie. Municipal Systems Act 32 of 2000, Municipal Structures Act, 1 17 of 1998; Political Environment; Anti-Corruption Legislative Framework; Code of Conduct for Councillors as contained in Schedule 7 of the Municipal Structures Act, 1 17 of 1998; Code for Ethical Leadership in Local Government; Remuneration of Public Office Bearers Act, 20 of 1998; Human Resource Management Financial Management. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication skills (written and verbal); Good interpersonal and decision-making skills; Supervising staff; Planning and Organising; Ability to work independently and as part of a team; Willingness to work irregular hours.

DUTIES : Initiate and coordinate ethical leadership, anti-fraud and anti-corruption programmes; Provide support to Municipal Public Accounts Committees (MPACs) and monitor the functionality of MPACs; Administer Councillor matters: Application of the Code of Conduct for Councillors and administer Councillor Remuneration; Render training on Code of Conduct for Councillors, Code for Ethical Leadership and Preventative Measures against Fraud and Corruption; Monitor the functionality of Councils, section 79/80 Committees and MPAC Committees; Provide support to Municipalities in maintaining Good Governance; Monitor Council Compositions in Municipalities; Strategic Management; Human Resource Management; Financial Management.

ENQUIRIES : Mr K Makan Tel No: (021) 483 4365

POST 45/454 : **DEPUTY DIRECTOR: INTEGRATED DEVELOPMENT PLANNING REF NO: LG 43/2025**

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

CENTRE : Department of Local Government, Western Cape Government

REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification) in Town Planning / Development Studies / Public Management or related field; Plus training in integrated development planning (IDP) and/or Municipal Strategic Management; A minimum of 3 years middle management experience in Integrated Development Planning / Town Planning / Development studies or Local Government Planning. Competencies: Knowledge of the following: Integrated development planning (IDP) policy, legislation and guiding manuals;

		Municipal integrated development planning; People-centered development, community-based participation processes; Strategic management processes, including strategic planning and performance management within government - including inter-sphere and cross-sector planning; Constitutional, institutional and developmental circumstances of municipalities; Project management and performance management; Public service procedures and regulations; Human Resource Management; Labour relations legislation; Skills Development Act; White Paper on Employment Equity; Financial Management regulations. Skills in the following: Ability to analyse, promote, facilitate and implement strategic planning; Presentation skills; Implementation and monitoring skills; Project management skills; Interpretation of legislation; Effective communication (verbal & written); Dispute resolution, facilitation in groups (within the community) and conflict management; Problem solving; Basic Accounting; Basic budgeting skills; Computer skills in report writing; A valid code B driving license.
DUTIES	:	Ensure integrated development planning support to municipalities with the drafting and review of integrated development plans; Assessment of the quality of municipal integrated development plans; Provide support regarding national and provincial planning alignment with municipal integrated development plans; Integrated development planning (IDP) training and capacity building to municipalities and related stakeholders; Monitor and report on municipal Integrated development planning (IDP) review progress and implementation; Plan and manage the work of and account for the overall performance of the Sub directorate; People Management; Financial Management.
ENQUIRIES	:	Mr P.C Jansen van Vuren Tel No: (021) 483 9077
POST 45/455	:	**ASSISTANT DIRECTOR: INTEGRATED DEVELOPMENT PLANNING REF NO: LG 42/2025**
SALARY	:	R468 459 - R561 894 per annum (Level 09)
CENTRE	:	Department of Local Government, Western Cape Government
REQUIREMENTS	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Town Planning or Development studies or Public Management; Plus training in IDP and /or Municipal Strategic Management; A minimum of 3 years relevant experience in Integrated Development Planning / Town Planning / Development studies or Local Government Planning. Competencies: Knowledge of the following: Integrated development planning (IDP) legislation, regulatory frameworks, policies and good practices; Municipal integrated development planning (IDP), people-centered development, community-based participation processes; Strategic management processes including strategic planning and performance management within government including inter-sphere and cross sector planning; Constitutional, institutional and developmental circumstances of municipalities; Project management and performance management; Public service procedures and regulations; Information systems that aid in the management of knowledge and information pertaining to the line function; Operational management practices; Procurement and tendering processes. Skills in the following: Ability to analyse, promote, facilitate and implement strategic planning; Presentation skills; Implementation and monitoring skills; Project management skills; Interpretation of legislation; Effective communication (verbal and written); Dispute resolution, facilitation in groups (within community) and conflict management; Problem solving; Basic accounting; Basic budgeting skills; Computer skills in report writing; A valid driving license.
DUTIES	:	Provide integrated development planning (IDP) support to municipalities with the drafting and review of integrated development plans; Coordinate municipal integrated development planning (IDP) support across municipalities including sector planning support initiatives; Monitor the process and credibility of municipal integrated development planning; Research and develop integrated development planning good practices; Promote the institutionalisation of integrated development planning sector departments; Maintain an integrated development planning (IDP) document database that is accessible to all three spheres of government.
ENQUIRIES	:	Mr Ivan Meyer Tel No: (021) 483 5528

POST 45/456 : **ASSISTANT DIRECTOR: SPECIALISED SUPPORT (INVESTIGATIONS) REF NO: LG 44/2025**
Contract Position available

SALARY : R468 459 - R561 894 per annum (Level 09), plus 37% in lieu of service benefits
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Commerce / Law / Auditing / Forensics or related field; A minimum of 3 years relevant experience in investigations; A valid code B (or higher) driving license. NB People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Applicable legislation, prescripts, policies, acts and procedures; Legislation pertaining to forensic investigations; Research, analyse and applicable legislation. Skills needed: Proven computer literacy; Analytical thinking; Interpersonal; Communication (written and verbal); Conflict management; Project management; Good interviewing skills and ability to take statements during investigations.
DUTIES : Case/Project planning and execution; Investigate of assigned cases; Case closure and finalisation; Performance and information management and reporting.
ENQUIRIES : Ms J Louw Tel No: (021) 483 9071

POST 45/457 : **ADMINISTRATIVE OFFICER: HUMAN RIGHTS REF NO: LG 40/2025**

SALARY : R397 116 - R467 790 per annum (Level 08)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years administrative experience. Competencies: Knowledge of the following: Events and project management; Gender, Youth, Disability, Elderly, HIV/AIDS, and Children related policies and practices; A broad understanding of how Gender, Youth, Disability, Elderly, HIV/AIDS, and Children's concerns affect Municipalities and communities; Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint, Teams, Outlook and Internet); Financial management; Project management including monitoring, evaluation and report writing skills; Presentation and stakeholder management skills; Good communication (written and verbal) skills; Ability to work independently and as part of a team; Willingness to work irregular hours and travel as required; It will be an advantageous to have a valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply.
DUTIES : Assist in the following: Providing guidance and assistance to municipalities with the institutionalisation of human rights concerns such as, Gender, Human Trafficking, Youth, Disability, Elderly, HIV/AIDS and children; Capacitating municipal focal units through capacity building workshops, awareness raising sessions and consultations for the advancement and implementation of human rights concerns, Gender, Youth, Disability, Elderly, and HIV/AIDS children at municipalities; Maintaining and supporting human rights structures at municipalities for continued transformation of local Government and attend workshops, inter-departmental meetings, conferences on HIV/AIDS, Gender, Youth, Disability, Elderly, and Children; Mainstreaming of Human Rights concerns such as (Gender, Youth, Disability, Elderly, and HIV/AIDS, children into the core functions of the department; Support special projects on human rights concerns such as Gender, Youth, Disability, Elderly, and Children HIV/AIDS, at municipalities; Maintain a sustainable partnership with civil society, community-based organisations, NGO's, Municipalities and inter-departmental forums on Gender, Human Trafficking, Youth, Disability, Elderly, HIV/AIDS, and Children concerns as applicable to allocated portfolios; Minutes taking and report writing, all general and financial administrative support, calendar management and maintaining data bases and filing systems for all programmes.
ENQUIRIES : Ms P Ramnath Tel No: (021) 483 3333

DEPARTMENT OF POLICE OVERSIGHT AND COMMUNITY SAFETY

CLOSING DATE : 26 January 2026
NOTE : All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that

you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: https://www.thensg.gov.za/training-course/sms-preentryprogramme/ Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

MANAGEMENT ECHELON

POST 45/458 : **CHIEF DIRECTOR: MANAGEMENT SUPPORT REF NO: POCS 11/2025**

SALARY : R1 494 900 per annum (Level 14), all–inclusive salary package
CENTRE : Department of Police Oversight and Community Safety, Western Cape Government
REQUIREMENTS : An appropriate Degree (NQF 7) or higher qualification as recognised by SAQA; A minimum of 5 years' experience at a Senior Managerial level; Completion of the Pre-entry SMS Certificate for entry into the SMS (Senior Management Service) submitted prior to appointment. Competencies: Proven knowledge of the following: Relevant legislation, regulatory frameworks, policies, and best practices related to the line functions of the post; Information systems that support knowledge and information management; Procurement and tendering processes; Policy development, strategic planning, and the monitoring, evaluation, and review of strategies and programmes; Global, regional, and local political, economic, and social trends that impact the Western Cape Government; Labour relations legislation, regulations, and best practices; Performance Management Systems and Frameworks. Core Competencies: Strategic capability and leadership; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management. Skills: Numeracy; Literacy; Computer Literacy; Language skills; Project Management; Accounting/ Finance/ Audit; Economic, Financial and Statistical analysis; Legal Administration; Strategic Planning.
DUTIES : Strategic Management, advice and guidance will entail the following: Render strategic and communication services; Ensure effective financial management services; Render of specialised auxiliary services (Transport, Telephones, Registry & Messenger, Reprographics, Information Resource Centre & Miscellaneous Services); Provide support in respect of operational management of the department's working relationship with the corporate services centre; Governance and Oversight of Western Cape Liquor Authority (WCLA); Monitor in-year performance reports (financial and non-financial); Attend Governing Board, Audit Committee and bi-lateral meetings and feedback on support or actions implemented.; Ensure the finalisation of the Annual Transfer Payment Agreement; Facilitate the amendments to the Western Cape Liquor Act and Regulations as it relates to the implementation of the AHR White Paper; Facilitate the annual fee increase for license fees and

fines of the WCLA as prescribed in the Western Cape Liquor Act. Strategic Management and Change Management will entail the following: Define and continuously review the purpose, objectives, priorities and core activities of the Chief Directorate to ensure strategic alignment and organisational relevance; Drive the Chief Directorate's strategy, including the development, implementation and management of strategic and business plans.; Evaluate performance on an ongoing basis against predetermined key measurable objectives, targets and standards, ensuring continuous improvement; Provide strategic reports and advice on matters of substantial importance to support executive decision-making; Monitor and ensure compliance with all relevant legislation, regulations and prescripts, with specific emphasis on proper and compliant record-keeping; Lead change management initiatives to strengthen organisational adaptability, operational efficiency and stakeholder responsiveness; Foster and promote a culture of innovation, encouraging new approaches, continuous learning and improved service delivery within the Chief Directorate. People Management will entail the following: Participate in the recruitment of employees; Lead and manage staff to achieve organisational objectives; Drive talent development, performance management, and staff empowerment; Oversee workforce planning, service delivery improvement programmes and information resource plans, ensuring that organisational capacity operational efficiency and information management practices effectively support the strategic objectives of the Chief Directorate. Promote sound labour relations and oversee the maintenance of discipline within the chief directorate. Financial Management Oversee budgets, expenditure and financial planning for the Chief Directorate. Ensure effective financial controls and compliance with PFMA and Treasury Instructions; Monitor and report on financial performance and cost-effectiveness of projects; Assume direct accountability for ensuring contracts are managed effectively and efficiently; Prepare and oversee Annual and Adjustment Budgets; Assume accountability for the tender and procurement procedures of the Chief Directorate; Ensure that all spending is aligned with the strategic objectives of the chief directorate; Risk Management.

ENQUIRIES : Mr. H Arendse Tel No: (021) 483 4164
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 45/459 : **CHIEF DIRECTOR: SECRETARIAT FOR SAFETY AND SECURITY REF NO: POCS 12/2025**

SALARY : R1 494 900 per annum (Level 14), all–inclusive salary package
CENTRE : Department of Police Oversight and Community Safety, Western Cape Government
REQUIREMENTS : An appropriate Degree (NQF 7) or higher qualification as recognised by SAQA, A minimum of 5 years' experience at a Senior Managerial level; Completion of the Pre-entry SMS Certificate for entry into the SMS (Senior Management Service) submitted prior to appointment. Competencies: Proven knowledge of the following: Proven knowledge of and working experience of the following: Legislation, regulatory frameworks, policies, and best practices relevant to the line functions of the Chief Directorate; Information and Knowledge Management Systems; Procurement and tendering processes; Policy development and Strategic Management; Governance and administration; Broad understanding of global, regional and local political, economic and social dynamics affecting the Western Cape Government; Labour relations legislation, regulations, and best practices; Performance Management Systems and Frameworks. Core Competencies: Strategic capability and leadership; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management. Skills: Numeracy; Computer literacy; Project Management; Accounting/ Finance/ Audit; Economic, Financial and Statistical Analysis; Legal Administration; Strategic Planning.
DUTIES : Strategic Management, advice and guidance will entail the following: Manages (develop, implement, evaluate and adjust) programme/ projects that lead to the achievement of the long-term strategic objectives of the organisation; Initiate, execute, coordinate and support social crime prevention projects in the Western Cape; Provide an integrated information and research management framework / system towards safer communities in the Western Cape; Provide

civilian oversight over law enforcement agencies, including a support service to the WCPP Ombudsman; Build capacity within communities against crime through increasing levels of consciousness, institutionalising structures for community participation, empowering community policing and establishing uniformed partnerships with communities or decrease the levels of crime and levels of perception of crime. Strategic Management and Change Management will entail the following: Define and continuously review the purpose, objectives, priorities and core activities of the Chief Directorate to ensure strategic alignment and organisational relevance; Drive the Chief Directorate's strategy, including the development, planning and management of strategic and business plans; Evaluate performance on an ongoing basis against predetermined key measurable objectives, targets and standards, ensuring continuous improvement; Provide strategic reports and advice on matters of substantial importance to support executive decision-making; Monitor and ensure compliance with all relevant legislation, regulations and prescripts, with specific emphasis on proper and compliant record-keeping; Lead change management initiatives to strengthen organisational adaptability, operational efficiency and stakeholder responsiveness; Foster and promote a culture of innovation, encouraging new approaches, continuous learning and improved service delivery within the Chief Directorate. People Management will entail the following: Recruitment and Selection. Employee Development; Performance Management; Capacity Building; Labour Relations and Discipline Management; Financial Management; Budget participation and preparation; Financial reporting, accountability and proper record keeping; Procurement compliance; Contract Management; Strategic alignment; Asset Management; Contract Management; Risk Management.

ENQUIRIES : Mr. H Arendse Tel No: (021) 483 6915
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 45/460 : **CHIEF DIRECTOR: SECURITY RISK MANAGEMENT REF NO: POCS 13/2025**

SALARY : R1 494 900 per annum (Level 14), all–inclusive salary package
CENTRE : Department of Police Oversight and Community Safety, Western Cape Government
REQUIREMENTS : An appropriate Degree (NQF 7) or higher qualification as recognised by SAQA; A minimum of 5 years' experience at a Senior Managerial level; Completion of the Pre-entry SMS Certificate for entry into the SMS (Senior Management Service) submitted prior to appointment. Competencies: Proven knowledge of the following: Proven knowledge of and working experience of the following: Legislation, regulatory frameworks, policies, and best practices relevant to the line functions of the Chief Directorate; Information and Knowledge Management Systems; Procurement and tendering processes; Policy development and Strategic Management; Governance and administration; Broad understanding of global, regional and local political, economic and social dynamics affecting the Western Cape Government; Labour relations legislation, regulations, and best practices; Performance Management Systems and Frameworks. Core Competencies: Strategic capability and leadership; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management. Skills: Numeracy; Computer literacy; Project Management; Accounting/ Finance/ Audit; Economic, Financial and Statistical Analysis; Legal Administration; Strategic Planning.
DUTIES : Strategic Management, advice and guidance will entail the following: Provide comprehensive security risk management service to the Western Cape i.r.o property, assets, equipment, reputation, employees, visitors and guests; Provide strategic guidance and support to the Heads of provincial institutions to ensure compliance with applicable safety and security regulations and policies; Drive strategic direction and actively participate in internal and external forums to influence departmental leadership on security risk management; Lead the development and governance of integrated security programs with a focus on optimizing resource alignment and collaboration across departments and institutions; Provide security support services; Provide transversal administrative and support service to security risk management and Neighbourhood Watch Structures (NHWs); Develop transversal policy

documentation and/or guidelines in relation to the management of safely and security risks. Strategic Management and Change Management will entail the following: Define and continuously review the purpose, objectives, priorities and core activities of the Chief Directorate to ensure strategic alignment and organisational relevance; Drive the Chief Directorate's strategy, including the development, planning and management of strategic and business plans; Evaluate performance on an ongoing basis against predetermined key measurable objectives, targets and standards, ensuring continuous improvement; Report to the Head of Department on a regular basis on the activities of the Chief Directorate and on matters of substantial importance relating to operational management support; Monitor and ensure compliance with all relevant legislation, regulations and prescripts, with specific emphasis on proper and compliant record-keeping; Lead change management initiatives to strengthen organisational adaptability, operational efficiency and stakeholder responsiveness; Foster and promote a culture of innovation, encouraging new approaches, continuous learning and improved service delivery within the Chief Directorate. People Management will entail the following: Recruitment and Selection; Employee Development; Performance Management; Capacity Building; Labour Relations and Discipline Management. Financial Management: Budget participation and preparation; Financial reporting, accountability and proper record keeping; Tender Procurement and Tender procedures; Contract Management; Strategic alignment; Asset Management; Contract Management; Risk Management.

ENQUIRIES : Mr. H Arendse Tel No: (021) 483 6915
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 45/461 : **DIRECTOR: COMMUNITY POLICE RELATIONS, REF NO: POCS 14/2025**

SALARY : R1 266 714 per annum (Level 13), all–inclusive salary package
CENTRE : Department of Police Oversight and Community Safety, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA; A minimum of 5 years relevant middle/senior management experience; Successful completion of the Senior Management Pre-entry Programme for entry into the SMS submitted prior to appointment. Competencies: Proven knowledge of and working experience of the following: Legislation, regulatory frameworks, policies, and best practices relevant to the line functions of the Directorate; Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions, amongst others, the SAPS Act 68 of 1995; the CSPS Act 2 of 2011; the WCCSA 3 of 2013; the ICVPS, 2022 and the Community Policing Policy, 2020. Information and Knowledge Management Systems; Procurement and tendering processes; Policy development and Strategic Management; Broad understanding of global, regional and local political, economic and social dynamics affecting the Western Cape Government; Labour relations legislation, regulations, and best practices; Performance Management Systems and Frameworks. Core Competencies: Strategic capability and leadership; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management. Skills: Numeracy; Computer literacy; Project Management; Accounting/ Finance/Audit; Strategic Planning; Conflict Management skills.
DUTIES : Strategic Management, advice and guidance will entail the following: Develop stakeholder engagement and relationship building capacity; Implement stakeholder engagement and relationship building programme and provide project implementation support; Facilitate the establishment and functionality of Community Safety Forums (CSFs) at municipal level; Support the establishment and functionality of Community Policing Forums (CPFs); Foster partnerships between communities and uniformed services; Build community capacity through targeted training, awareness, and empowerment initiatives focused on crime prevention and safety promotion; Monitor and evaluate the impact of community safety initiatives to ensure sustainable and measurable outcomes. Strategic Management and Change Management will entail the following: Define and review on a continual basis the purpose, objectives, priorities and activities of the Directorate; Drive the Directorate's strategic planning process; Drive the development and management of the strategic and

business plans for the Directorate; Evaluate the performance of the Directorate on a continuing basis against pre-determined key measurable objectives and standards; Report to the Chief Director on a regular basis on the activities of the Directorate and on matters of substantial importance relating to operational management support; Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Directorate, and of the resources (people, finances and assets) employed by it; Foster and promote a culture of innovation within the Directorate, and the Department; Diligently perform all duties assigned to the post of Director. People Management will entail the following: Recruitment and Selection; Employee Development; Performance Management; Capacity Building; Labour Relations and Discipline Management. Financial Management: Budget participation and preparation; Financial reporting, accountability and proper record keeping; Tender Procurement and Tender procedures; Contract Management; Strategic alignment; Asset Management; Contract Management; Risk Management.

ENQUIRIES : Mr H Arendse Tel No: (021) 483 4861

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

OTHER POSTS

POST 45/462 : **ASSISTANT DIRECTOR (DEPARTMENTAL COMMUNICATION): COMMUNICATION REF NO: POCS 10/2025**

SALARY : R468 459 - R561 894 per annum (Level 09)

CENTRE : Department of Police Oversight and Community Safety, Western Cape Government

REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years relevant experience. Competencies: Knowledge of the following: Extensive knowledge of applicable policies, legislation. guidelines, standards, procedures and best practices; Management principles; Public Service procedures; People management practices; Labour relations; Public Relations; Financial management; Expert knowledge of communication policy and strategies; Global, regional and local political, economic and social affairs impacting on the PGWC; Events management; Media liaison practices. Skills in the following: Planning and Organising; Writing and Reporting; Working with People; Adhering to Principles and Values; Relating and Networking; Numeracy; Literacy; Computer Literacy; Language skills; Project Management; Accounting / Finance / Audit; Budgeting and Financial Management; Communication and Information Management; Continuous Improvement; Citizen Focus and Responsiveness; Diversity Management; Impact and Influence; Planning and Organising; Problem Solving and Decision Making; The following will be advantageous: A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply.

DUTIES : Coordinate Internal Communications; Coordinate and facilitate Web Research, Preparation and Uploads; Coordinate External Communications; Facilitate Procurement and Administrative Communication Requirements; Managerial functions.

ENQUIRIES : Mr I Davids Tel No: (021) 483 6689

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

NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to complete a practical assessment and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical

exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

CLOSING DATE : 26 January 2026

POST 45/463 : **ADMINISTRATIVE OFFICER: COMMUNITY TRAINING REF NO: POCS 15/2025**

SALARY : R325 101 - R382 959 per annum (Level 07)
CENTRE : Department of Police Oversight and Community Safety, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1-year relevant experience. Competencies: Knowledge and understanding of the following: PFMA Section 6, Western Cape Community Safety Act of 2013; Engaging communities; Extensive administration knowledge within a government environment. Skills needed: Numeracy; Computer Literacy; Language skills; Financial Management; Decisive discipline Integrity; Verbal and written communication; Self-motivated; Facilitation and presentation skills; Planning and organising skills; Interpersonal relationships skills; Problem solving skills; Organising; Ability to work under pressure.
DUTIES : Facilitate all administrative and general support requirements for accredited neighbourhood watches; Facilitate administrative processes to ensure the implementation of training for accredited Neighbourhood Watches and Farm Watches; Facilitate administrative processes to support the funding of accredited Neighbourhood Watches and Farm Watches; Facilitate the administration process to ensure Accredited NHWs are resourced; Provide administrative and technical support to the Online NHW Accreditation Application.
ENQUIRIES : Mr D Dwarte Tel No: (021) 483 3798
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to complete a practical assessment and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.
CLOSING DATE : 26 January 2026

DEPARTMENT OF THE PREMIER

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
CLOSING DATE : 26 January 2026
NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered. All shortlisted candidates, including the SMS, shall undertake two pre-entry

assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

OTHER POSTS

POST 45/464 : **ASSISTANT DIRECTOR: PRACTICE ENABLEMENT AND DEVELOPMENT REF NO: DOTP 72/2025 R1**

SALARY : R468 459 - R 561 894 per annum (Level 09)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Social Sciences, Humanities, Industrial Psychology, Public and Business Management Science or related; A minimum of 3 years relevant experience. Competencies: Knowledge of the following: Organisational performance as they relate to the field of organization development; Appropriate job evaluation system; Organisation development theory, practice, and techniques regarding organisation design, process development and improvement and behaviour; Information systems that aid in the management of knowledge and information pertaining to the line function; Appreciative inquiry; Research methods / statistics(action research, quantitative and qualitative); Project management; Operational management practices; Mentoring and coaching practices; National and provincial instruments and legislation pertaining to human resources management, financial management and supply chain management; Policies of the government of the day (national and provincial); Provincial government functions and services; Statutory framework governing the broad management of the public service; Staff performance management system (SPMS);Disciplinary and grievance procedure; It will be advantageous to have a valid(Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Accounting Finance and Audit; Analytical; Data analysis and interpretation; ICT Systems Awareness; Benchmarking; Conceptual, interpretive and formulation; Diagnostic; Facilitation and process consultation; Influencing; Innovative problem-solving; Intervention design.
DUTIES : Deliver departmental work organisation capacity services; Deliver transversal job design services; Deliver on transversal organisation design and alignment; Deliver on transversal service delivery initiatives; Deliver a practice enablement and development service; Plan, execute and monitor project(s);Supervise Organisational Development Practitioners.
ENQUIRIES : Ms N Smith Tel No: (021) 466 9542

POST 45/465 : **PERSONAL ASSISTANT: CORPORATE COMMUNICATION REF NO: DOTP 92/2025**

SALARY : R325 101 – R382 959 per annum (Level 07)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 or relevant higher tertiary qualification; A minimum of 3 years relevant experience in rendering support services to senior management. Competencies: Knowledge of the following: Office Administration; Managing diaries, meetings, and filing systems; Procurement and financial processes within government; WCG travel and accommodation policies. Skills needed: Written and verbal communication; Document management; Ability to draft, edit, and proofread official correspondence; Strong attention to detail for accuracy and compliance; Advanced MS Office skills (Word, Excel, PowerPoint, Outlook); Familiarity with digital collaboration tools (MS Teams, SharePoint); Event and travel coordination; Organising logistics for meetings, workshops, and official trips; Ability to work independently and as part of a team; Customer Service Orientation – Professional and responsive to stakeholder needs; Adaptability – Ability to work under pressure and adjust to changing priorities; Interpersonal Skills – Builds positive relationships across all levels; Attention to Detail – Ensures accuracy in documentation and scheduling.

DUTIES : Executive support and office management: Manage the Director's diary, schedule appointments, and prioritize tasks; Act as the first point of contact for internal and external stakeholders; Maintain confidentiality and professionalism in all interactions; Meeting and event coordination; Organise and prepare meetings, including agendas, briefing notes, and presentations; Ensure accurate minute-taking and follow-up on action items; Coordinate logistics for events, workshops, and site visits; Communication and correspondence; Draft, edit, and manage official correspondence, reports, and documentation; Screen calls, emails, and inquiries, ensuring timely responses; Facilitate effective communication between the Director and stakeholders; Document and information management; Maintain filing systems (electronic and physical) for easy retrieval; Track submissions, deadlines, and ensure compliance with WCG protocols; Handle sensitive and confidential documents with discretion; Travel and logistics; Arrange travel itineraries, accommodation, and transport for official trips; Ensure compliance with WCG travel policies and budgetary requirements; Financial and administrative support; Process procurement requests, claims, and approvals; Assist with budget monitoring and expenditure tracking for the Director's office; Liaise with HR and finance for operational requirements; Gatekeeping and prioritisation; Manage access to the Director, filtering requests and prioritizing urgent matters; Ensure the Director's time is allocated effectively for strategic priorities.

ENQUIRIES : Ms F Steyn Tel No: (021) 483 9955

DEPARTMENT OF PROVINCIAL TREASURY

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

CLOSING DATE : 26 January 2026

NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

OTHER POST

POST 45/466 : **SUPPLY CHAIN MANAGEMENT PRACTITIONER: PROCUREMENT AND CONTRACT MANAGEMENT REF NO: PT 37/2025**

SALARY : R397 116 - R467 790 per annum (Level 08)

CENTRE : Provincial treasury, Western Cape Government

REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Financial Management, SCM policy development, Commerce, Public Administration or Supply Chain Management; A minimum of 1 year related supply chain management experience. Competencies: Knowledge of the following: Public Sector policies and regulations (Public Financial Management Act (Act of 1999) Public Service Act (Act 103 of 1994); Prescripts, policies and procedures governing financial and supply Chain Management; National Treasury Contract Management Framework; National Treasury Regulations (NTR), National and Provincial Treasury`s Supply Chain Management Instructions/Note/Circulars, Supply Chain Management Policies/legislations/Acts; public sector procurement processes, contract management, monitoring supplier performance. Skills needed: Written and verbal communication; Planning and organisational; Ability to work independently and meet deadlines and ability to work under pressure and deliver to tight deadlines, work in a team and preparedness to work overtime when required; Management and leadership.

DUTIES : Coordinate, review, undertake and implement the supply chain demand management process and policies; Render effective Contract Management services; Render risk management and performance monitoring services with regard to supply chain internally and externally.

ENQUIRIES : Mr N Rhapale Tel No: (021) 483 6107

DEPARTMENT OF SOCIAL DEVELOPMENT

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

CLOSING DATE : 26 January 2026

NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

OTHER POSTS

POST 45/467 : **CHILD AND YOUTH CARE TEAM LEADER: PROFESSIONAL SERVICES REF NO: DSD 106/2025**
(Various posts available in various locations)

SALARY : Grade 1: R203 748 – R230 700 per annum, (OSD as prescribed)
Grade 2: R240 147 – R282 342 per annum, (OSD as prescribed)

CENTRE : Department of Social Development, Western Cape Government

REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification); A minimum of 7 years appropriate experience in child and youth care work after obtaining the required qualification; A valid code B driving licence. Competencies: Knowledge of the following: Developmental programmes and interventions; Clerical/administrative procedures; Rules and procedures of the Care Centre; Professional norms and standards; Professional ethics. Skills in the following: Proven computer literacy; Written and verbal communication; Ability to intervene and resolve conflict; Report writing; Presentation and facilitation; Planning and organising; Work effectively with social workers and members of multi-sectoral teams in social service delivery.

DUTIES : Serve as a team leader for child and youth care workers during a shifts; Oversee the following: Admission and related activities of residents to the facility; Access of residents to medical services; Implementation of planned developmental, recreational and therapeutic programmes; Basic life space work; Continuous supervision; Facilitate handover of shifts; Undertake inspections during a shifts and report on incidents and problems identified; Perform administrative work relevant to the job; Oversee the completion of daily registers e.g. log books, medication registers, incident reports etc.; Ensure that attendance registers are signed and kept up to date; Perform all the clerical functions required; Render care services to residents; Continuous professional development.

ENQUIRIES : Ms B Nicholas Tel No: (044) 803 7508

POST 45/468 : **ASSISTANT DIRECTOR: MONITORING AND REPORTING REF NO: DSD 61/2025**

SALARY : R468 459 - R561 894 per annum (Level 09)

CENTRE : Department of Social Development, Western Cape Government

REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years relevant experience. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines,

		standards, procedures and best practices; Public Service procedures; Project management methodologies and standards; Global, regional and local political, economic and social affairs impacting on the Western Cape Government. Skills needed: Interpret and apply relevant policies and procedures; Problem solving; Facilitation; Presentation; Policy formulation and analysis; Monitoring and evaluation; Communication (written and verbal); Organising; Information and knowledge management and Dispute resolution/conflict management; Interpersonal relationships; Analytical thinking; Project management; Ability to analyse, conceptualise and implement policy; Research.
DUTIES	:	Develop and implement Departmental performance monitoring and reporting processes; Contribute to the development and maintenance of performance indicators and monitoring frameworks; Monitor the implementation of the service delivery improvement plans (SDIPs); Facilitate the Department's MPAT process; Provide support and guidance in the management of Provincial Project Management and Information systems (BizSuite: BizProjects, BizPerformance, BizBrain).
ENQUIRIES	:	Ms S Nieftagodien at sihaam.nieftagodien@westerncape.gov.za
POST 45/469	:	**ASSISTANT DIRECTOR: QUOTATION ADMINISTRATION REF NO: DSD 105/2025**
SALARY	:	R468 459 - R561 894 per annum (Level 09)
CENTRE	:	Department of Social Development, Western Cape Government
REQUIREMENTS	:	An appropriate 3-year B-Degree/Advanced Diploma (equivalent qualification or higher); A minimum of 3 years supervisory level experience in Supply Chain Management; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Public sector SCM legislation, policies and procedures; Research and Reporting procedures; Strategic sourcing methodologies; Financial Management and Project Management; Standard bidding and advertising formats, market analysis methodology / sourcing strategies / Procurement Plan / Delegation of authority / Methods of product selection; Strategic sourcing and preferential procurement policy / BEE. Skills needed: Analytical thinking; Job Knowledge; Communication (written and verbal); Interpersonal relations; Flexibility; Teamwork; Planning and Organising; Numeracy; Literacy; Computer Literacy; Accounting, Finance and Audit.
DUTIES	:	Manage and supervise staff regarding the following functions and perform the more complex work in that regard: Supervise and compile quotation specifications as required; Coordinate, review, and compile the list of prospective providers for quotations; Supervise the sourcing of quotations for all purchases below R1000 000; Implementation of records and information management within the Division; Supervise human resource staff.
ENQUIRIES	:	Ms T Rakiep Tel No: (021) 483 4720